



2021



THE DUKE OF
EDINBURGH'S AWARD


Silver



OUR VISION, OUR VALUES, OUR SCHOOL

SPERO MELIORA
I HOPE FOR BETTER THINGS

The Silver Award 2021-22

SILVER	
Volunteering 6 months	<i>PLUS a further 3 months in Volunteering, and either your Physical or Skills section.</i>
Physical 3 months	
Skills 3 months	
<p>If you do not have a Bronze Award a further 6 months must be done in Volunteering or the longer of your Physical or Skills sections. This is known as DIRECT entrant. Anyone wishing to enrol at Silver as a Direct Entrant must see Mrs Lake.</p>	
Expedition 3 days	
<p>PLEASE NOTE THAT EXPEDITIONS WILL BE DURING THE DAY ONLY WITH NO OVER NIGHT STAYS. PARTICIPANTS WILL RETURN HOME AT THE END OF EACH WALKING DAY DUE TO COVID RESTRICTIONS.</p>	

"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.

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)

DofE number:

Username:

Password:

Enrolment

Step 1: Complete your Bronze DofE Award or Certificate of Achievement

That means completing all four of your Bronze Award sections including the expedition, or for the Certificate of Achievement completing your Volunteering, Skill and Physical sections but not an expedition. You should upload evidence and Assessors' Reports to your eDofE account and submit for approval.

If you are having difficulties completing your award, speak to one of your leaders Mrs Lake, Mr Scobie or Ms Letford.

Step 2: Enrolment form

Complete your Silver enrolment form and agreement letter in this booklet. Return it to the School Office by Monday 18th October 2021. If anyone cannot print the enrolment form at home, one can be collected from the school office.

Participants will then be enrolled with DofE Glasgow Licensing Office and will receive notification by email.

Stand out from the crowd

Find out some of the ways that your DofE Award helps you stand out from the crowd when applying for courses and jobs.

Go to: www.dofe.org > Resources and tools > Lifezone

You will find tips on showcasing the soft skills developed while doing your DofE and learn how your Volunteering can open all sorts of doors.

Costs and Payments

The cost of the Silver DofE Award with Hyndland DofE Centre in 2021 is £247.

This includes a 6 day package including; 1 training day and 2 day practice expedition and a 3 day qualifier expedition.

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

ALL Payments for award costs will be paid directly to our activity provider Outlook adventures via an on line secure payment. This will be in the form of a link sent directly to the parent/guardian of each participant by Outlook Adventures and all payments will be through this system. The link for payment does have payment options to spread the cost.

All participants should be fully paid before a participant can in an expedition.

These prices include the borrowing of all equipment required for an expedition. Details of any required equipment required for an expedition will be communicated prior to an expedition taking place.

Financial Commitment

When you enrol to do your Silver DofE award with Hyndland DofE Centre, you and your parents/carers are making a financial commitment to make full payment for your participation **whether you complete the award or not.**

We understand the wide diversity of circumstances within our school community especially given these difficult times, therefore participants whom would like to participate but are concerned about not being able to participate due to low income should contact Ms Letford or Mrs Lake to access financial support if available.

gw10smedleyvicki@glow.ea.glasgow.sch.uk

gw09lakejennifer@glow.sch.uk

Please also be aware that expedition food is not included in the cost. Participants are expected to bring their own food, however lunches will be provided for those on Free School Meals.

Hyndland Secondary DofE Centre will provide maps, compasses, tents, rucksacks, Trangia 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. Participants do not need to provide sleeping bags or overnight clothing as our expeditions this year will not include an over night stay but a return home at the end of each walking day.

The Four Sections

EXPEDITION

In preparing for your Silver Expeditions you will put to good use all the skills that you learned at Bronze level even if you did not complete your expedition but achieved the Certificate of Achievement.

This year completing your Silver practice expedition will also give you your Bronze qualifier if you did not complete one at Bronze as well as your Silver Practice. This will then be updated on your e DofE account and your Certificate of Achievement will then be upgraded to completing the full Bronze award.

Due to COVID restrictions our Silver expeditions will not include overnight stays. Participants will walk for 3 days, returning home each evening. Participants will plan their expeditions in school. The practice expedition will be at Mugdock country park and surrounding area. The qualifier will be in the Kirkpatrick hills.

COVID RECOVERY- Attainment

Our school are dedicated to ensuring that all participants are able to progress should they wish to and complete all 3 levels of award by the time they leave school. Measures have been taken to ensure that the impact on academic attainment are minimal at this stage of their education.

- All meetings will be in school time either in core periods or at lunch time. There will be no after school training to enable learners to maximise supported study opportunities and after school clubs etc. All training materials can also be accessed on line.
- All levels of award have a Team on TEAMS and this will help our participants to keep up to date with any information/messages should they be off for any reason. This also enables young people to communicate more effectively with their leaders and Team members.
- All expeditions will be completed by Christmas 2021 and this reduces any impact on revision for prelims, exams etc.
- Expedition dates cover a range of week days to ensure participants do not miss the same classes. Furthermore the **practice** expedition will include TWO days out of school and ONE day over the weekend. The qualifier is over a Monday to Wednesday. This is to minimise disruption to learning and requires commitment of the participant. PLEASE NOTE THAT NO OTHER EXPEDITION DATES WILL BE OFFERED IN SCHOOL.
- If a participant is off ill there maybe an opportunity to tag onto another school's expedition or an open expedition run by Glasgow City Council, however this is all dependant on whether there is any space. We will always do everything we can to support young people in these circumstances.
- Please can all participants be responsible and speak to their teachers in advance of an expedition regarding any class work missed.

You will be more self-reliant in preparing for your expeditions to allow you to focus on examination commitments without feeling overburdened. Nevertheless your team must work together to ensure that all expedition preparation work meets deadlines and everyone has a good overview of the route and activities.

The Outlook Adventures Scotland DofE Training Booklet that you received at Bronze level, is a good resource for your team **route** planning and revision of your navigation and camp-craft skills. The Duke of Edinburgh website also has excellent tools to assist. Keep this booklet safe for reference when preparing for expeditions at all levels, Bronze, Silver and Gold. Additional copies are available.

VOLUNTEERING

A Silver level Volunteering section activity should reflect the status of the award. Make it special. Volunteering is all about making a difference to others' lives. Whether caring for animals, volunteering in a charity shop, helping with after-school care or 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.** Hyndland's DofE Leaders invite you to look at ways of contributing to school life and environment through your DofE Volunteering section, for instance, helping younger pupils' literacy or numeracy; responding as a school to the climate challenge or supporting younger pupils in doing their Bronze Award.

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.

SKILLS

There are many options to choose from when choosing a skill, from learning to play a musical instrument, photography, cooking, gardening, pet care 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 you.

The DofE website has hundreds of ideas for each of the sections. We also support a number of young people with volunteering in school however efforts should be made to organise your own section activities where possible. Hyndland has a range of extra-curricular clubs at lunch time and after school which may meet your needs for some of the sections.

Expedition Supervision and Assessment

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 Silver 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 Silver teams on two expeditions and will assess Qualifying expeditions.

In the rare event that a team does not demonstrate sufficient expedition skills on their first expedition, they will undertake a second practice expedition. A qualifying expedition would then have to be arranged and paid for in addition to the stated award costs, however this is rare.

Training at Silver is about building on the sound knowledge and experience achieved at the Bronze level award.

Participants generally show an increased confidence in their own route planning, navigation and camping skills and a willingness to push themselves physically to meet greater outdoor challenges on the road to achieving success on their Silver expeditions.

DofE Silver 2021 EXPEDITION DATES	
Silver Practice: Urban Expedition- location- Mugdock Country Park	Thursday 11th November Friday 12th November Saturday 13th November ALL 3 days must be attended with participants returning home each evening.
Silver Qualifier: Location- Kilpatrick Hills	Monday 6th December Tuesday 7th December Wednesday 8th December ALL 3 days must be attended with participants returning home each evening.

Please note no other expedition dates will be offered.

Enjoy your Silver DofE Award!

Please read the following privacy statement from Glasgow City Council before completing and returning your DofE enrolment to the school office.

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 fEdinburgh 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 DofE is all about going the extra mile –
gaining new skills, pushing yourself physically,*



Centre Name	HYNDLAND SECONDARY SCHOOL	
Group Name	SILVER 2021-22	
Participant Forename		
Participant Surname		
Email Address (must be the participants)		
Date of Birth:		
Enrolment Level (at entry to the DofE programme)	Silver	

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

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.

I agree ☐ I disagree ☐

Signature parent/guardian/carer: _____ Date: _____

Signature participant: _____ Date: _____

PLEASE COMPLETE AND SIGN BOTH SIDES



The Duke of Edinburgh's Award Hyndland Secondary School



In enrolling my son/daughter to take part in the DofE Award at Silver 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 Silver 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 Silver 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.

Silver Award

Participant's name _____

Parent/Carer's name: _____

Parent/Carer's signature: _____

Date: _____

PLEASE COMPLETE AND SIGN BOTH SIDES