

Welcome to the Duke of Edinburgh's Award in Warlingham!

The aim of this Guide is to help parents, carers, and young people with information regarding DofE and how it should operate under the Warlingham licence.

In essence young people participate through a personalised internet-based account called eDofE activated when they enrol with their nominated DofE centre, (Warlingham School) and will for the most part be expected to participate on a self-managed basis with most of the information and guidance available from the school or from the National DofE website www.dofe.org.

Please understand that DofE is for the most part an individually tailored programme. As such there is no obligation on the DofE National Charity or Warlingham School to organise or provide any part of the programme for your son or daughter. However, Warlingham School will endeavour to provide advice and guidance, and facilitate completion and success wherever possible – especially concerning the 'Expedition Section' (see below).

What is the Duke of Edinburgh's Award?

The Duke of Edinburgh's Award is a personalised voluntary, non-competitive programme of activities for everyone from Year 9 to age 24. Participation in DofE gives young people the opportunity to experience new activities or develop existing skills. There are three progressive levels of programme, which when successfully completed lead to a Bronze, Silver or Gold Award. Young people create their own DofE programme by choosing a volunteering, physical and skills activity, undertaking an expedition and additionally for their Gold, taking part in a residential activity. On successful completion of each level of DofE, each participant will be presented with a badge and certificate. Section Certificates are also available upon having completed each individual section, usually only where additional support and motivation is required.

Part 1: Registration of participants

All participants at Bronze level must have reached Year 9; Year 10 at Silver and 16 years old for Gold before they are eligible to register for DofE.

How participants register

- Firstly, read through this Guide and then if you have any questions, contact Mr Hellier at n.hellier@warlinghamschool.co.uk
- Next, when you're ready to proceed, send the *Registration Form* that you will have received with this Guide back to Mr Hellier as soon as possible.
- Charges for the award will be detailed in a separate letter.

PLEASE NOTE

- Participants must provide their personal email address in the appropriate box on the Registration Form so that they can receive their eDofE log-in and activation details. They will then receive a welcome email with information on how to get started. Further information regarding the online process can be found on the website <http://www.dofe.org/en/content/cms/doing-your-dofe/edofe/>

Once participants are registered they will also receive a DofE Participant Handbook usually directly from their centre/school giving further information on the DofE online recording system referred to above (eDofE), advice on participation, DofE programme choices and what the assessor of their chosen activity for each section needs to do.

All participants will have to record information online through their eDofE account. This means that records can be accessed and updated easily as young people progress to the next level.

What does DofE involve?

There are three separate, progressive levels of the programme, which lead to a Bronze, Silver or Gold DofE Award. The main difference between them are the minimum length of time required to complete each level, the degree of challenge and the minimum age at which young people can start to do them.

Participants choose an activity they enjoy and want to do for each section. It is important that when young people are making choices parents or carers, assisted by the Centre Leader, are on hand to work with them as DofE place activities in specific sections. This can be an entirely new activity or an activity in which they are already involved.

Details and duration of participation for each section at all 3 levels is set out in the table below:

Bronze Award				
Volunteering	Skills	Physical	Expeditions	
3 months	3 months	3 months	Plan, prepare for and undertake a 2 day venture, 1 night venture	
An additional 3 months must be undertaken in any one of these Sections. Involvement is to be measured in full months with as expectation of an average of at least one hour per week				
Silver Award				
Volunteering	Skills	Physical	Expeditions	
6 months	One Section for 6 months and the other Section for 3 months		Plan, prepare for and undertake a 3-day venture, 2 night venture	
<i>Direct entrants must undertake an additional 6 months in either the Volunteering or the longer (Skills or Physical Recreation) Section.</i>				
Gold Award				
Volunteering	Skills	Physical	Expeditions	Residential
12 months	One Section for 12 months and the other Section for 6 months		Plan, prepare for and undertake a 4 day venture, 3 night venture	Undertake a shared activity in a residential setting away from

<i>Direct entrants must undertake an additional 6 months in either the Volunteering or the longer (Skills or Physical Recreation) Section.</i>		home for 5 days and 4 nights
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The Process for DofE - Programme and Assessment

Participants choose an activity of their choice for the completion of each section and record this on their eDofE Programme Planner, which then needs to be approved by the Centre Leader at their nominated centre/school. An assessor, who can be anyone other than a parent or relation with knowledge in the chosen activity and who is asked to undertake this function by young people directly, will check the young persons' progress and sign off upon completion of each section. Parents/carers for participants under 18 years of age must agree their son/daughter's involvement in the activities chosen for each section of their DofE and if necessary contact the Centre Leader at their centre/school for clarification or to raise any questions or concerns. The parent/carer must also agree the choice of assessor.

To complete the programme, every activity undertaken must be successfully undertaken over the required time frame and then assessed. Your son/daughter should meet the assessor to discuss and record their experiences, how they have developed and have reached their goals as agreed at the start of the activity.

Assessor's reports: An assessor's report is completed by the assessor identified for each particular section of a participant's programme. It constitutes a short review of the activities that the young person has been carrying out and documents their progress towards their goals. Assessors' reports can be submitted either online via the DofE website (go to www.DofE.org/assessor and then follow the instructions), or on paper using the Participant's Handbook, which then must be scanned/photographed and uploaded onto the participant's eDofE account.

Completing DofE at Bronze & Silver levels

A participant qualifies for their DofE Bronze or Silver Award when all the requirements of the Bronze or Silver level have been successfully completed, and approved by the Centre Leader at Warlingham School in the first instance,

Next, the Warlingham School verifier will confirm that all the relevant conditions and requirements have been met based on the information recorded in the Participant's Handbook and uploaded to the online eDofE system.

On successful completion of all four sections (5 at Gold level), participants will be invited to attend a local Award Ceremony or school/centre-based event to receive their certificate.

The ‘Achievement Pack’ for young people

Once your Programme or DofE Level has been approved you will be given the option to create your *Achievement Pack*. By accessing your eDofE account you will see a banner sign-posted ‘*Achievement Pack*’. When clicked, this opens a new window where you will be able to drag and drop your evidence and capture all your best memories and achievements, to create a personal record and memory book to keep. Once you’ve assembled your Achievement Pack online, you’ll then be able to print off a free PDF of your book or purchase a hardback or faux leather version.

Risk Assessment: Parent/Carer Awareness

Potential risks in completing the DofE

Every effort is made by all involved in a young person’s DofE to reduce risk of harm to participants to a level that is acceptable for the age, experience and abilities of those involved. It must be fully understood and accepted by participants, parents and carers, however that the nature of the Award is such that it is neither possible nor desirable to totally eliminate risk from all elements of DofE.

Parents, carers and participants should satisfy themselves that proper procedures are followed, under the guidance of appropriately trained staff, and ensure that participants are also properly trained to assess and manage the remaining risks.

Completing Sections of the DofE outside a DofE Centre

DofE will require young people to complete most parts of their DofE within their respective communities, in their own time and not directly at or with their school/centre.

If a young person needs to complete a section of their DofE with an individual adult, then it must not take place in a setting that leaves participants vulnerable, and should be agreed by the parent/carers, or via the approval system on eDofE.

It is important that these sections are completed with *bone fide* individuals or organisations (i.e. those which have proper safeguarding, insurance, and health & safety policies etc in place).

Nominating your DofE Assessor

Young people participating in any section of DofE at any level must have their involvement monitored by an assessor who has an experience and expertise in the activity chosen by the participant. Assessment criteria should be agreed with the assessor before the activity starts.

In all activities parents/carers and participants should satisfy themselves that proper procedures are followed under the guidance of appropriately trained staff and ensure that participants are also properly trained to assess and manage the remaining risks.

Assessors cannot be a family member

Insurance

All participants with a current Duke of Edinburgh's Award eDofE Participation Place and/or Participant Handbook will have limited Personal Accident cover from the National DofE Charity. Details of this insurance are outlined on the DofE website : www.dofe.org/en/content/cms/leaders/insurance/

Parents and carers assisting their son/daughter to undertake their DofE activities will also have entitlement to this insurance through the National DofE.

About the Surrey County Council DofE Team

Surrey County Council supports the personal and social development of young people through the Youth Support Service and provides opportunities for them to fulfil their potential.

Summary of websites:

National DofE: www.dofe.org

eDofE: <http://www.dofe.org/en/content/cms/doing-your-dofe/edofe/>

DofE Insurance: www.dofe.org/en/content/cms/leaders/insurance/

AALS: http://www.aals.org.uk/aals/provider_search.php

DofE Assessor info: www.DofE.org/assessor

www.warlinghamschool.co.uk/76/duke-of-edinburgh-award