

July 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.

## 59,099 participants and 1,956 visits in 2017/18

There were 1956 visits including 52,535 pupils and 6,564 staff recorded on Frontline Data from 1 April 2017 to 31 March 2018.



497 were sent to the Offsite Visits Advisor for approval.

There were 13 visits abroad, the majority to Europe.

The most visited location within Bracknell with 105 visits was the Bracknell Leisure Centre.

Butser Hill ancient farm was the most popular venue outside of Bracknell with 10 visits.

### Primary schools – 5 venues most visited

- Bracknell Leisure Centre with 100 visits
- South Hill Park with 55 visits
- Great Hollands Recreational Ground with 44 visits
- Wellington College with 32 visits
- Eagle House School with 31 visits

### Secondary schools – 5 venues most visited

The top 5 most visited locations were;

- Bracknell Leisure Centre with 5 visits
- Tate Modern with 4 visits
- The Corn exchange in Newbury with 4 visits
- The Maidenhead Mosque with 4 visits
- The Roman Business Centre in Crowthorne with 4 visits

### OVA Approval Times

**All visits should be input on the Offsite Database and submitted for approval prior to the date of departure and prior to any financial commitment to undertake the visit.**

Approval should be sufficiently far ahead to allow time for consultation with, and Medical and Consent forms to be received from signatories. The following should be used as a guide as to when details of forthcoming visits should be entered onto the online system:

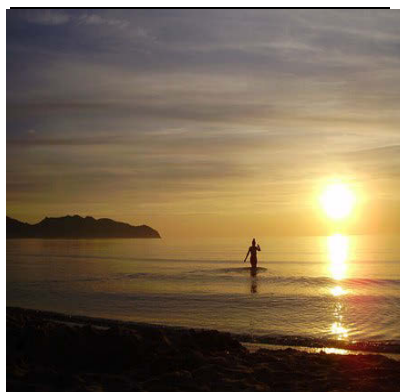
TYPE OF VISIT	NOTICE PERIOD
Visit to other facility	7 working days
Adventurous Activity	14 working days
Residential Activity	One month
Activities Abroad	Six months
Exchanges (six months - year)	Six months

### Adventurous Activities

Please be aware that Brian Mallett, Offsites Visit Advisor advises that a company called Adventurous Activities who provide activities based on the Isle of Wight, does not currently have a valid LOtC badge or an up to date AALA badge but are taking bookings from school groups. As far as we can tell Bracknell does not have any schools booked with this company. Schools are advised to check that these badges are in place before you book visits.

### 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

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

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

### Database not working

The Frontline Database will only work on Internet Explorer it will not work on Chrome so please check that you are not on Chrome before contacting David Eagle.

### Passwords

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.

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