

DofE Kit Return Process

How to return DofE Kit

Why – We want to make everyone's life as easy as possible, and to care for our kit the best we can! Whilst all kit will be checked upon its return, your assistance in checking it and returning as below not only instils a standard of care for kit into participants, it also helps us be more efficient in turning kit around.

Preferred Process

Step 1 – Place any unused Tents and DofE kit's on the back seat (this tells us it has not been used at all and can be reissued without checks)

Step 2 - Each instructor collects in their groups kit and checks it

- Are all parts of the tents there (inner, outer, 3 poles in a bag, 15 pegs in a bag)
- Are all the guy lines stowed (tied up appropriately or stuffed into the pocket at the top of the guy line) – Best checked before, as they take down tents, not when handing in kit!
- Check Stoves are clean, dry, and have all their parts (cleaning supplies are provided in the spare's boxes).
- Collect cleaning kits, first aid kits, shelters etc.
- Collect in any other kit issued (e.g. rucksacks, compasses, maps)

Step 3 – Return all used kit to the van and pack as follows:

- All stoves into 1 red bag
- All gas into 1 red bag
- All first aid kits into 1 red bag
- All group shelters into 1 red bag
- All spare kit back into the grey spare's boxes
- Any damaged kit stowed separately (perhaps another red bag of faulty kit) clearly labelled with the luggage tags from the spare's boxes.

Step 4 – Return all used tents to the van and pack as follows:

- All inners into 1 large "tonne bag"
- All outers in 1 large "tonne bag"
- All poles in bags into 1 red bag, crate or pile
- All pegs in bags into 1 red bag, crate or pile

Step 5 – Ensure the van driver is aware of any issues, broken kit, unused kit feedback etc.

Other Options

Whilst less efficient as groups will need to repack tents that have been split up, and we will have to empty them back out on their return.....Each instructor checks their groups kit, returns it all to the teams red bag and then returns it to the back of the van as a "used kit". The advantage of this is that instructors are checking groups kit in and making sure it is all returned, this also removes the need for a kit person at the van.

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Do I need to dry tents?

In a perfect world – Yes

- Teach groups to shake off excess water before packing, and if they have time to turn their tent over to dry before packing
- If groups are taking a long lunch can they hang their outer to dry off
- If you are debriefing and have time in the car park, can they be hung up to dry.

However – We appreciate this is not realistic, so provided you've done your best, and all the parts are there, it does not need to be dry.

What if.....

I have checked the tents fully, they are perfectly dry and ready for reissue.

Firstly Thank you! Secondly please put these tents in a separate red bag and mark them up as checked and dry by xxxxxx, and mark them with a luggage label.

The contents of the grey box have been heavily used, need lots of replenishment and are wet.

These boxes are always checked and restocked, but needless to say returning sopping wet rucksacks to an other wise dry box is a bad idea. Please do the best you can and let the van driver know what we need to know.

We have lost xxxx

Please ensure that the van driver and course director know what was lost, by whom and when.

Whilst generally accidents happen and this is just life, we will follow up with schools and groups if adequate care has not been taken or kit is deliberately broken. Likewise, if we are for example 8 compasses short, we can follow up with the school and ask them to remind students on Monday to check their bags and bring them back to school!