

## [Sutton Coldfield Grammar School for Girls \(Teams 03, 04, 06, 15\)](#) [Participant Joining Instructions - Qualifying Expedition](#)

These Joining Instructions provide vital information for parents/guardians and participants relating to our DofE Expedition programmes. Sharing and understanding this information helps in the delivery of a safe and successful expedition and reduces the risk of serious incidents occurring which may affect participants' health and safety. Thank you for taking the time to read this information. If you have any questions, please contact the DofE staff at your school.

**Start Date:** Saturday 1st July 2023

**Arrival Time:** Teams 03 & 06: 8:30am  
Teams 04 & 15: 9:00am

**Location:** Seven Springs Car Park, A513, Little Haywood, Stafford ST17 0WT  
[www.google.co.uk/maps/place/Seven+Springs+Car+Park/@52.7822536,-1.9945657,15z](http://www.google.co.uk/maps/place/Seven+Springs+Car+Park/@52.7822536,-1.9945657,15z) /  
Seven Springs car park is on the A513 between Wolseley Bridge and Milford (directly opposite the side road, Meadow Lane, signed to Little Haywood). From Wolseley Bridge travel 1 mile to reach the entrance to Seven Springs car park which is located on the left. Single track entry. Free car park.

**What 3 Words:** ///relies.trifling.greyhound

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**Finish Date:** Sunday 2nd July 2023

**Approx Finish Time:** Teams 03 & 06: From 1:00pm  
Teams 04 & 15: From 1:30pm

**Location:** Birches Valley Forest Centre, Birches Valley, Rugeley, Staffs WS15 2UQ  
<https://carparkmaps.co.uk/carparks/view/15765>

**What 3 Words:** ///sunset.crows.scare

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**Karos Leaders:** Steve, Patrick, Paul

**Team Goal:** Our Expedition - a humorous review of our journey, including observations of the natural environment, funny anecdotes and personal reflections.

### Expedition Teams

Team B03: Emily, Bethan, Eloise, Ellie, Eva

Team B04: Imogen, Charlotte, Megan, Katie, Ellie, Freya, Millie

Team B06: Jana, Rachael, Esmee, Ananya, Siddhika, Amy, Faye

Team B15: Beatrice, Sasha, Niamh, Bella, Victoria, Emily, Niamh

**Finding the Start & Finish Points:** For parents who are arranging or providing transport for any participants, please be aware that in rural areas, postcodes cover a large geographical area and sat navs will often direct you to the wrong location. We encourage all drivers to please check and understand where you are going **before** you set off to drop-off or collect participants. Using the name of the location and the "What 3 Words" as well as the postcode will provide a greater amount of accuracy. This will help to avoid any confusion as to where to go and reduce any delays accordingly.

**Hot Weather:** It is expected that the current hot weather will continue for the next few weeks. During this time, we will be encouraging teams to make an early start, especially on Sunday, so that most of their journeying takes place when temperatures are cooler. Finish times have been adjusted accordingly. Please follow the school's social media communications for real time updates during the weekend. Finish times are only an indication - exact times depend on a number of factors, including weather, fitness, the pace of the team and their navigation skills.



## Information - Training Videos, Kit Lists & Factsheets

We have published a number of training resources, kit lists, factsheets and videos to our website which will help participants - and parents - in preparing for the training & expeditions:

- [www.karosadventure.com/factsheets-videos/preparing-for-your-expedition](http://www.karosadventure.com/factsheets-videos/preparing-for-your-expedition)
- [www.karosadventure.com/factsheets-videos](http://www.karosadventure.com/factsheets-videos)
- [www.karosadventure.com/dofe-for-schools/parents-information](http://www.karosadventure.com/dofe-for-schools/parents-information)

## Role of School Staff and Karos Leaders

School staff will be attending the whole activity and will be on site throughout. They are the primary point of contact for all pastoral matters regarding all participants attending the activity. There will be a separate school emergency contact number available and parents should have received this information directly from the school. In the event of needing to contact a participant attending the activity, please use the school emergency number and discuss any concerns with a member of the school staff.

Karos leaders are the point of contact for all expedition-related matters. They will also be on site throughout the activity, and will be delivering training, supervising and assessing the teams throughout the expedition. They are responsible for the safety of all participants during the expedition journey and also during the campcraft and cooking tasks whilst participants are on the campsite.

## Preparing for the Expedition

At Bronze level, the Qualifying Expedition lasts for 2 days including an overnight camp. Participants must ensure that they have had a substantial breakfast before arriving for the Expedition. On arrival at the start, there will be a number of safety tasks that we need to complete, including checking kit, food, water and routes. These will take approximately 45 mins to complete before teams start their day's journey.

On arrival at the campsite, they will be expected to pitch their tent straight away so that they have shelter. They will then cook and eat their substantial evening meal, keeping the campsite tidy & washing-up all pans and utensils. There will also be a debrief at the end of each day with their Assessor.

All participants should ensure that they have:

- reviewed what kit they took on the Residential Training and leave out any non-essential items.
- wrap their sleeping bag in a thick rubble sack (available from supermarkets or DIY stores).
- referred to the Training Video and Factsheet as to how to pack your rucksack.
- reviewed their menus and bring food that will give you plenty of energy.
- ensure they have enough food to last the entire expedition, including snacks on each day.
- weighed their rucksack before arrival - it should not weigh more than 9 - 10 kg fully packed.
- left space for packing Group Kit items, such as tent & stove.

## Personal Equipment, Clothing & Food

<u>Item</u>	<u>Additional Information</u>
• Walking Boots	<b>MUST</b> have padded ankle cuff to reduce risk of sprains or broken ankle. <b>NOT TRAINERS</b> as these increase the risk of severe injury!
• Walking Socks	Thicker walking socks with padded heels & toes will reduce blisters.
• Underwear	Made from either synthetic fibres such as polyester, acrylic, or merino wool, to reduce chafing. <b>NOT COTTON.</b>
• Top / T-Shirt	Made from either synthetic fibres such as polyester, acrylic, or merino wool, to reduce chafing. <b>NOT COTTON.</b>
• Activity Trousers / Leggings	Made from synthetic fibres such as polyester or acrylic to reduce chafing. <b>NOT COTTON.</b>
• Fleece / Thin Jumper	Multiple thin layers help regulate body temperature. <b>Avoid</b> thick tops & hoodies which are heavier to carry.
• Windproof Jacket	To help keep warm, especially on the campsite in the evening.
• Waterproof Jacket	Waterproof (not showerproof) with taped seams.
• Waterproof Overtrousers	Waterproof (not showerproof) with taped seams.
• Warm Hat	Essential, even in the summer when temperatures drop.
• Necktube or "Buff"	Multi-purpose for protecting the neck and lower part of the face.
• Sun Hat / Baseball Cap	Especially if it's sunny to help reduce sunburn.
• Warm Gloves	Should be both warm and waterproof.
• 65 litre Rucksack	With padded hip belt and shoulder straps - see <a href="#">factsheet</a> & <a href="#">video</a> .
• Roll Mat	Foam roll mat or self-inflating. This is the only item of kit allowed to be packed on the outside of your rucksack!!
• Sleeping Bag & Liner	2-3 season sleeping bag, wrapped in a thick rubble sack (available from supermarkets) and an inner sheet bag liner for extra comfort.
• Spare Clothes	1 top, 1 thin jumper and 1 pair of trousers for the expedition. Underwear and walking socks per expedition day. All clothing must be wrapped in a thick rubble sack to keep them dry.
• Small Wash Kit	Travel-sized toothbrush & toothpaste, small soap, flannel/hand towel.
• Small hygiene kit	A few sheets of toilet paper sealed in 2 small "nappy sack" bags. A small pack of wet wipes. Female participants should also pack a small amount of sanitary products just in case of need - see <a href="#">factsheet</a> .
• Anti-bacterial hand gel	To clean hands before eating, and throughout the expedition.
• Torch	Head-torch would be best. Bring a set of spare batteries too.
• Spork or similar	Lightweight cutlery or spork.
• Plastic bowl & mug	To eat your evening meal and breakfast and for hot drinks.

• Water Bottle or Hydration Pouch	At least <b>2 litres capacity</b> (2 bottles are better than 1) or hydration pouch. Water will be provided throughout each day.
• Expedition Food	Refer to your Menu Planner, <a href="#">factsheet</a> & <a href="#">video</a> for food. Pack your snacks in side pockets so that they are accessible during the journey.
• A Brillo Pad & T-Towel	To wash up pans, bowls, mug and cutlery after eating.
• 2 rubbish bin bags	For putting your rubbish in when on the campsite.
• Watch	Essential - to tell the time and help navigate!
• Survival Bag	Multi-purpose thick orange plastic bag
• Personal First Aid Kit	Plasters, blister pads, antiseptic wipes - see <a href="#">factsheet</a> .
• Personal Medication	e.g. asthma inhaler, Epi-pen, knee support etc. These items <b>MUST</b> be packed if declared on the Participant's Medical Consent Form.
• Suncream	Factor 50 suncream - which must be used in sunny weather.
• Emergency Rations	A single bar of Kendal Mint Cake, tube of Dextrose or similar.
• Whistle	For attracting attention. Often part of modern rucksacks.
• Equipment Repair Kit	Spare laces, spare batteries, small strip of "duck tape" (wrapped around your plastic water / sun cream bottle).
• Pencil & Notepad	For recording notes and useful in an emergency.
• Mobile Phone	Must be switched off, sealed in a bag and only used in an emergency to contact a leader or emergency services - see <a href="#">factsheet</a> .
• Compass	A Silva Classic Compass is best for expeditions.

## Karos Adventure Rucksacks & Group Kit

Karos Adventure has a small supply of expedition rucksacks available for hire on a "first come, first served" basis. If you would like to hire a rucksack, please discuss this with your DofE Teacher who will arrange this with us.

Karos Adventure will provide each team with tents, stoves, fuel, maps, map cases, a compass and a group first aid kit. All items of kit will be delivered to the start and collected at the finish.

A replacement fee is charged for any kit that is lost, not returned, or is damaged through negligence whilst in use on the expedition/training.

## Food & Water

Participants will require all food for the entire activity, including all breakfast, evening meal, lunches and snacks required throughout the duration they are attending. They must also have 2 litres of water, and leaders will provide top-ups of water throughout the journey.

Food must be nutritious and contain a high number of calories - participants will need to intake approx 3000 calories per day to be safe and on top form during the expedition. Cooking is not allowed at lunchtimes due to safety concerns and the risk of fire. **Do NOT bring tins or glass bottles/jars**, and avoid fresh food and dairy produce that would need to be stored in a fridge or freezer.

Further information is available in our food factsheets and training video, and menu planner.

## Participant Code of Conduct

### Dates

All participants must attend all activity dates as agreed with their school/organisation. Each stage of the programme builds on the previous activity, in order to develop the skills and confidence required to safely undertake a remotely supervised expedition. If a participant is unable to attend a particular stage, then a risk assessment will be carried out and a decision made as to whether they can continue on the programme with their team without compromising the safety of themselves or other participants, or whether they have to withdraw from the programme or attend an Open Expedition at additional cost.

### Equipment

Participants must look after any equipment issued for use by them and their team and return the equipment complete and in good condition. A charge will be made for any lost or damaged equipment.

### Respect

Participants must respect all other participants, leaders and members of the public. All participants should, at all times, listen to and act upon any advice and instructions given, and conduct themselves with the highest standards of behaviour. Any participant who is disruptive or disrespectful will be asked to leave the programme with immediate effect and will not receive any refund.

### The Law

Participants must comply with the law, Countryside Code and the guidelines issued by campsites. All participants must conduct themselves in a manner which reflects and upholds the positive reputation of The Duke of Edinburgh's Award (when on a DofE activity), their school/organisation & Karos Adventure.

### Mobile Phones

All participants must follow the Karos Adventure mobile phone policy at all times, when on an activity:

- Mobile Phones are only to be used in an emergency.
- At all other times, they must be switched off and sealed in a bag.
- Each team will be issued an Emergency Safety Card with contact numbers.
- Participants must only use mobile phones to contact (in order):
  - a. their Expedition Supervisor or Assessor
  - b. the Karos Adventure Home Contact
  - c. for serious emergencies, dial 999 and ask for the Police, then Mountain Rescue.
- In an emergency, participants are allowed to use OS Locate (a free app) to obtain a 6-figure Grid Reference of their location. This should be sent by text to their Supervisor and to Home Contact.
- During an emergency, please keep the phone switched on until informed by your Supervisor.
- Participants are not allowed to post on any social media sites during the expedition.
- Participants are asked to not contact family & friends during the expedition. Karos Adventure leaders and school staff will manage communications with family members during the expedition.
- Mobiles cannot be used to access other apps - such as Camera, Alarm Clock etc - so please bring cheap versions of these items (and spare batteries if required).

### OS Locate

Before your expedition, we strongly recommend that participants download the OS Locate app. This is a free app available on all Android or iPhone smartphones and will provide a 6-figure Grid Reference.

## Extreme Weather Procedures & Updating Medical Information

All our activities take place in normal weather conditions that range from wet to dry weather. However in extreme weather conditions where there is the chance of prolonged periods of snow, rain or extremely hot weather we may need to adjust or postpone this event for safety reasons. Procedures that are followed include:

- Daily checks on weather reports from 7 days prior to each event, using the Met Office website ([www.metoffice.gov.uk/](http://www.metoffice.gov.uk/)) and Mountain Weather Information Service ([www.mwis.org.uk/home](http://www.mwis.org.uk/home)).
- Consultation with DofE Manager at school regarding safety procedures and viability of any recommended changes to expedition routes, start/finish locations, times, kit or training itinerary.
- Issuing of relevant guidelines required for participants to follow to ensure everyone's safety.
- Update posted on Karos Adventure Twitter feed ([@karosadventure](https://twitter.com/karosadventure)) including tagging of school.

Please inform us in writing as soon as possible if any information contained on your Medical Form has changed since it was completed, including recent illnesses, sickness, changes to prescribed medication or consultations with your GP or hospital. **Failure to do so could lead to serious injury or harm.**

## 20 Expedition Conditions

All DofE Expeditions comply with a standard set of Expedition Conditions, regardless of Award level, location or mode of travel. These can also be found on the DofE website: [www.dofe.org/20conditions](http://www.dofe.org/20conditions):

1. The team must plan & organise the expedition; all members should describe the role they played in planning.
2. The expedition must have an aim. The aim can be set by the Leader at Bronze level only.
3. All participants must be within the qualifying age of the programme level and at the same Award level.
4. There must be between four and seven participants in a team (eight for modes of travel which have tandem)
5. The expedition should take place in the recommended environment.
6. Accommodation must be by camping or other simple self-catering accommodation.
7. The expedition must be of the correct duration and meet the minimum hours of planned activity.
8. All expeditions must be supervised by an adult (Expedition Supervisor) who is responsible for safety of team.
9. Assessment must be by an accredited Assessor. At Bronze level only, this may be the Expedition Supervisor.
10. Expeditions will usually take place between the end of March and the end of October.
11. Participants must be adequately trained to safely undertake a remotely supervised expedition in the environment in which they will be operating.
12. All expeditions must be by the participants' own physical effort, without motorised or outside assistance.
13. All expeditions must be unaccompanied and self-sufficient. The team must be properly equipped, and supervision must be carried out remotely.
14. Teams must possess the necessary physical fitness, first aid & expedition skills needed to complete their expedition safely.
15. Groups must adhere to a mobile phone use policy as agreed with their Expedition Supervisor and Assessor.
16. Participants must behave responsibly with respect for their team members, Leaders, the public and animals.
17. Groups must understand & adhere to Countryside / Scottish Outdoor Access, Highway & Water Sports Codes.
18. Participants must plan an appropriate expedition menu, including cook and eat a substantial hot meal per day.
19. Participants must actively participate in a debrief with their Assessor at the end of the expedition.
20. At Silver and Gold level, a presentation must be prepared and delivered after the expedition.

----- END OF PARTICIPANT JOINING INSTRUCTIONS -----