

November 2017

Going Places

The offsite and adventurous activities newsletter



Going Places is a newsletter for all those using the Bracknell Forest Council (BFC) offsite visits database. The system is now used comprehensively by schools, the youth service, children's centres and children's social care.

Offsite Visit Co-ordinator Training

Brian Mallet, the council's offsite visits advisor will be providing accredited OVC training on Tuesday 21 November. This course is primarily for new OVCs, headteachers and OVCs who have not yet been accredited.

The training will last the whole day and give the chance for OVCs to share experiences and concerns.

If you wish to reserve a place please contact Caroline Moore no later than Friday 10 November 2017, by email on caroline.moore@bracknell-forest.gov.uk or by telephone on 01344 354055.



Please note that this offsite visits training is not database training. However if there is a demand from attendees Caroline will run through the database at the end of the training.

Guidance on the database can be found on <http://schools.bracknell-forest.gov.uk/sites/default/files/u34/offsite-visits-database-user-guide-feb-2016.pdf>

Updates to the Planning Page

On the 'Planning' tab there is a drop down lists for Transport, Destination, Activity and Accommodation. To save the database user time and reduce the risk of the visit being refused due to missing telephone numbers the drop down lists have been prepopulated with the most popular providers and venues.

This term the following updates have been added to Frontline Data:

Transport

- Apple Coaches
- Farnham Coaches

Destination

- Sealife – Brighton
- London Aquarium
- The Oceanarium
- Portsmouth Historic Dockyard
- Warwick Castle
- Bletchley Park
- Regents Park Open Air Museum
- Kingswood Centre
- Bisham Abbey National Sports Centre

Approval Times

The following should be used as a guide as to when details of forthcoming visits should be entered onto the online system:

TYPE OF VISIT	NOTICE PERIOD
Visit to Youth Club or other facility	7 working days
Adventurous Activity	14 working days
Residential Activity	One month
Activities Abroad	Six months
Exchanges (six months - year)	Six months

Recently visits have been rejected by the OVA because they have been submitted too late many being submitted on the day before a visit. Once the OVA has approved a visit it is notified to the CYPL Emergency Duty contact who covers any out of hours incidents.

Timed Out

Always try to use a fixed internet connection, if your wireless connection drops out, even momentarily, when you are in the system you will be locked out for around 20 minutes and unsaved data lost. This is because the site believes there has been a security breach. Again due to system security, the 'Back' and 'Forward' arrows in Internet Explorer cannot be used. Instead you should use the Frontline forward and back arrow buttons in the title bar of every page of the offsite system.

Please check that your computer has 'pop ups' enabled. This is very important as the system warns you when it has been inactive for 7 minutes. If the pop up is not enabled – i.e. it does not appear - you will miss the time out warning message and be logged out with unsaved information lost. You need to have moved between screens to register activity. You will find your Pop-up blocker in the drop down lists in 'Tools' when in explorer, you can set your system to allow Pop- ups from just the Frontline web address as a specific site or more generally from all secure sites.

If you are locked out please wait for approximately **20 minutes** and the system should log you off. If after half an hour and you still can not log in you can contact Caroline Moore who will log you off the system.

Educational Visits UK

Elmtree Press publish a newsletter which features suggestions for school visits and relevant information over the coming months on the run up to Christmas as well as reminders of places to visit for school trips.

<http://www.educationalvisitsuk.com/blog/autumn-newsletter-2017>

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<http://schools.bracknell-forest.gov.uk/policies-guidance/offsite-adventurous-activities-guidance>