



DUKE OF EDINBURGH (DOFE) POLICY 2025

Proud to deliver



Duke of Edinburgh (DofE) Policy 2025

International School of Bucharest

1. Purpose

This policy establishes the framework for the Duke of Edinburgh (DofE) Programme at the International School of Bucharest. It ensures that all activities are conducted safely and consistently, while fostering student development in leadership, resilience, teamwork, and community engagement.

2. Scope

This policy applies to all DofE-related activities organised or overseen by ISB, including:

- Training sessions and preparatory meetings
- Adventurous Journeys (practice and qualifying)
- Programme components (Volunteering, Skills, Physical Recreation, Residential Project)
- Staff, supervisors, assessors, and volunteers supporting the programme
- External providers engaged by the school

3. About the Programme

The Duke of Edinburgh's Award is an internationally recognised youth achievement programme for young people aged 14–24. Founded in 1956 by HRH Prince Philip, Duke of Edinburgh, it operates in over 130 countries and is designed to empower participants to challenge themselves, develop new skills, and contribute positively to their communities.

The programme is:

- Voluntary and self-directed
- Non-competitive
- Inclusive and open to all eligible students
- Globally recognised for personal achievement and development

4. Objectives

1. Provide students with opportunities for personal growth through outdoor activities, volunteering, and skills development.

2. Enhance students' confidence, independence, and teamwork abilities.
3. Promote responsibility, resilience, and community involvement.
4. Ensure the safety and well-being of all participants.

5. DofE Award Levels and Programme components

5.1 Award Levels

- **Bronze**
 - Age: 13+
 - Minimum 6 months of involvement
 - Adventurous Journey: 2 days and 1 night
- **Silver**
 - Age: 15+
 - Minimum 12 months of involvement (or 6 months if Bronze is completed)
 - Adventurous Journey: 3 days and 2 nights
- **Gold**
 - Age: 16+
 - Minimum 18 months of involvement (or 12 months if Silver is completed)
 - Adventurous Journey: 4 days and 3 nights
 - Residential Project: 5 days/4 nights in a new environment with unfamiliar people

5.2. Programme Components

- **Voluntary Service**: Participation in meaningful community or school service projects.
- **Physical Recreation**: Engagement in sport, fitness, or outdoor pursuits to improve health and well-being.
- **Skills**: Development of new skills and hobbies (e.g., music, cooking, coding, art).
- **Adventurous Journey**: Planning, training, and undertaking a challenging outdoor expedition or exploration.
- **Residential Project** (Gold only): A 5-day/4-night experience in a new environment, working with unfamiliar people.

6. Eligibility

The programme is open to all ISB students aged 14–24, subject to parental/guardian consent and school participation criteria (see below). Students studying at our school must begin the program at Bronze level before progressing to Silver and Gold.

All A Level students are highly encouraged to enrol in the DofE programme at Bronze level. After completing it, they could progress to the Silver level.

School participation criteria:

- ☐ The student must attend all required training sessions and meetings with their Award leader
- ☐ The students must follow safety instructions, ISB Behaviour Policy, and DofE expedition conditions.
- ☐ The students must demonstrate respect towards teachers, guides, peers, and the environment.
- ☐ The students must take responsibility for personal equipment, wellbeing, and conduct.
- ☐ Students must demonstrate a consistently positive attitude to learning and school life, and have no academic or behaviour concerns.
- ☐ Any student who has received 25 negative points (or equivalent serious behaviour sanctions) per semester will be ineligible to register.
- ☐ Students must obtain signed approval from their Award Leader and Form Tutor to confirm readiness, reliability, and responsibility to join the Adventurous Journey. The final approval of the list of students joining every Adventurous Journeys will be from the SLT team.

7. Roles and Responsibilities

7.1 Trip Leader

- Plans, risk-assesses, and executes trips.
- Ensures staff are briefed and competent in their roles.
- Maintains emergency contacts and communication with ISB.

7.2 Staff and Volunteers

- Adhere to safeguarding, health, safety, and first aid procedures.
- Hold a valid First Aid certification.

- Support participants while respecting DofE expedition conditions (guidance during practice and observation during qualifying journey).
- Submit required reports via the Online Record Book (ORB).

7.3 Participants

- Attend all required training sessions and meetings.
- Demonstrate consistent respect, responsibility, and teamwork.
- Follow safety instructions and expedition conditions.
- Take responsibility for personal equipment and behaviour.
- Remain eligible. *Students with 25+ negative behaviour points may not participate.*
- Obtain approval from Award Leader, Form Tutor, and final confirmation from the Senior Leadership Team (SLT).

7.4 Parents/Guardians

- Provide accurate medical, emergency contact, and dietary information.
- Ensure participants are fully prepared and equipped.
- Support the aims and values of the programme.
- Understand that trips are technology-free, with limited communication allowed on the first and last day.

8. The Adventurous Journey

8.1 Preparatory Requirements for the Adventurous Journey

In order to participate in a DOFE adventurous journey, the following preparations are required

- Completion of a First Aid course (organised by ISB or other accredited providers).
- Completion of at least 30% of one DofE section (Physical Recreation, Skills, or Voluntary Service) before the Adventurous Journey.
- Mandatory participation in an Outward Bound (Sovata) trip.
- Submission of required documents 4 weeks prior to the trip, including:
 - Adventurous Journey Planning Form (route, aim, team members).
 - Risk Assessment Form.
 - Parental Consent Form.
 - Daily Route Plan.
 - Equipment Checklist.
 - ISB Behaviour Policy for School Trips.

8.2 Safety and Risk Management

- Comprehensive risk assessments completed before each trip.
- Presence of a qualified First Aider on all expeditions.
- Emergency procedures and contact details carried by all staff.
- Supervisory ratios aligned with national guidance and group needs.
- Pre-approved and safe overnight accommodation.

8.3 Medical and Wellbeing

- All medical conditions and allergies must be disclosed in advance.
- Leaders must carry medical consent forms and medication details.
- Participants must manage medication responsibly with staff oversight if required.
- Mental wellbeing is supported through inclusive practices.

8.4 Behaviour and Conduct During the Adventurous Journey

Participants and staff must:

- Follow ISB Behaviour Policy, code of conduct and our school's values, H.E.R.O., at all times.
- Show respect, teamwork, and responsibility.
- Participants must follow instructions from leaders.
- Prohibited: any kind of smoking or possession of substances, alcohol, tobacco, or illegal substances.
- Breaches of conduct may result in removal from the trip or programme.

8.5 Communication During the Adventurous Journey

- Parents/guardians receive full trip details in advance via Educare.
- Leaders carry mobile phones and emergency contact lists.
- Students may only contact parents on the first and last day (maximum 30 minutes).

8.6 Insurance and Compliance

- All trips comply with DofE expedition requirements and ISB policies.
- External providers must present valid risk assessments, qualifications, and insurance.

8.7 Review and Evaluation

Each trip will be reviewed after completion, with feedback gathered from staff and participants. Incidents, near misses, and lessons learned will be recorded to inform future improvements. This policy will be reviewed annually to ensure ongoing relevance and effectiveness.

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