



Unit 5 Axis Business Centre
Westmead Industrial Estate
Swindon
Wiltshire
SN5 7YS
info@bxmexpeditions.co.uk
Tel: 0800 433 2963

BXM Expeditions Statement

BXM Expeditions was founded to make the outdoors more accessible for all, both financially and logistically. DofE is something that BXM is passionate about as a company and aims to provide, safe, professional expeditions. Offering Bronze, Silver and Gold at a variety of places all over the UK.

AALA Licence

BXM Expeditions is Licensed by the Adventurous Activities Licensing Service (part of the HSE) to carry out Hill Walking and Mountaineering

Licence No: L13655/R2047

Expiry Date: 10/08/2019

DofE AAP

BXM Expeditions is an Approved Activity Provider by the Duke of Edinburgh's Award. We work closely with DofE at Windsor to ensure that our programmes and procedures meet their standards. We always try to excel these and our training framework reflects this. We do however, do many things differently to other AAP's and from the 'traditional' ways of doing things. These have all been approved by Windsor Head office. Staff must have strong DofE knowledge and preferably experience or even completed the Supervisors course. We also acknowledge staff that are Accredited Assessors. The founder of BXM was previously a DofE coordinator and then Manager at two schools. Creating one of the largest centres in the south west in just 18 months.

Insurance

We are insured by Activities Industry Mutual (AIM)
Public and products liability up to £5,000,000
Employer's liability up to £10,000,000

Technical Advisor

Pete Goldsmith (MIC) is the technical advisor for BXM Expeditions. His qualifications include MIA, IML, ML (winter). He runs ML courses twice a year and we take crucial advice regarding staff and risk assessments. Pete is very experienced with The DofE award.

Instructors and Leaders

All staff (including instructors) for BXM Expeditions have been interviewed and 'seen in action' by BXM senior instructors or Pete Goldsmith. They must provide their certificate of NGB qualification and must only ever work within their remit. They must also provide evidence of their own CRB/DBS clearance as well as an up to date First Aid certificate. As well as any other relevant paperwork – DofE Assessors etc.

Instructors must provide their own personal kit, food and first aid equipment. Leaders should bring a map of the area they are working in. They are welcome to use BXM spares if they are available.

Instructors must sign a 'Leaders Contract' with BXM Expeditions and must take charge of BXM Equipment and relevant paperwork for the expedition as per the procedures in this document.

BXM will do everything they can to ensure that a brief is sent to all instructors on an expedition 10 days in advance.

BXM takes responsibility for issuing relevant policies and procedures along with Risk Assessments and medical information for individuals, however, Instructors and Leaders must take responsibility for making themselves familiar with this information and returning it safely to BXM (without making copies). This may mean meeting at the expedition start point early to do so.

MOBILE PHONES:

We send the following statement to participants:

We live in the real world now and we like you to bring a phone for emergencies. However, there are many apps now that can be used in conjunction with your paper map, many of which will tell you grid references or even show you the map. The rule is that you should be trusted not to be communicating with others outside of your group, therefore a leader can ask you any time and if your phone is not on airplane mode then this could jeopardies your entire group's expedition. You should only take it off airplane mode to call a leader or 999. **DO NOT CALL HOME WITHOUT SPEAKING TO YOUR LEADERS.** Do not use your phone at the campsite for music or any other use. If you do want to look at an app then OS LOCATE is a good one or the Ordnance survey map app where you can download the section of where you are. Some can even track where **you've been.** **YOU STILL MUST BE ABLE TO PROVE YOU CAN NAVIGATE WITH A MAP AND COMPASS.**

Operating Procedures

Pre Expedition

- Following initial engagement with the school or organisation, BXM will build a positive working relationship with the assigned DofE coordinator/manager. This link person is imperative to efficient school expeditions.
- All expeditions will be tailored for schools or organisations. BXM will authorise all bespoke packages following consultations.
- Risk Assessments of the area chosen will be carried out by BXM or a designated experienced instructor, and approved by Pete Goldsmith – Technical Advisors (PG).
- Open Expeditions contact will be between BXM and the participant and their parents or guardians via the school– areas will be pre-chosen and risk assessed.
- All participants will be emailed basic expedition YouTube links, a kit-list, food advice sheet and medical/consent forms or directed to the website where it is all available.
- BXM Expeditions must receive a completed consent form and medical disclosure for each participant prior to the expedition. This must be signed by the participant and their parent or guardian if they are under 18. (There must always be an available nominated person available for each individual on Open Expeditions).
- Full payment should be made four weeks prior to departure, deposits should be made on booking. Booking prices will be agreed with the assigned school or organisation. (60% for Open expeditions).
- Instructors will be assigned to expedition groups, normally 1:10 ratio. Trainee leaders can be used in addition to this and will take instruction from the instructors. BXM does have Senior Instructors who are indicated on the brief. Where possible, instructors and leaders will be assigned for linked expeditions (i.e. Practice and qualifying expeditions with the same organisations or schools) and given all appropriate paperwork. This is crucial for sustaining relationships although not always possible.
- BXM will supply appropriate, Maps, Tents, Gas, vango folding stoves and camp fees. Participants will be trained to use these effectively by instructors. BXM is very clear they do NOT provide compasses OR mess tins.
- Training is done on an individual basis and instructors are responsible for ensuring groups are competent. Instructors must contact the BXM if they are in doubt or unsure.

During Expedition

- A Senior Instructor or the lead instructor will have a copy of all participants' paperwork, routes and risk assessments.
- Instructors will always facilitate a formal and professional welcome where expectations should be clearly set out and emergency procedures should be re-emphasised. This should also be emphasised by instructors to their individual groups to re-affirm this.
- A full equipment check will take place and instructors will be vigilant to the essentials, waterproofs, sleeping bags, warm clothes, appropriate rucksacks and waterproof liners.
- Instructors working on the expedition are to carry out an ongoing risk assessment; constant monitoring throughout the expedition, assessing variable hazards such as changing weather, ability and morale of the group.
- Instructors will work within the remit of their qualifications, trainee leaders are to be respected for their ability but should not be left to deal with difficult situations on their own.
- Instructors will make decisions about the level of remote supervision based on the competency of the groups. Some decisions should go through the Senior Instructor.
- Instructors should not have to be in charge of more than 2 groups. The DofE guidelines state that groups must be between 4 and 7. BXM encourage groups of 6 and possibly 7.
- Instructors are able to make their own decisions as to whether to walk, cycle and use cars for remote supervision.
- Ratios can be increased if the weather, ability of the group or even location requires. BXM will adapt to suit these conditions, however, BXM rely on Instructors to pass on information where necessary.

- There will always be at least one vehicle available on all expeditions. (Due to CPC guidelines, BXM will not provide a minibus, although schools will be advised to use their transport where possible).
- The Senior Instructor will make contact with BXM daily when all groups are in. This may mean driving to a pay phone or area of phone signal.
- The Instructor will phone the 0800 433 2963 number should the groups be 2 hours late to camp / finish OR if it gets dark. This does not need to be done if the situation is being managed. However if no phone call is not made then this should be included in the write up of the expedition.
- Emergency procedures to be followed where appropriate.
- A leader should never be asked to supervise more than 2 groups and would never be expected to supervise two groups that were on separate routes with an unreasonable distance between them.
- Each leader should know where their group is every 90 minutes at a maximum, either by , sight, interaction, speaking to other leaders or making contact via phone (This can be extended to 2 hours at Gold level). If the leader has not heard from their group then the senior instructor should be contacted.

Each Expedition will receive the following as a minimum:

1. Tape
2. Cable ties
3. Bin liners
4. Hi vis vests
5. Kitchen roll
6. Nail varnish remover
7. Straight pegs

Campsite conduct

- No group should light a stove on their first night of practice without having it checked by an instructor.
- On the first night of any practice, groups should be supported with putting up tents, checking the following, correct peg use, positioning, safe and careful use of the tents in general.
- There should be NO running.
- Noise levels should be kept reasonable.
- Students should be given a 30 minute warning before they are in tents for sleep.
- No mixed genders in tents (even if they are just socialising).
- Phones should not be used by participants at camp.

Start of expedition

- All groups should be briefed efficiently and always go through
 - Road safety
 - Emergency procedures
 - Appropriate kit, including footwear and waterproofs
- Bags should be lined
- Any allergies should be discussed between the group.
- Leaders are responsible for keeping a record of stoves and number of tents used by a group.

Finish of expedition

Tents:

- All poles should be checked for breakages.
- Each tent should have 10 straight pegs, bent pegs should be handed back in.

- All inners should be emptied of litter before being put away.
- All breakages should be reported to the senior instructor. Tape should be wrapped round the tent with a note of what is broken. This should be initialled by the instructor who has checked it.
- An attempt to dry tents should always be made, if the weather allows, there should be no wet tents returning to BXM. If some are dried but others not tape should be wrapped round the tents that are not dry and initialled by the instructor.
- DO NOT TAKE THE PARTICIPANTS WORD FOR TENTS BEING DRY OR COMPLETE. INSTRUCTORS MUST CHECK THEIR OWN GROUPS TENTS.

Other:

- All participants should be signed out with a note of who they go home with.
- A brief report on each group for practice should be completed
- Participants should take their own rubbish home.
- Check in stoves.
- Participants will be billed if any equipment has been broken through reckless use.

School staff specific

- BXM will run not rely on school staff to attend an expedition but it will be agreed they have an on call member of staff.
- Schools may or may not provide a minibus with driver. This is not to be expected by instructors.

Post Expedition

- All schools or participants are encouraged to provide feedback.
- Instructors or trainee leaders will de-brief the expedition prior to departure.
- Expedition reports are to be filled out by all instructors using the explore page on the BXM Website.
- The senior instructor will notify the BXM Office will be made aware the expedition has finished as well as details of any incidents / accidents / things to report at their earliest opportunity.
- All BXM equipment to be returned to BXM as agreed.

Emergency Procedures

Please refer to the BXM Expeditions emergency procedures.

Child Protection Policy

Please see BXM Child Protection Policy

Equal Opportunities Policy

Please see BXM Child Protection Policy

Confidentiality Policy

Please see BXM Confidentiality Policy