



INFORMATION FOR SCHOOL TEACHERS (School Coordinators)

Being a School Coordinator is an incredibly rewarding experience both personally and professionally. This opportunity is open to teachers who are dedicated to their students' progress, enjoy travelling, are interested in the outdoors and most importantly are ready for the challenge! As a School Coordinator you are an indispensable member of the expedition programme. Without your help and understanding, it would be extremely difficult for the students (Explorers) to work their way through the 6-22 month preparation period. With your involvement, however, the group has someone they already trust to encourage and support them through the preparation period and the expedition itself.

Free Training

Adventure Lifesigns offers all School Coordinators a free 2-day Expedition Preparation course, 3-days worth of expedition training courses and subsidised wilderness medical courses.

Commitment

Taking part in an Adventure Lifesigns expeditions development programme requires energy, enthusiasm and a sense of humour, but also the willingness to experience new cultures, unfamiliar surroundings and new situations. In turn, you can be assured of the complete support of Adventure Lifesigns expeditions in every way possible. Adventure Lifesigns Expeditions will provide the necessary support and ideas to help the expedition with fundraising and preparation, as well as detailing your role and responsibilities as a School Coordinator, and the benefits available to you throughout the programme.

Benefits

Being part of an overseas expedition programme proves an excellent tool for personal development training and is essentially an opportunity to change your own outlook on life. You will see changes, not only in the personal development of the students within the group, but also within yourself. The development of your own travel experience, exposure to different cultures, new landscapes and conditions will alter your perspectives and broaden your horizons. On your return, these experiences can be utilised, allowing you to put into practice newly learned skills like teamwork, leadership and communication abilities, problem solving, planning and organisation, making a positive improvement to your achievement at work and in your personal life.

Getting started

The school Coordinator will be involved right from the start and must work closely with Adventure Lifesigns to form the expedition team. As soon as the team has been established, the School Coordinator will work with a School Programme Coordinator (SPC) to plan suitable dates for the team training courses.



Each team participant will have his or her own individual needs and will require varying levels of support during this stage. The SPC will support the School Coordinator throughout the preparation period and be available to answer any questions.

Your help

During the preparation period you will be expected to organize the following:

School Assembly & Parents Evening

Confirm the date, time, number of participants & venue.

Book the venue and all required equipment (PowerPoint etc.).

Conduct a Health & Safety assessment and risk assessment of the venue.

The ALS presentations team will require access to the venue at least 30 minutes beforehand.

Expedition Skills Course 1 (EST1) – all destinations

Confirm the date, time & venue with ALS and communicate to all participants.

Book the venue (normally held at the school) and conduct a Health & Safety of the venue.

Expedition Skills Course 2 (EST2) – long haul destinations only

Confirm the date, time & venue with ALS and communicate to all participants.

Book the transport.

Participate fully in all the Expedition Training.

Final Preparation Day

Book the venue (normally held at the school).

Conduct a Health & Safety assessment of the venue.

Appoint a contact at the school to arrange any admin whilst the group are away (normally an SMT representative).

Book transport to the airport (if applicable).

The Expedition Phase

The School Coordinator is expected to participate fully throughout the expedition phase and should not have his or her own agenda. He or she must remember that the expedition is primarily for the benefit of the participants.



Parental involvement

Parents or guardians may have concerns about the expedition. Any difficult questions that the School Coordinator is unable to answer should be referred to your SPC. Any questions on the following should be referred directly to Adventure Lifesigns Expeditions:

Costs

The cost to the School Coordinator of being involved in the Programme is minimal. The programme includes all UK and overseas phases, in-country budget, flights, insurance and equipment use. It does not include passport and vaccinations costs or travel costs whilst undertaking a UK based programme. It is important to make sure that each participant is responsible for the following additional costs:

Each participant must arrange their own travel to and from any associated training courses and are responsible for the cost of the return journey to the airport.

Participants are also responsible for the cost of passport fees, entry visa costs (where applicable), inoculations (where applicable), personal medicines, personal equipment and clothing. Each participant will receive advice and instruction on money management as part of the programme.

Should a participant wish to cancel their place on the expedition, cancellation charges will be imposed. For a breakdown of cancellation charges and how they are imposed, please see the expedition terms and conditions.

Equipment

Each School Coordinator will be issued with the following equipment:

- Tent
- All cooking equipment
- Mosquito net (if applicable)
- Water purification kit
- Personal Locator Beacon (PLB)

Duty of Care

School Coordinators accompanying expedition groups must act 'in loco parentis' and must uphold their duty of care responsibilities. Adventure Lifesigns has a higher duty of care and is therefore ultimately responsible for the Health & Safety of participants. Adventure Lifesigns expeditions will therefore take the lead in seeking LA approval for an Overseas Expedition Development Programme. The School Coordinator will do his or her utmost to ensure the Health & Safety of everyone in the group and to act as any reasonable parent would do in the same circumstances, follow instructions from the Expedition Leader and help with control and discipline (pastoral care).



They will also, in conjunction with the Expedition Leader, consider stopping the activity if they think the risk to the Health & Safety of the pupils in their charge is unacceptable. The cost to the School Coordinator of being involved in the Programme is minimal. The programme includes all UK and overseas phases, in-country budget, flights, insurance and equipment use. It does not include passport and vaccinations costs or travel costs whilst undertaking a UK-based training course.

What next?

Please read the information on this website about the expeditions to find out how the programmes are structured. If you'd like to discuss this further with a member of our team, we can arrange a personal visit to your school to explain the expedition development programme in more detail. Please contact Adventure Lifesigns on +44 (0)870 979 9000 to arrange an appointment and to find out more about becoming a school Coordinator.