# DofE4B Expedition Notification (where the school are not sending any staff)

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| **Needs and Risk Assesment** | |  |
| Has a Needs assessment been carried out within the risk assessment to ascertain whether it is appropriate for the young people to be away without any school staff present and has this been approved by the head of establishment? | | Yes  No |
| Did the needs and risk assessment include establishing the young persons experience being away from home? | | Yes  No |
| Did the needs and risk assessment establish that the young people were happy to go on expedition without school staff present? | | Yes  No |
| Has there been an agreed code of conduct laid out for the young people taking part. | | Yes  No |
| Does the head of establishment understand that this is still a school trip and that communication must still be in place with the DofE Glasgow Approved Activity Providers throughout the expedition with a home base contact from the school. This home base contact should also be the person who uploads any near misses, incidents or accidents onto HANDS that are reported in by the Provider | | Yes  No |
| Does the head of establishment understand that this is still a school trip and that any child welfare issues or concerns must be handled in accordance with Glasgow City Councils Management Circular 57 for Child Welfare. | | Yes  No |
| Has all Medical Information and consents been communication to the AAP? | | Yes  No |
| **Parents/Guardians** | |  |
| Have the parents/guardians been notified that there will be no school staff present on the expedition? | | Yes  No |
| Have the parents/guardians given consent to this? | | Yes  No |
| **DofE Glasgow Approved Activity Provider** | |  |
| Has the DofE Glasgow Approved Activity Provider been included in the communications around the decision and its appropriateness for this particular expedition | | Yes  No |
| Has the DofE Glasgow Approved Activity Provider been informed that this is still a school trip and that communications MUST be in place with the home base contact identified by the school? This is also the person tat they should report and indent, accident or near miss too. | | Yes  No |
| Has the DofE Glasgow Approved Activity Provider received a copy of DofE 4, DofE 4A and all Needs and Risk Assessments for this expedition. | | Yes  No |
| Has the AAP received all medical information and consents? | | Yes  No |
| **Contact Details** | |  |
| Home Base Contact Name | |  |
| Home Base Contact Number | |  |
| Head of Establishment Name | |  |
| Head of Establishment Number | |  |
| Child Welfare Reporting and Concern Contact Name (for reporting anything post expedition) | |  |
| Child Welfare Reporting and Concern Contact Number (for reporting anything post expedition) | |  |
|  | | |
| Centre Co-ordinator Signed  Date: / / | Head of Establishment/Senior Management Signed  Date: / / | |

**This form MUST be submitted along with the DofE 4, map and route cards for the trip. Please note that the head of establishment MUST be cc’d into the expedition submission**