



THE DUKE OF
EDINBURGH'S AWARD



BRONZE

2021-2022



Achieving a Bronze Level Duke of Edinburgh's Award

“The DofE is all about going the extra mile – gaining new skills, pushing yourself physically, helping others and exploring new territories. At the same time, you’ll gather friendships, experiences and memories that will last a lifetime.”

It doesn’t matter who you are or where you’re from, as long as you’re 14 to 24, you can choose the activities that motivate you and go on your own personal journey. We know from other participants that the DofE helps you stand out from the crowd when you apply for college, university or jobs.” (www.dofe.org)

Below are some participant accounts of their experience of Duke of Edinburgh at Silver this year.

Bethan Willis

‘I would highly recommend DofE to anyone who wants to really push themselves and make memories for life. Even though at points on your expedition you will feel as though you can't go any further, your teammates always find a way to get you through it, just like mine did and it was so worth it. The memories that I gained from DofE are some of the best from my entire school experience, and I cannot emphasise enough just how much you would be missing out by not participating.’

Charlie Chambers

‘We all feel that we benefited from the DofE experience. There were definite highs and lows, both physically and emotionally.

We really tried to focus on our morale throughout the trip, and tried to keep it high even when the going was tough. On the second day, we were caught on top of the hills in a blizzard which could easily have brought spirits down, despite all of this we persevered, helping each other to get through the day. We sang together to keep the morale high and ensure everyone was included in the fun. Times when we particularly felt our morale go down were at lunch times when we stopped and the cold started affecting us. Luckily warm food worked amazingly to warm us up again. All in all, we had a great time!’

Kirsty Johnston

‘On a cold, wet winter’s morning in Glasgow, the last thing most people would think of doing is venturing outdoors to climb a hill. But, somehow, that is what we managed to achieve, not once but three days in a row - all to achieve our silver DofE. We faced many challenges - we got tired, lost, cold and caught up in a blizzard but we kept going. Our DofE expedition has taught us to persevere and work as a team. We learnt the importance of a positive attitude and helping others along the way. It was an invaluable experience.’



Useful Documents

This information booklet

Here you can find out what is involved in doing a Bronze DofE Award with Hyndland DofE Centre. You will find information on our outdoor education provider, Outlook Adventures Scotland Ltd; on costs and payments; dates of DofE events; pages to help you plan your DofE experience and your enrolment form and agreement.

Welcome Pack

Once enrolled, you will also receive a Welcome Pack from DofE. This gives you good advice on completing your award sections and on assessors' reports.

DofE Reward Card

This will arrive with your Welcome Pack and will give you reductions in several outdoor activity stores.

Outlook Adventures Scotland DofE Training Booklet

This will support your in-school expedition training and will help you learn new skills in navigation and camp-craft. This should be used for reference when preparing for expeditions at all levels, Bronze, Silver and Gold.

Teams will be our main platform for communication and all training materials will be on Teams and available for access any time.

The DofE website- www.dofe.org

Another excellent resource for finding out about the DofE awards online, with downloads and suggestions for activities. There is an interactive Kit List on www.dofe.org that you might find useful.

ONLINE LEARNING HUB:

In preparation for the course you will find lots of useful pre-course Training, Equipment advice etc on our ONLINE LEARNING HUB by clicking on the following Link: outlookadventures.co.uk/downloads

ALL OF THESE RESOURCES ARE HELPFUL REFERENCES. PLEASE USE THEM

Achieving a Bronze Level Duke of Edinburgh's Award

On enrolment, you'll be given your personal DofE number; username for your online eDofE login and password. Keep a note of these. You will need them. Your password will in the first instance be your D.O.B. which you'll change at first sign in.

DofE number:

Username:

Password:

There are many reasons to participate in a DofE award: for fun, adventure, to learn new skills, help others and as a personal challenge. In addition, the wider achievements of a DofE award are valued by universities colleges and employers. A DofE participant demonstrates a wide range of qualities, such as commitment, resilience, effective team working, regard for other people and the environment.

BRONZE

Volunteering 3 months

Physical 3 months

Skills 3 months

PLUS a further 3 months in the Volunteering, Physical or Skills section

Expedition 2 days 1 night



Overnight sleep overs will be dependent upon Covid guidelines at the time of expedition. However at present we will not be staying overnight.

Volunteering

Volunteering is all about making a difference to others' lives. Whether caring for animals, volunteering in a charity shop, helping with after-school care, regular litter-picking, your activity can have a great impact on your community. However a part time job or helping a business does not count.

Skills

There are many options to choose from when choosing a skill, from learning to play a musical instrument, photography, cooking, gardening, pet care, bike maintenance and so much more. It cannot be a physical activity, although you can make a study, research, blog etc. of a sport or other physical activity that interests

Physical

For your physical activity you need to choose any sport, dance or fitness activity – in short, anything that requires a sustained level of energy and physical activity. For example, playing a sport regularly and showing personal improvement.

Expedition

You will learn how to plan, train for and complete a team expedition in the outdoors with an agreed aim. Training will include an overnight outdoor expedition (Covid pending) to prepare your team for their assessed qualifier expedition.

Bronze Enrolment 2021/2022

Step 1-

Participants must be enrolled before they can participate in the DofE Award.

The participant's enrolment form and agreement on the back page of this booklet must be returned to the DofE Coordinator or School Office by Friday 21st January 2022

Participants will then be enrolled with DofE Glasgow Licensing Office and will receive their own personal DofE number and username by email.

Costs and Payments

Step 2 –

The cost of the Bronze DofE Award with Hyndland DofE Centre in 2021-2022 is £142.00 This includes Bronze 3 day package (with a Training day)

This fee pays for professionally qualified outdoor instructors to provide on the ground training, assessment of expeditions, safety and logistics.

Please note that to **complete the full award participants must complete 2 days of the expedition, plus the training day.**

Should a participant need to drop out or decide not to come on any of the days the full cost of award MUST still be paid as the Mountain Leader instructors have been booked based on enrolment numbers. Should illness occur there is a possibility of attending an expedition with another school but this would likely incur an additional cost to cover their instructors and is dependent upon spaces. Glasgow City Council do, also run open group expeditions however there is no guarantee of a place.

Course payment should be made using the following link to Outlook Adventures secure payment page. **NO payments should be made directly to Hyndland Secondary.**

Full payment should be made via the link. www.outlookadventures.co.uk/shop/ols/categories/hyndland-dofe-expeditions. (Please note this link will not be live until closer to the expedition)

ALL participants must be paid to attend expeditions. If anyone has any concerns regarding payment please speak to Ms Letford or Mrs Lake to discuss available support. Those in receipt of Free School Meals will receive full funding.

Please also be aware of further costs involved for food, essential clothing and equipment for expedition. You can view a kit list at <https://www.dofe.org/shopping/dofe-expedition-kit-list/> You will not have to purchase or borrow everything on the list as Hyndland DofE Centre will provide maps, compasses, tents, rucksacks, Tranjia cooking stoves, fuel. However if a team damages or loses school expedition equipment through neglect or carelessness, the whole team will be asked to contribute to replacement costs.

Consent Forms

Step 3-

Consent Forms including Covid-19 Health Screening have to be completed for each participant and is now available prior to the course start date.

There are TWO consent forms to complete. One for the school and one for Outlook adventures. BOTH forms must be completed prior to the start of an expedition.

Please click on the link below: (Please note this link will not be live until closer to the expedition)

Outlook Consent form

*if under 18 to be completed by parent/guardian): www.outlookadventures.co.uk/consent-forms

Hyndland Secondary Consent form

Please can parent/guardians log into Parent Pay, accept the consent form and then return it with the appropriate details. If you need a copy of any usernames or passwords our school office can provide these.

<https://app.parentpay.com/public/client/security/#/logout?next=auth.login>

Bronze-Expedition/Training Supervision

Hyndland DofE Centre works in partnership with Outlook Adventures Scotland Ltd to organise DofE expeditions.

- Outlook Adventures Scotland Ltd (OAS) activities are approved by the Adventure Activities Licensing Authority and the DofE Approved Activity Provider Licence.
- OAS work closely with Hyndland DofE Centre to ensure that Bronze DofE expeditions meet requirements for the award level and provide an appropriately demanding experience for participants.
- OAS will arrange expedition locations; transport; logistics and First Aid cover.
- OAS will supervise Bronze teams on their expedition in May 2022.
- OAS staff will supervise and assess Bronze teams on their the qualifying expedition. This will include a short presentation that the teams will make to their supervisor at the end of their two day expedition.

In the rare event that a team does not demonstrate sufficient expedition skills in their training they will undertake more training to ensure that they are confident and prepared for their Qualifier expedition. If an additional expedition out with those provided by the school is needed, an additional cost will be incurred.

Training at Bronze level is fun and demanding. You will gain confidence in route planning, navigation, camp-craft, team work, how to look after yourself and your team mates, problem solving and the willingness to face the challenges of the great outdoors.

Training and planning for expeditions

ROUTE CARDS:

You are required to complete a Route Card for each day of the Expedition. Each group has been issued a route planning pack and individual copies of the training booklet issued too.

FOOD:

Please **SUPPLY YOUR OWN FOOD, WATER & SNACKS**. Cooking- You will be required to cook hot Food on the stove.

EQUIPMENT and MEDICATION

Participants are required to research what Food & Equipment is suitable for an Expedition. Advice is available on the DofE Website, however we have Documents for both Food & Equipment on Outlook Adventure's Online Learning Hub (see 'Expedition Downloads' link below) and a menu planning guide is also within the Hyndland Duke of Edinburgh training booklet issued. **PLEASE NOTE THAT NO NUTS ARE TO BE BROUGHT ONTO EXPEDITIONS.**

It is also vital that Mrs Lake and your group instructor are aware of any medical conditions including allergies. Please ensure that any asthma inhalers are brought with participants on their expedition.

CLOTHING AND FOOTWEAR:

Participants should come prepared for poor weather.

Individual kit:

- **Rucksack:** this should be an expedition rucksack not a school bag. The school do have a stock of these and can be issued out if participants do not have one.
- **Food and water-** participants who receive free School meals will be provided with their lunch but should bring their own additional snacks.
- **One set of spare clothing** including socks (please note that JEANS are NOT allowed on expedition)
- **Waterproof Jacket** (please note this must be waterproof not shower proof)
- **Waterproof bottoms**
- Pencil
- Route cards and compass (**you should bring your groups completed route card** and the school will provide compasses per group and Map cases.
- **Boots with ankle protection/support** should be your first choice of suitable footwear for the expedition. (Please let Mrs Lake know if you have any problems with this. **Ankle support is vital to prevent accidents on rough and slippery terrain.** (The school does have a small supply of sizes but not enough to cater for all.
- **Each group will carry a tent/emergency shelter, fuel and a Trangia cooking stove between the group members.** This will be provided by the school.
- **Group First Aid kit** (One will be issued by the school and **participants are expected to carry a basic personal FA kit with plasters etc.** These can be obtained in Poundland, any chemist etc.
- **Hat and gloves**
- Participants should wear walking trousers if you do not have walking trousers, leggings are good and track suit bottoms. **NO JEANS**, a long sleeve top base layer, with fleece or jumper on top.

EXPEDITION AIM/PROJECT

If attending as a 'Qualifying' Expedition, an Expedition Aim must be chosen researched as part of their Qualifying Expedition journey. It might be appropriate to choose an Aim specific to the location to 'Discover & Document' as much as possible as part of a teams' route plan or just a reference along the way to visit places on the map etc. Details of expedition aims can be found in the training booklet and on the Duke of Edinburgh website.

EMERGENCY CONTACT: Stuart Ritchie Lead Instructor Outlook Adventures.

Expedition Mobile- [07826526808](tel:07826526808)

Home Base Contact- [0141 249 0063](tel:01412490063)

Hyndland Secondary School- 0141 582 0130 (Mrs Lake or Ms Letford)

Please complete the enrolment form and agreement on the next few pages

DofE Enrolment

Please read the following privacy statement from Glasgow City Council before completing and returning the DofE enrolment form and agreement.

Please read the following privacy statement for a) DofE Programmes b) Consent for Photography and Video.

Who we are:

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: dataprotection@glasgow.gov.uk, and by telephone on 0141 287 1055.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to provide you/your child with outdoor, residential, or international, educational experiences and to take and use images for Duke of Edinburgh Award Purposes. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. Your information will be deleted and destroyed when it is no longer necessary to hold it for the purposes of the Duke of Edinburgh Award.

Legal basis for using your information:

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at www.glasgow.gov.uk/privacy. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council.

In relation to a) Duke of Edinburgh Award programmes we may also need to process more sensitive personal information about you in order to protect your vital interests in circumstances where we will not be able to seek your consent. In relation to b) photography and consent we are also processing more sensitive personal information about you on the basis that you have given us your explicit consent for this.

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011. We will also share information with health and wellbeing services and may share information with other external agencies and organisations who provide or assist with educational provision.

International transfers:

In the case of an international trip, we will share information with travel/transport organisations and hoteliers and may share information with other agencies and organisations providing relevant activities.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at www.glasgow.gov.uk/rrds or you can request a hard copy from the contact address stated above.

Your rights under data protection law:

- access to your information – you have the right to request a copy of the personal information that we hold about you.
- correcting your information – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- Deletion of your information – you have the right to ask us to delete personal information about you where:

- I. you think that we no longer need to hold the information for the purposes for which it was originally obtained
- II. we are using that information with your consent and you have withdrawn your consent
- III. you have a genuine objection to our use of your personal information – see Objecting to how we may use your information below
- IV. our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Withdrawing consent to use your information in relation to b) consent for photographs and video – Where we use your personal information with your consent, you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

Please contact us as stated above if you wish to exercise any of these rights.

Information you have given us about other people:

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to contact those people in the event of an emergency. If they want any more information on how we will use their information they can visit our web site at www.glasgow.gov.uk/privacy or email dataprotection@glasgow.gov.uk.

Complaints:

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@glasgow.gov.uk or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website at www.glasgow.gov.uk/complaints

More information:

For more details on how we process your personal information visit www.glasgow.gov.uk/privacy If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.





DofE3 Participant Enrolment



Centre Name			
Group Name			
Participant Forename			
Participant Surname			
Email Address (must be the participants)			
Date of Birth:			
Enrolment Level (at entry to the DofE programme)	Bronze <input type="checkbox"/>	Silver <input type="checkbox"/>	Gold <input type="checkbox"/>
<p>I, as parent/guardian/carer of the above participant (or as the participant where over the age of 16) give my written consent and permission for my child/ward to undertake their Duke of Edinburgh's Award operated under licence by Glasgow City Council. I understand that my child/ward will be required to undertake an expedition section as part of their Award, which consists of a practice and remotely supervised qualifying expedition, including overnights stays. I agree to abide by the terms and conditions set by Duke of Edinburgh's online achievement system "eDofE" which can be found at www.eDofE.org/Terms.aspx</p> <p>I agree to PHOTOGRAPHS and FILM FOOTAGE of my child/ward being used in marketing material/and or publications in the media i.e. websites/social media sites/press releases/promotional videos etc or the media i.e. newspapers, television, etc.</p> <p>I agree <input type="checkbox"/> I disagree <input type="checkbox"/></p> <p>Signature parent/guardian/carer: _____ Date: _____</p> <p>Signature participant: _____ Date: _____</p>			



The Duke of Edinburgh's Award Hyndland Secondary School



In enrolling my son/daughter to take part in the DofE Award at Bronze level, with Hyndland Secondary, I am aware of the many benefits to be achieved in doing the Award and I am also aware of the level of commitment and personal responsibility involved.

I am happy to support my son/daughter in undertaking their award by encouraging them in undertaking their Volunteering, Physical and Skills activities, gathering evidence and updating their eDofE account.

I will take responsibility for ensuring that Volunteering, Physical and Skills activities undertaken by my son/daughter are safe and properly managed.

I am aware of the cost of doing the DofE Award at the Bronze level and I am aware of additional costs likely to be incurred.

I am aware that there will be no refund if my son/daughter does not complete their Bronze Award, that the cost covers two expeditions and if deemed necessary, a further Qualifying Expedition would have to be paid for.

I agree to pay the full amount requested by due dates.

I agree to return completed and signed consent and medical forms by due dates.

I will notify DofE leaders of any change in medical conditions that occur between return of medical consent forms and going out on expedition.

If my child is observing **Ramadan**, he/she may eat during the days of their expedition. I will inform DofE Leaders in writing of any other Ramadan observances. (Ramadam falls April 2nd-1st May 2022 and will not impact on expeditions)

Bronze Award

Participant's name _____

Parent/Carer's name: _____

Parent/Carer's signature: _____

Date: _____

Name (Please fill in the details of what activities you will be completing for each of the award sections and how long for eg 6 or 3 months. Note One section at Bronze must be completed over 6 months.	Volunteering	Skill	Physical

