

How can you use an AAP?

A guide for DofE Managers/Leaders in schools

You can use an AAP to:

- **Run the whole expedition from start to finish** – the AAP will take full responsibility for delivery of the expedition programme. You will still need to pass on information to parents and participants, collect medical and consent forms, collect payments and ensure that the schools off-site visits paperwork is completed.
- **Run part of the expedition programme** – a good option if you are able to deliver the training programme, for example, but don't have enough staff to cover the expeditions.
- **Run the expedition for part of a school cohort** – this is useful if you are only able to

accommodate a limited number of students on your expedition programme, as the AAP can work with all the other students who want to take part in their DofE. You will need to find a fair way to decide which students work directly with you and which ones go with the AAP.

- **Run the expedition** – useful if you do not have suitably qualified staff, but with school staff helping to provide pastoral supervision e.g. at the camp site.

Whenever an AAP is used, they must still meet all the requirements of your school/local authority regarding staff ratios and qualifications. All the normal approval processes must still be met. These are normally

completed by the school with input from the AAP e.g. AAP staff names and qualifications.

You do **NOT** need to use an AAP if you are able to take full responsibility for an expedition, including having at least some suitably qualified staff. In this case you may contract in some extra staff or Assessors, but the school **MUST** take full responsibility for these people as members of school staff for the duration of the expedition, including safeguarding checks and checks on technical competence.

The expedition will be run under the insurance held by the school and must meet all the local authority/school requirements for staffing off site visits.

School staffing	Options for AAP	Pros	Cons
No staff able to supervise the expedition section.	Run the whole expedition from start to finish – the AAP will take full responsibility for delivery of the expedition programme. You will still need to pass on information to parents and participants, collect medical/consent forms/payments and ensure that the schools off-site visits paperwork is completed.	Simple to hand over the whole role to the AAP. No confusion of roles or responsibilities.	Will be the highest cost option.
Some staff, but not enough to cover all expedition roles.	Run part of the expedition programme – a good option if you are able to deliver the training programme, for example, but don't have enough staff to cover the expeditions.	This will cut your costs and still enable you to be involved in the expedition section.	Will be cheaper than using an AAP for the whole programme.
School staff still involved in the expedition section – allows the school to offer DofE to a larger number of students.	Run the expedition for part of a school cohort – useful if you are only able to accommodate a limited number of students on your expedition programme, as the AAP can work with other students who want to take part in their DofE.	Everyone who wants to take part in DofE is able to do so.	Costs could be higher for some students than others. Maybe spread costs across all students doing DofE?
School staff take on a pastoral role only.	Run the expedition if you do not have suitably qualified staff, but with school staff helping to provide pastoral supervision e.g. at the camp site.	School staff still retain some involvement with the students.	Will cost more than a school-run expedition.