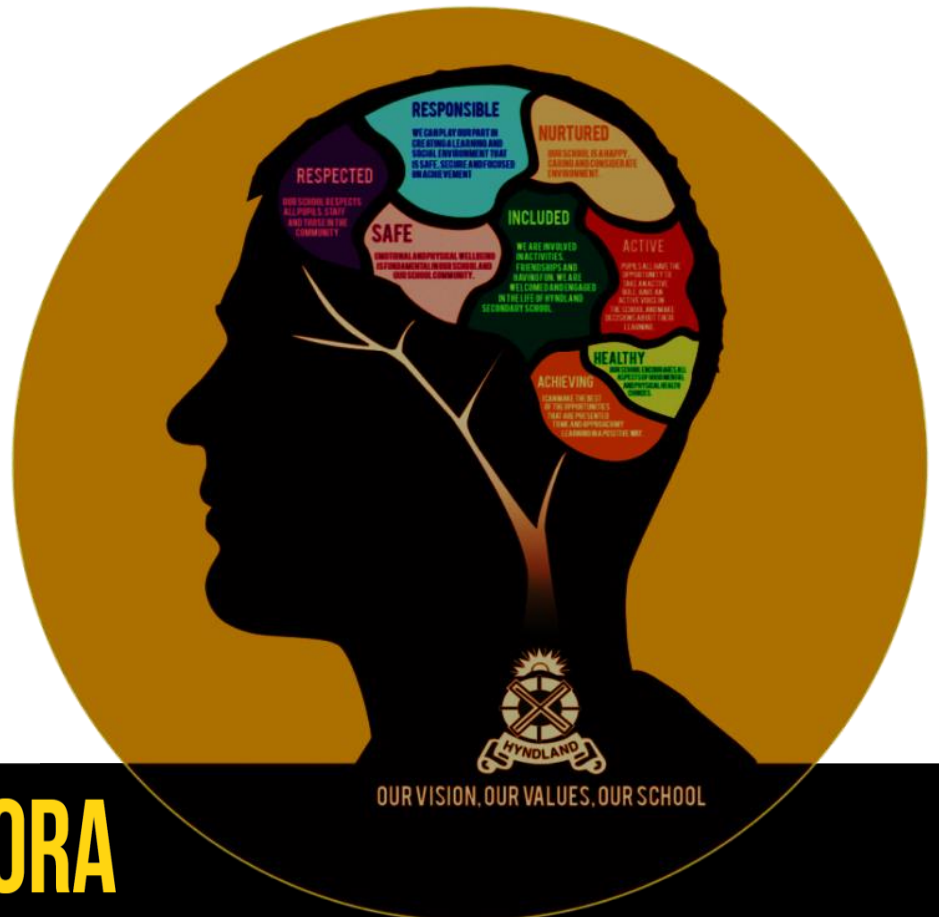




THE DUKE OF
EDINBURGH'S AWARD



BRONZE
Award
2022-2023



SPERO MELIORA

I HOPE FOR BETTER THINGS

Achieving a Bronze Level Duke of Edinburgh 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're or where you're from, as long as you are 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.'

Below are examples of participants sharing their experiences of Duke of Edinburgh at Bronze and Silver this year.

Dorottya Erdei S3 Bronze

'During the expedition we supported each other as a team and made delightful memories as we faced challenges together.'

Jack Wotherspoon S3 Bronze

'We really enjoyed our Duke of Edinburgh expedition as it was fun to get out of school and do something different that developed our skills such as team work and creativity. It was a good bonding experience and something we will all remember.'

Bethan Willis S4 Silver

'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.'

Kirsty Johnston S4 Silver

'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 Resources

This information booklet - Here you can find out what is involved in doing a Bronze Duke of Edinburgh Award in Hyndland Secondary. 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; participants will receive a Welcome Pack directly to your home address as per the details filled in on the enrolment form. This pack is also available to download from the following link <https://www.dofe.org/welcome-packs-dth?id=1>

Welcome Packs include:

- Information for participants, information for parents and carers.
- DofE Card - This entitles you to discounts in several outdoor activity stores.
- Assessors' cards - Templates for an assessor to fill in once the participant has finished an Award Section. A photograph of the completed assessor card can be taken and uploaded to your eDofE account to complete a section award.
- A guide to choosing expedition kit.

The following links will also be useful:

- [eDofE | How to complete a section Desktop](#)
- [DofE App | How to complete a section on the DofE app](#)
- [Writing Assessor reports](#)

Hyndland Secondary in Partnership with Outlook Adventures Scotland DofE Training Booklet-

This will support your in-school Duke of Edinburgh Award programme. This will be for 20 weeks every Friday period 1. This course includes learning about how to use eDofE and how to record your evidence, expedition preparation including; developing map skills and practical navigation skills, camp craft; including tent erection, menu planning, cooking in the outdoors and the importance of the right types of food on expeditions, first aid, emergency procedures, route planning, learning about our countryside-the country code and much more. We will be developing the following skills for work and life throughout our course.



The ability to find a solution to a complex situation or challenge



The use of imagination and the generation of new ideas



The receiving, retaining and processing of ideas



The oral transmission of information or ideas



The ability to use tactics and strategies to overcome setbacks and achieve goals



The ability to set clear, tangible goals and devise a robust route to achieving them



Supporting, encouraging and motivating others to achieve a shared goal



Working cooperatively with others to achieve a shared goal

Communication and other Resources



**S3 Duke of Edinburgh Award
Information Evening
Hyndland Secondary School
Wednesday 8th June at 6pm in the Library
(Please enter via the school's main entrance.)**



Participant Communication



- Microsoft Teams will be our main digital platform for communication with participants. Using a platform such as this improves communication between our DofE Team and participants and acts as a one stop shop ensuring all teaching resources and messages are accessible at anytime using our participant's iPad. Each Bronze Team will also have their own discussion groups on Microsoft Teams and be able to collaborate with other teams using this platform.
- We also communicate through face to face meetings, core class time, mentors, our DofE notice board and focus groups. This ensures a regular flow information out and feedback from our young people. This helps us identify areas for further support. We will be developing our mentor and DofE ambassador programme to further support DofE participants this year.

Parents/Guardians

- Supporting documents- this Information booklet and Hyndland's Expedition Guide
- Send regular messages to parents/guardians via our school office by text message and email. Key information can be found on our School website- please see the links below:
<http://www.hyndland-sec.glasgow.sch.uk/> -Hyndland Secondary website-home page
<http://www.hyndland-sec.glasgow.sch.uk/PlainText/PlainText.aspx?SectionId=4c6faf04-422d-4f8c-b9f1-9db51592ef0a>- Hyndland Secondary Secondary's Duke of Edinburgh Award Page
- Twitter to share our DofE experience and celebrate the achievements and successes of our participants.
- Hyndland News (usually monthly or bi monthly)
- The Duke of Edinburgh Award website has a huge variety of resources for families to use at the following link: www.dofe.org
- Outlook Adventures Scotland on line learning hub- you will find lots of useful pre-course training, equipment advice etc by clicking on the following Link: outlookadventures.co.uk/downloads

Achieving a Bronze Duke of Edinburgh Award

DofE3 Participant Enrolment

First Steps

After completing the enrolment form, participants are issued a personal username and password for their own online eDofE account. This arrives in an email from Glasgow City Council. Participants log in to this account regularly throughout the year, enter evidence into their award sections and submit their evidence for approval to their leader. Once each award section has been approved, Glasgow City Council our License Holder Operating Authority will approve the passing of the award. When participants login for the first time, the password will be the participants Date of Birth with no spaces, dots or forward slashes. The participant will be prompted to change this to a different password, the first time they log into their account.

Bronze Timescales

Each participant should complete each award section for **one hour per week** for the time durations indicated below; (participants are not allowed to bulk hours together)

BRONZE

- Volunteering **3 months**
- Physical **3 months**
- Skills **3 months**
- Expedition **2 days 1 night**

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

Valued

In addition, the significant wider achievements, a DofE award is valued highly by universities, colleges and employers across the UK. A DofE participant demonstrates a wide range of qualities, such as commitment, resilience, effective team working, regard for other people in the wider community and the environment. These are all key employability skills.

Participants do not need to do all 3 sections at one time. Example model below:

6 months Volunteering- August to March

3 months physical -August to December

3 months Skills - January to March-

Completed by our annual September deadline.

Volunteering Award Section

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 etc. Volunteering activities have a great positive impact on our communities. However a part time job or helping a business does not count.

Skills Award Section

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

Physical Award Section

The Physical section involves participants choosing any sport, dance or fitness activity to improve fitness and health and wellbeing. The activity chosen should require a sustained level of energy and physical activity. For example, playing a sport regularly and showing personal improvement.

Expedition Award Section

You will learn how to plan, train for and complete a team expedition in the outdoors with an agreed aim/project to complete along the way.

This will hopefully include a camp out overnight but is dependent upon Covid 19 Guidelines.

Award Enrolment, Costs and Payments

Step 1 Enrolment

Open to ALL S3. Participants must be enrolled before they can participate in the DofE Award.

The participant's **enrolment form and payment agreement** on the back page of this booklet must be returned to the School Office by Friday 17th June 2022.

It is essential that these forms are submitted on time to allow for timetabling and late applicants are unlikely to be accepted.

Please note **the agreement signed by parents and guardians** means that if a young person chooses to withdraw from the award, the cost still applies as instructors are booked in advanced.

Should illness occur there is a possibility of attending next years' Bronze expedition or join another school, however this would likely incur an additional cost to cover their instructors and is dependent upon spaces. Glasgow City Council also run open group expeditions however, there is no guarantee of a place. We will always try to accommodate if we can.

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

Step 2 Award Cost and Payment

The cost of the Bronze DofE Award with Hyndland DofE Centre in 2022-23 is £ £142

This includes Bronze 3 day package including a 2 day expedition with an overnight camp and a Training day.

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

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

Making Payment

Full payment should be made when participants are enrolled. Please can payments be made by via the link below directly to our activity provider Outlook Adventures Scotland. The link below takes you to a secure on line payment page with our partner provider.

www.outlookadventures.co.uk/shop/ols/categories/hyndland-dofe-expeditions.

NO payments should be paid to Hyndland Secondary via Parent Pay which is our normal mechanism of payment for school trips.) However your expedition consent forms will be though parent pay at a later date and details for this will follow in the expedition guide next year.

Those in receipt of Free School Meals will receive full funding through Pupil Equity Funding (PEF)

If anyone has any concerns regarding payment, please speak to Mrs Lake or Ms Letford to discuss available support on 0141 582 0130 or email us at the addresses below:

Gw09lakejennifer@glow.ea.glasgow.sch.uk

Gw10smedleyvicki@glow.ea.glasgow.sch.uk

Training and planning for expeditions

We will ensure groups are prepared as part of their school programme and a detailed expedition guide will be issued closer to the expeditions in May 2023, however below are some of the requirements of the Expedition section which may be helpful for families and participants to think about in advance.

Expedition Consent Forms /Medication

There are **TWO** consent forms to complete.

One for the school and one for Outlook Adventures Scotland.

BOTH forms must be completed prior to the start of an expedition.

(Please note links will not be live until closer to the expedition)

Outlook Consent form- Please use the link

*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. Please note Payment is not through Parentpay but directly to Outlook Adventures.

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

Participants should ensure all medical details are up to date on the consent forms. Medication will remain with the participant where appropriate or held by the team instructor an expedition.

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 supply their OWN FOOD, WATER & SNACKS. Those on Free school meals will receive their lunch but if camping overnight will need to provide evening meals and additional snacks. Cooking- You will be required to cook hot Food on the stove.
- **One set of spare clothing** including socks (please note that JEANS are NOT allowed on expedition)
- **Waterproof Jacket** –this should be waterproof not shower proof. Some available in school (priority is given to those on free school meals).
- **Waterproof bottoms-** some available in school (priority is given to those on free school meals).
- 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.

Approved Partners



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 2023.
- 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 expedition. If an additional expedition out with those provided by the school is needed, an additional cost will be incurred.

The link below will take you to Outlook Adventures Website where you can gain detailed information about our partner.

<https://outlookadventures.co.uk/dofe>

Email: info@outlookadventures.co.uk

CONTACT: Stuart Ritchie Lead Instructor Outlook Adventures.

Expedition Mobile- 07826526808

Home Base Contact- 0141 249 0063

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

DofE Enrolment Form- Please complete and hand in to our school office.



Official



DofEGlasgow3 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>			

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.





The Duke of Edinburgh- Hyndland Secondary School



In enrolling my young person 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 young person 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 young person 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. **Ramadan falls Wednesday 22 March and ends Thursday, 20 April 2023 and will not impact on our Bronze expeditions.**

Bronze Award

Participant's name _____

Parent/Carer's name: _____

Parent/Carer's signature: _____

Date: _____