

## Information for parents about the Duke of Edinburgh's International Award

Dear Parent/Guardian,

This information pack contains much of what you need to know regarding the International Award. The Duke of Edinburgh's International Award is an incredible experience and qualification, but it takes commitment in order to gain an Award. **Please therefore take the time to read this whole document carefully to prevent any confusion or disappointment in the future.**

Since the Award began in 1956, its aim has been to help young people plan and undertake their own programme of activities to develop themselves mentally, physically and emotionally. The Duke of Edinburgh's International Award is widely recognised by employers and education providers as the definitive qualification for demonstrating self-reliance, commitment and dedication. All this, and a lot of fun along the way. Some of the benefits to young people include:

- developing self-confidence and self-reliance
- gaining a sense of achievement and a sense of responsibility - discovering new skills, interests and talents - developing leadership skills and abilities.

This is achieved through young people undertaking a range of activities for the four different Award sections. This information pack gives information regarding the structure of the Award and what your child needs to do to gain their Award. Please take the time to read and understand the information given in this pack.

This information pack contains the following sections for your attention:

1. ***What is the Duke of Edinburgh's International Award?*** This section provides information about what the Award is all about.
2. ***Ensuring your Child has a safe and enjoyable experience*** - This section discusses the different organisations that your child may use to complete activities for their Award programme and explains where responsibility lies for ensuring that these organisations are safe and appropriate.
3. ***Adventurous Journey*** - This section explains what is involved with the Adventurous Journey section of the Award.

## What is The Duke of Edinburgh's International Award?

As the job market continues to get more competitive and more people gain degrees, employers are looking for other means of determining the strength and quality of candidates. Each year the Award is regularly stated by graduate employers as being a definitive qualification for demonstrating that an individual has the rounded set of skills and the qualities they are looking for. The percentage of young people that actually complete and gain their Award is very low which ensures it continues to be a very prestigious achievement and means that those that complete it will stand out from the crowd!

The main reason why the Award maintains such an excellent reputation is because it requires motivation, commitment and maturity from the participants. **They have to take total responsibility for all aspects of their experience. Their school/organisation will offer advice but the participant must do the work and undertake the following tasks:**

1. Find activities to undertake for the different sections.
2. Ensure they attend the activities.
3. Submit the required evidence to demonstrate they have undertaken the necessary activities.

Please spend some time reading and digesting this important information so that you understand the expectations placed on your child.

## What makes up the Award?

The Duke of Edinburgh's International Award consists of four sections (help with finding activities for these sections is on the following page):

1. **Skill section** – Young people must spend at least one hour per week learning a new life skill (outside of school lessons). There are hundreds of different activities that young people can choose from. Popular choices include music, art, drama, cooking, DJing, committee skills, graffiti art, learning to drive and sign language. Unfortunately, sports cannot count for this section (even though you need to learn skills to do them), this is because sports come under the physical recreation section.
2. **Service section** – This section requires young people to spend at least one hour per week doing voluntary work. This gives young people the opportunity to get out into their communities and give something back (Note: This cannot be working for free for a commercial organisation like a hairdresser, shop, café etc.).
3. **Physical Recreation section** – This section requires young people to spend at least one hour per week of their own time engaging in physical recreation. It can be any form of activity and does not need to be in a team or competitive environment.
4. **Adventurous Journey section** – This is explained in detail in the next pages.

The following information will give advice as to how young people can find activities for these sections if they are not doing something already. However please be aware that the responsibility lies entirely with the young people for finding and undertaking activities for the sections 1 – 3 listed above. The school/organisation your child attends will provide the necessary training for the Adventurous Journey section.

### How long does it take to complete the Bronze, Silver and Gold Award?

The Award cannot be achieved in a shorter time span by working more intensely; the objective is to develop a sense of commitment to a given task over time. Participants must persist for at least these minimum periods:

Level	Minimum period of participation by	
	Direct entrants	Award holders
Bronze	6 months	not applicable
Silver	12 months	6 months (if Bronze holder)
Gold	18 months	12 months (if Silver holder)

Minimum timescale for each level by section is as follows:

	Physical Recreation	Skills	Service	Plus...	Adventurous Journey
<b>Bronze</b>	3 months	3 months	3 months	All participants must do an extra 3 months in either Physical Recreation or Skills or Service	2 days + 1 night
<b>Silver</b>	6 months	6 months	6 months	Non Bronze holders must do an extra 6 months in either Physical Recreation or Skills or Service	3 days + 2 nights
<b>Gold</b>	12 months	12 months	12 months	Non Silver holders must do an extra 6 months in either Physical Recreation or Skills or Service	4 days + 3 nights
*Plus additional requirement of 5 day/4 night Residential Project					

### How is the scheme monitored and assessed?

As identified previously, the Award counts for so much because the participant must take full responsibility for all aspects of their programme. To ensure that the high quality and value of the Award is maintained, the participant must be able to submit evidence to demonstrate that they have done a section regularly for the minimum number of months.

The participant does this through an Online Record Book (ORB) and at the end of the duration of the section having their Assessor sign the section off. This means that when they have been doing an activity for the required amount of time they ask the adult that oversees that activity to fill in the relevant form to confirm they have completed that section. This only needs to be done after they have completed the minimum number of months, not every time they go. This needs to be done by the Assessor for each of the Skills, Service and Physical Recreation sections.

Some activities, such as attending a gym or going swimming, may not have an adult present each time, or will have different adults present, so a regular Assessor won't be possible. In this instance they can discuss with their Award Leader how they are going to record this and get their section signed off at the end of the required period.

## Ensuring your child has a safe and enjoyable experience

Taking part in the Duke of Edinburgh's International Award is a rewarding and enjoyable experience that will involve your child undertaking a variety of activities. The ethos of the Award is that these activities take place within the participant's own time and where possible in their local community. The Duke of Edinburgh's International Award Foundation licenses appropriate organisations and schools to deliver the Award through a robust quality assurance process.

This means that staff and volunteers will have the appropriate skills, qualifications and background to work with young people. For example, if your child is completing their Award through their school and the school has an after school environmental project that participants can use for their Service section of their Award, then the school will ensure this activity meets all required safety standards.

However, in the course of working towards their Award programme your child will probably take part in activities that are not directly under the control of our staff, and you should be aware that the responsibility for ensuring the safety of such activities rests with yourself rather than the Award Leader. While most of these organisations and schools will have their own policies in place to protect your child, we would advise that you satisfy yourself that they are suitable in the same way that you would treat any activity your child takes part in. **For example if your child chooses to coach younger children at a local sports club for their Service section of their Award, then it is your responsibility to satisfy yourself that this is a safe and appropriate organisation.**

We would therefore recommend that you discuss with your child which activities they will be completing for the Service, Skills and Physical Recreation sections of the Award and which organisations they will be using to complete these activities.

## Adventurous Journey section

The Adventurous Journey is a unique opportunity for your child to experience self-reliance and team work in an outdoor environment. The length of the Adventurous Journey varies depending on the level of the Award:

**Bronze Level** – Adventurous Journey takes two days (one night)

**Silver Level** – Adventurous Journey takes three days (two nights)

**Gold Level** – Adventurous Journey takes four days (three nights)

Participants will have to undertake training to ensure they have the necessary skills and knowledge for their journey. For the qualifying Adventurous Journey of all Awards, the participants must complete a self-sufficient journey. This means that the participants will walk with remote adult supervision, on an agreed route, and must carry all the equipment and food they will need for the duration of their journey. Adult leaders will monitor the progress of the groups by meeting them at check points.

The participants will be in groups of between four and seven young people. They must work together as a team, take responsibility for their actions, and deal with any situations that arise along the way.

At Bronze and Silver levels the leaders will be camping in the same area as the young people, however to maintain the spirit of the journey they will leave the young people to take responsibility for all aspects of their camp, including cooking. In addition, there will not be overnight supervision; the leaders are in the area in the case of an emergency only. At Gold level there will not be any adult supervisors in the area, and participants may 'wild camp' on the hill, not in a campsite.

**IMPORTANT NOTE! Most of the adults providing support and ensuring that your child can take part in the Award are volunteers.** It is a huge amount of work for them and they can only support your child on the basis that your child:

- **attends all of the training sessions for the Adventurous Journey section.** The leaders will not take your child on a journey if they do not feel they have the necessary training. It is 100% the responsibility of your child and yourselves to know the correct training dates and to attend these.
- **brings the correct equipment to all of the training sessions.** Please refer to the advice from your organisation or school, for equipment lists and advice on food, bag packing etc. There are kit lists for a day walk and a journey. You may be able to borrow certain equipment from your school but you must check this well before the journey date.

## Cellular Devices and Communication Policy

Please be aware that one of the policies of the Award Centre includes the ban of cellular devices whilst on the Adventurous Journey. This is to encourage independence and resolve within our students. They are being tested on skills that cannot be circumvented by using technology or seeking outside assistance. Any external

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communication with friends, parents or guardians will result in their disqualification. As an emergency procedure we are allowing one cellular device to be completely sealed in an envelope and packed into the team leader's kit. This device is to be used strictly for emergency situations to contact us, the award leaders, not you the parents, and tampering with the seal will also result in the team being disqualified. Please rest assured that you will be able to contact one of the staff members who will be observing them in this adventure should there be an emergency. We kindly request that you do not attempt to communicate with your child(ren) during this time. If the need arises the team leader will contact us, and we in turn will contact you immediately should there be an emergency.

**Regards**

**Lourens Müller**

**(DoE Award Centre Coordinator)**

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**Mobile: + 966 53 234 6690**

**Email: [lourens.muller@mns-r.com](mailto:lourens.muller@mns-r.com)**

**[Please keep these preceding pages for your own information and return the following documents](#)**

## STUDENT'S DETAILS

Family Name: \_\_\_\_\_  
*(Last Name as written on passport)*

Given Name: \_\_\_\_\_  
*(First Name as written on passport)*

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Place of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Religion: \_\_\_\_\_ Gender: \_\_\_\_\_

ID Number: \_\_\_\_\_  
*(Iqama, Diplomatic or Saudi ID)*

Expiry Date: \_\_\_\_\_

Passport Number \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Student Home Address: \_\_\_\_\_

## FATHER'S DETAILS

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Mobile Phone 1: \_\_\_\_\_

Mobile Phone 2: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Work Email: \_\_\_\_\_

## MOTHER'S DETAILS

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Mobile Phone 1: \_\_\_\_\_

Mobile Phone 2: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Work Email: \_\_\_\_\_

## EMERGENCY CONTACT

**First contact:** Father / Mother / Other – details below *(please circle)*

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Mobile Phone 1: \_\_\_\_\_ Mobile Phone 2: \_\_\_\_\_

## MEDICAL QUESTIONNAIRE

**If your child has had/or has any of the following, please give further details on the back of this page.**

Medical Information (This information can protect your child)		
Medical Condition		Further information or instructions
Heart Conditions	Yes / No	
Diabetes	Yes / No	
Migraines	Yes / No	
Fainting/Dizzy Spells (or other sudden loss of consciousness)	Yes / No	

**Please complete the following questions, detailing as much information as possible.**

Does your child have any special medical problems we should be aware of?

If yes, give details: \_\_\_\_\_ Yes / No

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Does your child have any coordination or mobility problems we should be aware of?

If yes, give details: \_\_\_\_\_ Yes / No

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Does your child have any behavioural or concentration problems we should be aware of?



If yes, give details:

Yes / No

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Does your child have asthma?

Yes / No

If yes, what medication and treatment do they receive?

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**\*Please ensure your child brings their inhaler if applicable**

Does your child have epilepsy?

Yes / No

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**\*Please ensure your child brings their medication if applicable**

Does your child take any medicine regularly?

Yes / No

If yes, list all medication and dosages:

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Does or child have any allergies or are they allergic to any medication? Yes / No

What reactions do they experience and how should these be treated?

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Further comments: *(continue on back in necessary)*

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## CONSENT TO CONDITIONS AND MEDICAL TREATMENT

As Parent/Guardian of \_\_\_\_\_

I authorise the Teachers and Instructors to obtain initial treatment at a local clinic/hospital should an accident occur. I agree to pay all medical expenses incurred on behalf of the above student. I am aware that the facilitators of the Duke of Edinburgh International Award at the Multinational School - Riyadh, will see my child's medical notes.

Name of Parent/Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## INDEMNITY

I, \_\_\_\_\_  
(Name of Parent / Guardian)

PO Box: \_\_\_\_\_  
Riyadh: \_\_\_\_\_  
Kingdom of Saudi Arabia

Being the lawful Parent or Guardian of \_\_\_\_\_ I hereby agree:  
(Student's Name)

1. That the SAIS-R Multinational Section, (including its Board of Governors as elected or nominated from time to time, and / or teachers, officials, employees, or voluntary helpers of the school) shall have no responsibility, of whatsoever nature, in respect of any bodily injury to the above named student at any time during the Duke of Edinburgh International Award training exercises or excursions unless:
  - My child is in the direct custody of one of the aforementioned or,
  - Results from a negligent act or omission the injury is caused by the aforementioned
2. For my child to receive first aid and if need be medical treatment at a local clinic / hospital, in the event of accident / emergency.
3. To indemnify and keep indemnified the school in respect of any amounts the school may pay in respect of medical or other expenses arising from accidental bodily injury to my child in circumstances other than set out as above.
4. To indemnify and keep indemnified the school in respect of any loss or damage to property belonging to or in the custody of the school caused by my child.

Name of Parent (Guardian): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### DISCLAIMER

The School will not be held responsible for any students **behavioral** or **medical** conditions and has the right to ask a student to **leave** the program if any situation arises that would compromise the **Staff** or **School**. It is the **parents'** responsibility to update the school about any changes to contact information or medical details.

I have read and agreed with the above terms.

Name of Parent (Guardian): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## MNS-R DUKE OF EDINBURGH'S INTERNATIONAL AWARD HEALTH & SAFETY POLICY

### General

- Should a student become injured or sick during the excursion, the student must notify a member of staff.
- Parents will be contacted by phone if a student has a medical problem, no matter how minor.
- Please ensure you have the mobile number of at least one member of staff who will be present on the excursion saved to your mobile phone.
- If it is considered necessary for the student to be sent home parents will be contacted and asked to arrange immediate collection. Parents must be contactable at all times and are expected to collect their child within a reasonable time frame, (approximately 1 hour after initial contact)
- Parents are advised that students who are ill prior to the start of the excursion must remain at home. Students who are not well should be excluded even if they are not infectious.
- Students and staff should be excluded if they have diarrhoea or vomiting and they should not participate until they have been symptom free for 48 hours, (unless the cause is non-infectious ie.travel sickness or coeliac disease).

### Medical Questionnaire

- All parents must complete the Medical Questionnaire **before** their child enters the program or take part in an excursion.
- Any child with a medical condition needs to be identified and further medical information may be required. Further contact will be made should you not provide adequately detailed information.
- Should your child's medical condition/medication change during the year it is requested that you inform the MNS-R DoE Award Centre Coordinator.

### Student's medication

- All medication brought on the excursion **must** be declared to an accompanying staff member. The medication should be accompanied with a note from the parents detailing dosage and time to be administered. Students are fully responsible for administering their medication.
- Students may only carry asthma inhalers, epi pens and diabetic medications if they are proficient in their use.

### Emergencies

- In the event of an emergency the student will be transferred to a suitable medical facility. Parents will be contacted as soon as possible so they may join their child.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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## PHOTOGRAPHY

At the Duke of Edinburgh International Award training sessions and excursions our staff may take photographs of participating students in action for use on the Multinational School **websites, social media and brochures** to represent and promote the programme.

If you would **not** like your child to represent the Multinational School in publicity materials kindly sign the slip below.

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Child's name: \_\_\_\_\_

Class: \_\_\_\_\_

I would **not** like my child to be photographed on the school premises for school publicity materials.

Signed (*parent*): \_\_\_\_\_

Date: \_\_\_\_\_