

Communications

Kings DofE Silver communicates with the participants by e-mail and we also we copy in the guardians in order to keep everyone in the loop.

The Duke of Edinburgh Award has introduced eDofE (www.edofe.org) – a website on which all of the Award activities must be registered and evidence uploaded in order to complete the Award. You need to make a commitment to use this website on a regular basis and complete the following tasks:

- **Completion of your registration** – on receipt of a logon ID. and password, you must enter all the required details. You can change your password to one that only you know.
- **Request approval for all activities** – for each of the volunteering, skill, physical activities and expedition you will need to enter what you want to do and **get it approved by your leader.**
- **Upload evidence** – the minimum is a scanned version of their Award Book, signed to say that you've completed your section with appropriate dates by the assessor. Once uploaded, the leader can approve it and confirm completion of the section.

In addition, to eDofE, we use our own website which has lots of useful information:

www.kingsdofe.co.uk Access to parts of this website will require a username and password, which I will supply to the parents of successful applicants. Any instructions on the website will also be sent to participants and copied to parents to ensure you are aware of any outdoor activity, where we will start (mostly Kings' School) and equipment required.

Health

To reduce paperwork, I will accept that there has been no change to you / your child's health, from the details you submitted on the medical form you completed at the beginning of the year, unless told otherwise. It is really up to the parents to ensure their child is fit for the training but if in any doubt, please contact me as we may be able to offer advice to enable them to participate in that training event.

Outdoor Activities

HCC has very strict guidelines about outdoor activities. All outdoor training and expeditions must be notified and approved by the DofE Award Unit and HCC Outdoor Education. A risk assessment is completed for each expedition.

All trainers who lead the participants are registered with the DofE Award Scheme, possess a current first aid certificate and have passed an HCC Outdoor Education Expedition Training Course. The ratio between trainers and participants is strictly controlled. Trainers who drive a minibus are experienced drivers & have HCC MIDAS minibus training. All trainers and adults helping with the Award have been DBS checked.

Mobile Phone Policy

Any mobile phones brought to the sessions must be switched off and remain 'out of bounds' until the end of the session. If they are brought on the Expeditions/Training days, they must be considered to be part of the emergency equipment and used only if required to summon assistance.