

March 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.

Changes to the Manual of Guidance

Please note the latest changes to the guidance which have been amended on the School Management website. <http://schools.bracknell-forest.gov.uk/policies-guidance/offsite-adventurous-activities-guidance>

Paragraph 6.07 – Alcohol

Advice on the consumption of alcohol on offsite visits has been missing from the Manual. Alcohol can pose a substantial risk to the health and safety of adults and pupils resulting in behaviour change and impaired functioning for many hours after use has ceased. In the view of Bracknell Forest Council staff and pupils should refrain from consuming alcohol while on visits and activities.



Paragraph 6.09 – Complex Visits

With secondary schools offering students the opportunity to travel to more remote and wild areas the Local Authority have reviewed their procedures.

In 2016 there were school visits to Rwanda, Madagascar, Morocco and Kenya. The Manual has been updated to include robust procedures for these complex visits which require a higher level of planning and where the following may apply:

- Areas defined by the Foreign Office as having a high risk of terrorism
- Areas defined by the Foreign Office as having a high medical risk
- Remote and wilderness areas
- Areas with extreme climates e.g. Antarctic, Sahara

Early notification of these visits to the Council/OVA is essential for the success of these visits.

Paragraph 6.10 – Exchange Visits

Advice on exchange visits and especially advice on DBS checks has also been missing from the Manual. This omission has now been addressed.



Paragraph 6.14 - Coastal Visits and Beach Activities

Party leaders and supervising adults should be aware that many serious incidents affecting adults and young people have occurred in proximity to or in the sea.

There are dangers on the coast quite apart from those incurred in swimming. Advice on coastal visits and beach activities has been included in the Manual

Paragraph 8.16 - Mental Capacity Act and Offsite Activities For Learners Over 18 in Supported Independent Living

Kennel Lane School have requested guidance on Independent Learners over 18 and offsite visits. Guidance including reference to the Mental Capacity Act 2005 Code of Practice (MCA05 Code of Practice) was drawn up with Kennel Lane School and included in the Manual.

Section 12 - Transport

Section 12 of the Manual refers to road travel; with the increased number of visits using other forms of transport this section has been broadened to include travel by air, rail and water.

Paragraphs 12.01 to 12.03 – Travel by Air

Paragraphs 12.04 to 12.09 – Travel by Rail

Paragraph 12.10 to 12.24 – Travel by Road

Paragraphs 12.25 to 12.33 – Travel by Water



Paragraph 12.19 – Private Vehicles – licence information

Paper driving licences issued before 1998 are still valid. For photo card driving licences, drivers can share licence information by logging on to <https://www.gov.uk/view-driving-licence> and input their driving licence number, their National Insurance number and their postcode (without spaces). A licence 'check code' is created which can be shared with the establishment. The generated check code will last 21 days and can be used once.



Establishments can check what vehicles drivers can drive or any penalty points or disqualifications (<https://www.gov.uk/check-driving-information>). The driver should provide the last 8 characters of their driving licence number and the check code from the driver. The code will last 21 days and can be used once.

The private car transporting form has been amended to include a box for the driving licence check code.

Further Advice and Guidance

Brian Mallett, Offsite Visits Advisor has been contracted to provide information and advice to establishments/schools in order to facilitate and promote safe, efficient and effective practice, and to advise upon particular concerns or where general information is required by the establishment/schools. Brian has a comprehensive knowledge of all types of visits, the risks associated with them and the appropriate mitigation/management measures required to ensure they are undertaken safely and successfully.

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