

March 2019

# 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.

## **Driving in the EU in the event of a no-deal Brexit**

The following advice has been issued by the Association of British Insurers in the event of a no-deal Brexit should your school be planning to drive in the EU.

Will I need to carry any documents to prove I have the right insurance cover?

*Yes, the green card issued by UK insurance providers to prove that you have the necessary third party cover.*

Will I still be able to use my insurance to drive in other EU member states after Brexit?

*Yes, all UK motor insurance providers provide the legal minimum motor insurance cover for travel to European Economic Area (EEA) countries.*

How do I get a green card?

*Your insurer will provide you with one.*

How long will it take?

*You should allow sufficient time for your insurer to process your request. Contact your insurer for further information.*

How much will it cost?

*It is possible that a small administrative charge will be made for the provision of green card documents.*

What if I travel without one?

*If you do attempt to drive you may be accused of driving without insurance, be liable for a fine or having your vehicle seized or prosecution.*

## **Changes to Duke of Edinburgh Award (DofE)**

The DOE have changed their requirements for the DOE expedition at Bronze level and maybe also at Silver in so far as they have always required expedition groups to carry out a practice expedition prior to the actual assessed expedition.

The practice expedition has always been supervised to ensure that participants were up to a required standard of competence.

However, the DOE now say that a practice expedition is no longer necessary and that pupils can go straight to an unsupervised expedition

The main concern being expressed within the southern region in other parts of England and also in Wales where the view is that participants need to supervise to ensure that they are competent before an actual assessed expedition..



### Summer visits

Schools are reminded about the particular concerns that apply to schools visits undertaken at this time of year, such as;



- Foot paddling
- Heat waves
- Sailing
- Swimming

Please ensure that emergency contact numbers are provided when drafting your risk assessments.

Activity sheets and guidance can be found on the web link;

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

### 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      |

### Audit of frontline users

It is good house-keeping practise to ensure that your current list of users of the Frontline system is up to date to make sure that all staff that has left were deleted from the system.

If you are unsure who your current users are then please email; [david.eagle@bracknell-forest.gov.uk](mailto:david.eagle@bracknell-forest.gov.uk) for a list of names kept on the Frontline system for your school.

**Passwords per frontline users**

All users are issued with a user name and password, this provides a audit trail of who has input the visit and who had approved the trips. It is important that you do not give your username and password to anyone else to use. If anything should go wrong you might be responsible for someone else's action.

There is no reason for staff to share passwords because at the end of each term a form is sent to the OVC for them to complete with the new users and the removal of users. If an OVC or head teacher is not available for a period of time their rights can be transferred to another member of staff. David Eagle needs to be notified before-hand in writing, this could be an email.

David Eagle  
01344 354004

[David.eagle@bracknell-forest.gov.uk](mailto:David.eagle@bracknell-forest.gov.uk)

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