

Adventurous Journey Supervision Policy

The Queensland Award Operating Authority (AOA) is committed to ensuring the safety and well-being of all individuals engaging in Adventurous Journeys (AJs). This policy is designed to outline clear guidelines and expectations relating to the supervision and safety of participants and volunteers during The Duke of Edinburgh's International Award and Bridge Award AJs.

The following criteria must be met for all AJs:

1. Approval and supervision by an Adventurous Journey Supervisor (AJS) or an External Contractor is mandatory for all phases of AJs, including preparation, training, practice and qualifying.
2. An AJS must meet all the qualifications and requirements outlined in the [Handbook](#) (Sections 2.2.4 and 7.5.5) and the Adventurous Journey Roles and Responsibilities table (Appendix 1).
3. Emergency communication equipment is mandatory for any AJs conducted in remote areas, which are defined as locations where access to professional medical care exceeds one hour.

Adventurous Journey Supervisor

The Duke of Ed Centre is required to secure the services of an AJS. The AJS can be sourced through various avenues, including an AJS affiliated with your Centre, an AJS from another Duke of Ed Centre, or the engagement of an External Contractor in lieu of an AJS (e.g. a commercially engaged outdoor instructor).

Emergency communication devices

It is advisable to carry more than one two-way communication device while journeying for enhanced safety and communication reliability. A combination of equipment is preferred. When undertaking AJs in remote areas, both a Personal Locator Beacon (PLB) and two-way communication equipment are mandatory.

Supervision Definitions

i. Adventurous Journey Supervisors

- All AJs are supervised by a qualified adult volunteer appointed by the Duke of Ed Centre. This person must be registered as an AJS Urban or AJS Outdoor with the Queensland Award Operating Authority.
- Participants under the age of 18 years must be accompanied by an AJS on all journeys.
- During preparation, training and Practice Journeys, supervision involves journeying alongside the group at all times.
- During Qualifying Journeys, if deemed appropriate by the AJS, supervision can involve shadowing the group.
- Shadowing entails the AJS staying within a maximum distance of 100 metres from the young people, maintaining regular communication with them, instead of journeying directly alongside them. There are exceptions for large groups (7 or more) in the following two outdoor mediums:
 - **Mountain Biking/Cycle Touring** – supervision can be in the form of separate groups each with an accompanying adult volunteer traveling on routes known to the AJS. Face-to-face meetings with the AJS are necessary every three hours, and hourly radio contact must be maintained. Two-way communication should be operable at all times for emergency situations.
 - **Bushwalking** – supervision can involve separate groups, each with an accompanying adult volunteer traveling on routes known to the AJS. All groups must maintain contact (radio or voice) with the AJS and remain within 15 minutes of physical access to the AJS along the journey.

ii. Other adult volunteers on Adventurous Journeys

- Adult volunteers participating in an AJ can provide support with supervision to the AJS.
- The AJS has ultimate responsibility for the AJ, including delegation and monitoring of adult volunteers. They are also responsible for the supervision and instruction of the participants.
- Only an AJS is authorised to lead an AJ with participants under the age of 18 years. While adult volunteers can provide support with supervision, they must always remain within 100 metres of the AJS along the journey, with the exception of the Mountain Biking/Cycle Touring and Bushwalking variations as detailed in section i. Adventurous Journey Supervisors.

Emergency Communication Devices

i. Personal Locator Beacon (PLB)

- A PLB notifies emergency services of your location, prompting an immediate search and rescue response.
- A PLB is activated in a life-threatening situation or as a last resort in an emergency when all other communication options have failed.

ii. Emergency two-way communication devices

- The decision on what type of two-way communication equipment deemed suitable to carry is made by the AJS after conducting a reconnaissance of the venue.
- This equipment may include a mobile phone, satellite phone, and/or hand-held UHF radios.

Appendix 1 - Adventurous Journey Roles and Responsibilities

Adventurous Journey Supervisor		
Title	Roles and responsibilities	Qualifications and requirements
Adventurous Journey Supervisor Urban	• Must be present on the AJ and is responsible for ensuring the safety of the group • Oversees risk management procedures for the Duke of Ed Centre • Signs off on all preparation and training, Practice and Qualifying AJs • Prepares, trains and mentors young people for AJs – signs off readiness in terms of AJ skills • Advises, leads and mentors other volunteers • Collaborates with the Duke of Ed Leader to plan each AJ • Works with Duke of Ed Leader to ensure mandatory paperwork is completed and submitted including the <i>AC4 AJ Notification form*</i> and <i>P4 AJ Consent form</i> *The AC4 AJ Notification form must be submitted to the Queensland AOA two weeks prior to the start of the AJ Accountable to: • The AJS is accountable to and is the responsibility of the Duke of Ed Centre engaging them to undertake the AJ	• Must be 18 years or over • Hold current First Aid and CPR certification • Sign the Volunteer Code of Conduct form • Satisfy the requirements of the Queensland Working with Children Check, and ensure Blue Card is linked to the Award Centre • Complete Online Training Module 1 prior to commencing and registering young people for AJs • Attend an Orientation to Duke of Ed (ODE) or Bridge Award workshop (recommended) • Must be familiar with the AJ Section of the Duke of Ed (refer to the Handbook) • Must be highly competent in the activity/type of journey • Must meet any applicable compliance, license and qualification requirements

Title	Roles and responsibilities	Qualifications and requirements
Adventurous Journey Supervisor – Outdoor	• Must be present on the AJ and is responsible for ensuring the safety of the group • Oversees risk management procedures for the Duke of Ed Centre • Signs off on all preparation and training, Practice and Qualifying AJs • Prepares, trains and mentors young people for AJs – signs off readiness in terms of AJ skills • Advises, leads and mentors other volunteers • Collaborates with the Duke of Ed Leader to plan each AJ • Works with Duke of Ed Leader to ensure mandatory paperwork is completed and submitted including the <i>AC4 AJ Notification form*</i> and <i>P4 AJ Consent form</i> *The AC4 AJ Notification form must be submitted to the Queensland AOA two weeks prior to the start of the AJ Accountable to: • The AJS is accountable to and is the responsibility of the Duke of Ed Centre engaging them to undertake the AJ	• Must meet all of the above requirements for AJS Urban PLUS: ○ Must hold relevant qualifications in the outdoor medium/s that the AJS intends to supervise ○ Qualifications must be current and registered on the AJS Currency Register through the Queensland AOA ○ Remote First Aid course is recommended • For young people over 18, wishing to undertake their AJ independently (Adventurous Project) must meet all the above requirements for AJS Outdoor PLUS: • Have a Certificate IV in Outdoor Leadership or equivalent or a higher outdoor leader qualification. • Qualification must show currency in the relevant medium being assessed and be registered on the AJS Currency Register

Title	Roles and responsibilities	Qualifications and requirements
Adventurous Journey Supervisor from another Award Centre	The roles and responsibilities are the same as AJS Urban or AJS Outdoor (see above) Accountable to: The AJS is accountable to and is the responsibility of the Duke of Ed Centre engaging them to undertake the AJ	- The qualifications and requirements are the same as AJS Urban for all urban AJs - The qualifications and requirements are the same as AJS Outdoor for all outdoor AJs
External Contractor (Commercial Operator)	- An external commercial operator is an outdoor leader/operator contracted by the Duke of Ed Centre to facilitate an AJ, who has the required qualification/s in the outdoor medium/s being undertaken - All AJs undertaken are subject to approval by the Duke of Ed Centre - Duke of Ed Leader ensures the mandatory <i>AC4 AJ Notification form</i> is signed by the External Contractor and submitted to the Queensland AOA two weeks prior to the start of the AJ - The External Contractor signs off on all preparation and training, and Practice AJs Accountable to: - The External Contractor is accountable to and is the responsibility of the Duke of Ed Centre engaging them to undertake the AJ	- Must be 18 years or over - Hold current First Aid and CPR - Remote First Aid / Wilderness First Aid is recommended - Satisfy the requirements of the Queensland Working with Children Check (Blue Card or exemption card) - Must hold appropriate insurance to undertake responsibility for the group when in the field - The Duke of Ed Centre is responsible for ensuring the External Contractor is suitably qualified in the outdoor medium/s of the AJ they are leading - Must be able to show currency in an outdoor qualification in the medium being undertaken - Must be familiar with the AJ Section (refer to the Handbook)

Other adult volunteers on an Adventurous Journey		
Title	Roles and responsibilities	Qualifications and requirements
Volunteer	- Provides support role during an AJ - Provides training to participants (only under the guidance of an AJS) - Supervises participants under the AJS's guidance, adhering to distance guidelines outlined in section ii. Other adult volunteers on Adventurous Journeys (see above) - Emergency procedure knowledge is desirable, though not mandatory. It might be necessary to manage group safety if the AJS is unable to, or becomes incapacitated - Does not lead the group independently - Does not carry responsibility other than an ordinary citizen for the safety or operations of an AJ or of the young people Accountable to: - All adult volunteers are the responsibility of the Duke of Ed Centre	- Must be 18 years or over - Hold current First Aid and CPR certification - Sign the Volunteer Code of Conduct form - Satisfy the requirements of the Queensland Working with Children Check, and ensure Blue Card is linked to the Award Centre - Complete Online Training Module 1 prior to commencing role - Knowledge of emergency procedures is desirable (not mandatory)

Scenarios of supervision requirements for Adventurous Journeys

Scenario A:

A school has arranged a three day / two night canoeing AJ in flat and undemanding water. There are 15 participants under the age of 18 years participating.

- The [Handbook](#) specifies groups should consist of four (minimum) to seven (maximum) people.
- Working on a ratio of one adult to every seven young people, the minimum requirement for supervision is one AJS and two volunteers

Scenario B:

A school has arranged a three day / two night bushwalking AJ in reasonably safe but remote terrain. There are 33 participants under the age of 18 years participating.

- Working on a ratio of one adult to every seven young people, the minimum requirement for supervision is one AJS and four volunteers.
- Each volunteer requires a form of two-way communication equipment for contact with the AJS, with a briefing on how to use it.

Only an AJS can lead an AJ with young people under the age of 18. Volunteers providing support and supervision must stay in contact and close proximity to the AJS throughout the journey.