

(NON SCHOOLS)
DofE EXPEDITION NOTIFICATION OF VENTURES
NOT IN WILD COUNTRY AREAS OR OVERSEAS

At least SIX weeks before your DofE venture

Plan your activity and complete your Centre paperwork.
(Parental Consent Forms, Commercial Provider Form 4 if applicable etc).

Guidance, forms and risk assessments are found at
[Offsite events guidance, forms and risk assessments - Dorset Council](#)

Complete Dorset DofE Form 5 L.A. Notification Form 2024
and all of the following Non-School forms:
Risk Assessment, Emergency Procedure
and Form 5 DofE Supplementary Information and Staff



At least FOUR weeks before the venture

Email Dorset DofE Form 5 L.A. Notification Form 2024
and all the following Non-School forms:
Risk Assessment, Emergency Procedure
and Form 5 DofE Supplementary Information and Staff

to

dofe@dorsetcouncil.gov.uk

Complete the expedition setup in eDofE for participants.



Immediately prior to departure

ensure your **Base Contact** has all relevant information including copies of

- Staff and Participant Emergency Contact (NoK) Lists**
- Vehicle details (email HIRE vehicle details to insurance@dorsetcouncil.gov.uk)**
- Route/programme information**
- Emergency Procedures form**
- Form 5**

**NON-SCHOOL DofE CENTRES
EXPEDITION NOTIFICATION OF ALL REMOTELY SUPERVISED VENTURES
IN WILD COUNTRY AREAS**

At least SIX weeks before your DofE venture

Plan your activity and complete your Centre paperwork.
(Parental Consent Forms, Commercial Provider Form 4 if applicable etc).

Guidance, forms and risk assessments are found at

[Offsite events guidance, forms and risk assessments - Dorset Council](#)



at least FOUR weeks before the venture

**Complete and email
Route overlays for Practices and Finals – preferably in electronic format as gpx files
created in edofe mapping.**

**Dorset DofE Form 5 L.A. Notification Form 2024
and all the following Non-School forms:
Risk Assessment, Emergency Procedure
and Form 5 DofE Supplementary Information and Staff 2024
to**

dofe@dorsetcouncil.gov.uk



Your notification will be acknowledged and approved by Dorset Council DofE Manager
Expedition Assessors can now be known to the group at all levels.

Complete the expedition setup in eDofE for participants.



Immediately prior to departure

ensure the **Base Contact** has all relevant information including copies of

- Staff and Participant Emergency Contact (NoK) Lists**
- Vehicle details (email HIRE vehicle details to insurance@dorsetcouncil.gov.uk)**
- Route/programme information**
- Emergency Procedures form**
- Form 5**