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## UKAT DUKE OF EDINBURGH'S AWARD

### TERMS & CONDITIONS OF PARTICIPATION

#### APPLICATION CRITERIA

Owing to the nature of the Award, and the standards, independence and self-discipline that it requires, the following criteria apply to acceptance of any application to participate in the UKAT Duke of Edinburgh's (DofE) Award provision:

1. That applications are submitted via ParentPay by the advertised deadline shown via the Academy website, letter of invite and/or at the introductory assembly.
2. That any applicant maintains a good standard of school attendance, engagement and conduct.
3. That applicants are able to seek opportunities and complete the Volunteering, Physical and Skill activity sections of the Award under the supervision of someone that can act as the "Assessor" for each activity – please see the Academy and DofE website for full details.

Once applicants have submitted payment via ParentPay they will receive a letter advising of their registration.

By registering for the UKAT DofE Award provision, you agree to the following terms and conditions:

#### PAYMENT

Participation in the DofE programme is subject to payment being received by UKAT Finance.

Payment is to be made in full or in instalments through our online ParentPay system, as set out in the table below and sent via letter to parent/carers. Any failure to pay the instalments by the dates shown could lead to participants being removed from the programme.

- Bronze Award / Silver Award
  1. Due at the time of application: **Registration Fee: Bronze £30.00 / Silver £30.00**
  2. Due 1 week prior to the **Practice Expedition: Bronze £30.00 / Silver £60.00**
  3. Due 1 week prior to the **Assessed Expedition Bronze £30.00 / Silver £60.00**
  4. Due 1 week prior to the Practice Expedition: **All levels Kit hire fee £10**

Cost 'In Full' **Bronze £100.00 / Silver £160.00** these prices do not include expedition kit or UKAT kit hire deposit.

- Gold Award - Separate information will be forwarded to participants.

## **FINANCIAL SUPPORT**

If a student is in receipt of the “Pupil Premium”, they will be eligible for a reduction in the cost of the Award participation. Where this is the case, please contact the DofE Administrator via [dofeba@universityofkentacademiestrust.org.uk](mailto:dofeba@universityofkentacademiestrust.org.uk) or [dofecg@universityofkentacademiestrust.org.uk](mailto:dofecg@universityofkentacademiestrust.org.uk). All applications for financial assistance will be dealt with in the strictest confidence.

## **REFUNDS**

Please note there are no refunds for the Registration Fee.

Should a participant pay for an Expedition ‘In Full’ and subsequently wish to withdraw from the Award three weeks prior to partaking in the Expedition, they will be entitled to a refund.

## **CANCELLATION OF EXPEDITION**

Should any expedition be cancelled, for any reason, UKAT DofE will work to provide the opportunity to participate in an alternative as soon as is possible.

## **TRAVEL**

Travel is not always provided for those participants completing their Awards. Participants should ensure that they arrive at their starting point on time, and can leave promptly when finished.

## **ENGAGEMENT & CONDUCT**

All activity sections of the DofE aim to provide you with the opportunity to engage positively and develop yourself:

- Volunteering – is about making a difference to other people’s lives. Taking time to change things for the better can be great fun and will increase your understanding of community, confidence and self-esteem, while giving you new skills.
- Physical – ensures you achieve a greater physical fitness through participation and improvement in physical activity, enabling you to feel healthier and have fun along the way.
- Skill – helps you develop practical and social skills and personal interests. By choosing to develop a particular skill you are not only developing a new talent but you will also boost your self-esteem, develop practical and social skills and learn how to set and rise to a challenge.
- Expedition – the experience will be challenging and push you as you have never been pushed before. But, at the finish line you’ll have better team and leadership skills, not to mention bags more confidence and a rucksack full of great memories!

## **BEING PART OF THE GROUP**

The DofE programme requires participants to be part of a group or team of between 4-7. Participants are expected to commit, involve and participate in all aspects of the programme. During the course of the DofE training and Expedition, participants will need to cope with adversity and will

face challenges related to being both physically and mentally tired. Participants who do not cooperate with others in their group or team may be excluded from the remainder of the DofE training or Expedition.

It is important that a participant's walking boots are "worn-in" prior to the expedition, in order to avoid injury that could impact personal and group performance. It is also important for any participant to build a base level of fitness that would allow them to walk with a full rucksack, carrying all personal and group equipment between the group members for a minimum of 6 hours.

The group must take collective responsibility for an individual's actions within their group. As such any breach of the following conditions by an individual may result in the disciplinary action and possibly the removal from the UKAT programme.

### **FLAMMABLES**

During the expedition, participants will be using flammable substances such as butane gas mix for cooking food. (Methelated spirit or propane is strickly prohibited for Bronze and Silver UKAT expeditions). Any misuse could be dangerous and therefore any participant found using these for any other purpose may be excluded from the remainder of the DofE training or Expeditions

### **COMMUNICATION & GPS DEVICES**

Any electronic device capable of communication or GPS (such as mobile phones, tablets and GPS devices) are not allowed on Expeditions (except for one mobile phone per group that must remain sealed in a plastic bag for use in an emergency). Any non-emergency use of these devices would constitute a breach of the DofE Expedition Conditions may lead to the group being excluded from the remainder of the DofE training or Expedition.

However, if participants wish to take photos using their phone then they will be asked to remove their Sim card, these will be kept in a sealed envelope by the UKAT DofE Team for the duration of the expedition.

During training, mobile phones are not allowed, and where training takes place at school, normal Academy mobile phone policy applies.

### **ANTI-SOCIAL BEHAVIOUR**

Anti-social and intimidating behaviour will not be tolerated. Any such incidents must be reported by participants as soon as possible to their DofE Leader/Supervisor/Assessor/Trainer. Any participant caught breaking these rules will be excluded from the remainder of the UKAT DofE programme.

### **ALCOHOL**

Participants are not allowed to bring or consume any form of alcohol on any DofE activity. Any participants caught breaking this rule will be excluded from the remainder of the UKAT DofE programme.

### **SMOKING**

Participants are not allowed to bring or smoke any form of tobacco or other substances on any DofE activity. Any participants caught breaking this rule will be excluded from the remainder of the UKAT DofE programme.

### **WEAPONS & ILLEGAL SUBSTANCES**

Anybody found in possession of a weapon or an illegal substance will be subject to immediate disciplinary action. Parents/carers will be informed and those concerned will be excluded from the remainder of the UKAT DofE programme.

UKAT DofE does not allow any penknives. Any participant contravening this rule may be excluded from the remainder of the UKAT DofE programme.

### **PROHIBITED ITEMS**

Prohibited items such as alcohol, drugs, weapons or items which may harm or cause offence will be confiscated and/or disposed of.

Should it be thought necessary to search for such items, the participant is deemed to have given permission for a UKAT DofE staff member to search the personal belongings and luggage of the participant.

If a UKAT DofE staff member is prevented from doing so, then UKAT are entitled to interpret such refusal as an indication that such prohibited items may be in the possession of, or under the control of such participant, in which case the participant will be excluded from the remainder of the UKAT DofE programme.

### **DISCLOSURE & REPORTING**

Relevant information may be disclosed to the participant's parents/carers and/or partner agencies who may decide to take further action in line with their policies, regulations or legal requirements.

### **SANCTIONS AND PROCEDURE FOR EXCLUDING A PARTICIPANT**

All participants on the UKAT DofE programme are required to comply with all rules and regulations issued. Whilst we try to avoid sanctions where possible, UKAT DofE reserves the right to take reasonable action in cases of disruptive, anti-social or persistent negative behaviour. UKAT DofE reserves the right to exclude any participant that they consider unsuitable for the UKAT DofE programme.

UKAT DofE operates at three strike rule as detailed below. However UKAT DofE reserves the right to exclude a participant immediately, without any warning, where the problem merits it, or where the offence means that they are no longer eligible to complete their award on this occasion.

#### **FIRST WARNING**

This is a verbal warning given to the participant. The participant will have an opportunity, at the earliest convenience, to talk with their DofE Leader/Supervisor/Assessor/Trainer away from their peers to discuss their behaviour and agree a way forward.

#### **SECOND WARNING**

This is a probation warning; participants will again have the opportunity to discuss their behaviour with their DofE Leader/Supervisor/Assessor/Trainer and agreements will be made to ensure that the participant can keep their behaviour to an acceptable level. Parents/carers will be notified that if there is a further offence their child will be excluded from the remainder of the UKAT DofE programme.

Should any participant be excluded or be sent home due to illness/home sickness, their parents/guardians or alternative contact person will be liable to collect their child as soon as is reasonably practicable. No refund will be given or any expense incurred refunded.

In case of the unlikely event that a participant is sent home, please make sure that the disclosed emergency contact(s) can make suitable arrangements.

Where arrangements cannot be made for the participant, UKAT DofE reserves the right to make suitable arrangements at the full cost to the applicant and/or parent/guardian who will be obligated to pay the cost within 7 days of the issue of an invoice setting out the costs incurred.

Please note: Being sent home from DofE training or expeditions for discipline issues may affect a participant's eligibility to be accepted onto future UKAT events or other DofE activities.

## **WELFARE**

The welfare of all those participating in the DofE programme is extremely important. If any problems arise, qualified Leaders are available to talk. Please see the Academy website for contact details.

## **INSURANCE, VALUABLES AND MONEY**

Unnecessary cash or valuables should not be brought on any UKAT DofE Expeditions. UKAT does have sufficient insurance to cover some personal effects, all claims will be subject to the insurance provider's terms and conditions. Parents/carers may wish to take out their own insurance.

It must be noted that security of personal possessions can never be guaranteed whilst participants are absent from their tents. Any item of value that, for some reason, is considered essential should be handed to the Expedition Supervisor or other authorised Leader for safe-keeping. UKAT DofE does not accept responsibility should any cash or valuables suffer loss or damage.

## **LOST PROPERTY**

Any unidentified property found around camp should be handed in to the Expedition Supervisor or authorised Leader.

Anyone seeking lost property should enquire from the Expedition Supervisor and will be required to provide proof of ownership. It is strongly recommended that all belongings are marked with their name and home and mobile telephone numbers and UKAT DofE group. This will ensure prompt return via their Group Leader. Any property not claimed by the end of the training or expedition will be returned to the UKAT kit store and will be kept for a period four weeks; anything remaining after this time will be disposed of or donated to charity.

## **LEAVING CAMP AND VISITORS**

Participants are not allowed to leave the campsite without permission of an Expedition Leader. No visitors will be allowed onto the campsite.

## **FIRE REGULATIONS**

Details of fire and evacuation procedures will be available at each camp as they will differ depending on the camp site.

## **TELEPHONES**

An EMERGENCY telephone number will be issued to all participants/groups. If a participant is not immediately available, messages will always be passed on as quickly as possible.

It should be noted that owing to the nature of the landscape within which expeditions take place, communications could be difficult. Should difficulties occur that require parents/carers being informed, they will be contacted by a UKAT DofE staff member. Therefore, parents/carers should assume that all is okay and progressing well.

## **USE OF IMAGES**

UKAT DofE uses media content (including photographs and video footage) of its expeditions, activities and training to explain and publicise the work that UKAT DofE does. This is done in order to inform the local and wider community. Media content may appear in the press (including newspapers, websites) as well as online, on the Academy's own website or social networking sites such as Twitter and Instagram. A separate consent form will be required giving UKAT DofE permission such media content to be used.

Should you not wish for a participant's image to be used, please inform Chatham Grammar at the point of application to the DofE Award.

## **GDPR**

UKAT is GDPR compliant, any information is kept in the strictest confidence. Please see our website for Privacy Notices. If at any time you wish to withdraw your child from the UKAT DofE programme, please contact the Academy using the contact information which can be found on the Academy website.