

Part 3 | Checklists

 DofE Journey Planning pack

# Planning (JPxS1xx)

### Supervisor

* Check participants have suitable training. (Award training for their level + additional training for the activity)
* Check planning paperwork is completed (JPSS101).
* Condition Checks (JPPS101)
* Check that all participant consent forms have been received. (Complete police vetting if required)

### Assessor

* Check Award Requirements are met

### Participants

* Condition Checks (JPPS101)
* Check planning paperwork is completed (JPSS101).

### Authorizing Award Leader

* Approval (JPLS101)

# Start of Journey (JPxS2xx)

### Supervisor

* Condition checks (JPPS101)
* Gear check and Briefing (JPSS201)
* Safety briefing for group

# During Journey (JPxS3xx)

## Morning

* Daily briefing (JPPS301)

### Supervisor

* Daily briefing (JPPS301)

## Evening

### Supervisor

* Cooking (JPSS321)
* Debrief (JPAS401)

### Assessor

* Debrief (JPAS401)

### Participants

* Review and prepare plan for following day (JPPS321)

## General

### Supervisor

* River Crossing (JPSS331)

### Participants

* Campsite Check/review (JPPS331)
* General travel (JPPS332)

# End of Journey (JPxS4xx)

### Supervisor

* Debrief (JPAS401)

### Assessor

* Debrief (JPAS401)

# After Journey (JPxS5xx)

### Participants

* Complete Journey report

# General SOPs (JPxS6xx)

### Supervisor

* Incident Management (JPSS601).

### Authorizing Award Leader

* Notification of Incident (JPLS601)
* After a journey with an incident (JPLS602)

### All

* Communications (JPGS101)