

**Adult Summit – 10 November 2012 at Findhorn Village Centre**

**Attendees :**

**Fiona Newcombe / Alex Hume / Chris Miles / Chris Gransden / Neil Whitehead / Tracy Robbie / Diane Leiper / Tim Pott / Campbell Cumming / Rick Barthelmie / Amy Cruickshank / Lee Challice / Karen Delaney / Gavin Morgan.**

**Topics discussed and feedback.**

**1. Karen Delaney outlined the overview of training opportunities available to DofE Volunteers.**

\***E Induction** ( as the first online course for all new volunteers) [www.dofetraining.org](http://www.dofetraining.org)

\***Intro to DoE** : Full day course to be completed within first 6 months of volunteering.

\* **Managing a DoE group** : possible 2 hour course to support DofE Leaders (can be as part of other courses such as 'Leadership'.

\* **DoE Leadership** (theory & practice). As additional training and support for DofE leaders.

\***Expedition Supervisors** course, for all adults involved in the training, delivery and support of DofE expeditions.

\***Expedition Assessor Accreditation** training for supervisors wishing to become expedition assessors.

\* **Child Protection Training** ( volunteers will have completed this course within the last 3 years or attend the next available course in 2013).

\* **First steps to Youth Work** : optional training to support volunteers who wish to develop their youth work skills.

**2. Karen Delaney explained the process for Volunteers applying to support DofE Moray.**

\***Initial discussion** with Coordinator or DofE Staff.

\***Application form** (with references).

**\*One to one meeting** with DofE Development Worker / **Disclosure** ID and paperwork.

**\*Induction training** and support to link in to a specific DofE Centre/ Group

**\*On-going support** as required

**\*Expeditions (Shadow /Support / Sign-off)** : New supervisors will shadow a number of existing supervisors and a ' supported assessment' form will be signed by two supervisors before the new supervisors lead their own groups.

**\*Other Sections** : Unit Responsibility.

**\*National Governing Body qualifications and training** : Moray local Awards Committee can be approached for assistance with funding for DofE specific training, from Summer Mountain leader training and assessment to Trail cycle leader and First Aid courses.

**\*Moray Council** will reimburse travel expense claims for volunteers undertaking DofE activities. In some cases they may be able to help with partial funding for training.

Moray Council currently manage the recruitment selection, disclosure, induction training process for volunteers.

**Unit responsibility** : maintaining eDofE and database of young people undertaking the award in their centre. Ensure they have the appropriate expedition safe-guards in place including Base contact policy and emergency procedures.

### **3. Support and Current Initiatives**

- DofE Staff (Gavin Morgan and Lee Challice)
- Youth Work staff (Community Learning and Development Youth Team of which DofE Moray Staff are part of and who hold the license in Moray for running The Duke of Edinburgh's Award).
- [www.dofe.org](http://www.dofe.org) and [www.moray.gov.uk/dofemoray](http://www.moray.gov.uk/dofemoray) and [www.mlac-dofe.co.uk](http://www.mlac-dofe.co.uk) Adventure Scotland(Training assessments and quality checks)
- Opportunity to join MLAC as the Adult volunteer voice of DofE Moray.

### **Current Local Authority Initiatives**

1. DoE Youth Voice V😊  
(Feeds into Moray Youth Council)
2. Multi Awards V😊

Open Award V😊 (Gold OPC)  
Support for Learning (ASN) V😊

3. The Moray Badge Film V😊

4. Mentoring eg Activity Agreements V😊

5. Dukies Bothy V😊

6.(MLAC fundraising) V😊

7. Moray Council / CLD Youth team are looking at ways to improve support for DofE Volunteers and are currently working on the 'Volunteer Friendly Award' V😊

V😊 Volunteers welcome!

#### **4. 2013 Productions**

The discussion was around proposing to create a safeguards leaflet for volunteers and this discussion included the following topics that could be look at;

Lifts request  
Mobile number  
Photos  
Supplying personal kit  
Press  
Availability boundaries  
Personal information  
Borrowing money  
Supplying food  
Facebook friend  
Appearing at house

#### **2013**

- Expedition practice guide (complementing website)
- Section Guide
- Leaders units (training)
- Partnership Agreements/ DofE Centre agreements to clarify roles and responsibilities and support needs.

## **5. Appeal for Kit** : The group discussed possible ways of gaining more equipment and resources;

- Kit – tents/trangias/bothy bags
- Argos – binoculars (for participants /birdwatching / Aim of their exped)
- Radios/GPS
- Session plan resources
- First aid kit – Asda
- Sponsorship for supervisors expedition clothing
- Maps (full OS maps) for groups (so they don't rely on only A4 laminates).
- MLAC and Springfield Properties to be asked to help support exped kit.
- Emergency beacon & pib (transmitter) £200-£300
- Supermarket sponsor, DoE expeds, pasta/sauce, Tesco
- Millets – Go outdoors for sponsorship
- Cereal Bar Company, Walkers, Starbucks
- Electronic mapping - Mapyx (lower cost than memory Map)
- Schools – do they have OS maps as each exped group should have at least one out with the use of A4 laminated maps
- Corporate department. Army / RAF
- Parents! : Help with expeds
- Training for TCL/MBL biking and canoe/sailing/walking expeds
- Volunteers – Pool cars, travel claims

## **6. Match-making : Asking Supervisors to commit to a specific DofE Centre**

It was suggested that we need to ask expeditions supervisors and helpers if they can commit to a primary support of one DofE Centre/ School and link in with the DofE Coordinator to discuss expedition support and training plans.

Chris Gransden offered to support Forres and Forres Ac

Doodle was suggested : Dates for expeditions as a way of gaining help.

## **7. Expedition forms & approved route**

### **Adventure Scotland**

- More clarity on their roles
- Issues with P&Q – using Glenlivet – Lecht mine – path not there
- Q Fords of Avon - responsibility from Adventure Scotland & supervisors ensuring they recce their routes in advance.
- Sharing local knowledge (MLAC exped website)

KD&GM&AC to consult with Adventure Scotland on approved routes that had been approved but had some issues which were not picked up by Adventure Scotland.

False sense of security from a supervisor because they think their route is approved – need clarity so that that supervisors are clear that they have Health and safety responsibility for the young people in their groups and ensure that Head Teachers (Head of establishment) and Moray Council CLD/ DofE team are agreeing to the expedition going ahead (not Adventure Scotland who are technical advisors)

Supervisors will be informed that Adventure Scotland is just a process – and they are responsible for the route being checked/ recc'd within their remit as supervisors.

## **8. Further comments from the group**

- Supervisors getting to know their team as early as possible (by linking to the training/planning earlier in a DofE Centre)
- Consistency – DoE training framework throughout the year rather than one large training day.
- Linking supervisor to specific groups
- Safeguarding leaflet to positively support volunteers
- Lone working policy
- Session plans and exped training resources to be developed.

## **9. Expedition equipment**

Buckie – kit is difficult to pick up from Lossie so if some exped kit can be purchased for Buckie that would make training and expeditions more manageable.  
Other Centres/Schools to be consulted on this and request if MLAC can support additional equipment.

Participants must commit to returning kit.(Sign an agreement form)

## **10. Partnership Agreement**

(Comments from the group around what could be in a partnership agreement)

- Head of Establishment approval of expeditions and responsibility
- Named contact for DoE centre / Senior manager & DoE co-ordinator contact details
- Central kit resource
- Timetable plan of activities
- Contracts/agreements by young people agreeing to attend events
- Nominated activity co-ordinator for expeditions
- Management team in each centre which could include, PTA/volunteers/staff/youth worker
- Provide the infrastructure of support for all sections – have supervisors linked to your centre so you know how many young people you can support them in expeditions (as well as other schemes)
- Ensuring any young person wanting to sign up can!
- Leaders need to know what support and training is available for them
- Build strong local infrastructure – planned events
- Committed to legacy and DoE values.

- Leaders having more contact with the supervisors at the other section – dialogue.

Thank you to all the volunteers who attended this event which will help develop DofE Moray in 2013.

