

November 2018

# 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 provided accredited OVC training on Tuesday 21 November. This course was primarily for new OVCs, head teachers and OVCs who have not yet been accredited.

The training lasted the whole day and gave the chance for OVCs to share experiences and concerns.

Feedback after the meeting suggested that participants had found the day to be enjoyable and useful.



## 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

Once the OVA have approved a visit it is notified to the CYPL Emergency Duty contact that covers any out of hour's incidents.

## Charging for school activities

The Department for Education has issues revised guidance for charging for school activities. The publication can be downloaded from the Dfe website

<https://www.gov.uk/government/publications/charging-for-school-activities>

## Duke of Edinburgh Award (DOE) scheme

The OVA has expressed concern at a recent promotional video by the DOE scheme which showed open water swimming. This is not recommended as the risks associated with this activity are too high. Further guidance can be found in the Offsite Manual under activities sheets/swimming-sea.

## Exchange visits

The DOE document "Keeping Children Safe in Education" has been updated and published at the beginning of September 2018.

A change has been made where when schools have arranged for foreign pupils to stay with their pupils families acting as host families this now comes into the regulated activity spectrum and as such all adults within that host family have to have had a DBS check.

Our guidance will be updated in order to embrace this new interpretation. Further information can be found on;

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/741314/Keeping\\_Children\\_Safe\\_in\\_Education\\_3\\_September\\_2018\\_14.09.18.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education_3_September_2018_14.09.18.pdf)

## **Outdoor Aqua Parks**

Over the past one or two years outdoor Aqua Parks have been introduced in a number of locations within the vicinity of Bracknell Forest. Such aqua parks can loosely be described as a series of inflatable rafts designed to form obstacles which participants have to negotiate. They are usually situated in deep open water such as a lake

In one case when such a park was asked for its qualifications for lifesaving supervisors the response was that 'none of the lifeguards had a National Governing Body qualification e.g. RLSS etc but were house trained in lifesaving'.

However this raises the question of who is responsible for the training and to what standard is the training.

Prospective users were also asked to sign a waiver which absolved the company from responsibility for the behaviour of users and also that any damage to the inflatable rafts was the responsibility of the user and that they could be liable for any damage caused to the inflatables during use.

As a result of these responses it is considered that establishments from Bracknell Forest using such providers would be putting their children, their establishment and the Authority at risk if they are used.

It is therefore strongly recommended that such parks are not used by any Bracknell Borough Council establishments until such time as such bodies can prove that they have substantial recognisable lifesaving procedures in place and that participants and establishments are not at risk caused by the signing of waivers absolving the parks from responsibility.

## **Run/Hide/Tell**

To ensure prudent planning against potential terrorist incidents requires the completion of the Run/Hide/Tell risk assessment form when they have visits to any major city, not just London.

This can be found under forms/Major Risk Assessment Form on the link;

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

## **Training**

Schools are reminded about the need to ensure that group leaders are trained in best practise in using the Frontline database. An example of this is not sharing passwords and ensuring that system training has been given to ensure risk assessments are correctly completed. Further guidance can be found under section 3 of the Offsite Visit Manual.

## **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 David Eagle who will log you off the system.

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