

June 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.

63,406 participants and 1,861 visits in 2016/17

There were 1861 visits including 56,423 pupils and 6,983 staff recorded on Frontline Data from 1 April 2016 to 31 March 2017.



509 were sent to the Offsite Visits Advisor for approval.

There were 29 visits abroad, the majority to Europe.

The most visited location within Bracknell with 148 visits was the Bracknell Leisure Centre.

Windsor Castle was the most popular venue outside of Bracknell with 22 visits.

## Important reminders

### Outside the Locality

There have been several queries from school expressing concern about being charged for local visits. Users of the offsite visits database should note that if you click yes to 'outside the locality, your visit will be sent to the OVA, Brian Mallet for approval and will incur the OVA charges. For clarity the 'outside the locality' tick box' refers to:

- A distance of more than 30 miles
- A travel time of more than 40 Minutes
- Visits to London

### 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

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 Officers who cover any out of hours incidents.

### Pupils with Additional Needs

I would like to remind all users of the system that on the advice of the Data Protection Officer users should not input "Information on Pupils with special needs" in the Details section on the database. This should be considered under the Risk Assessment section and school should not make reference to named individuals, if this can be avoided.

### Venue Contact details

It is important that full addresses and telephone numbers are provided. Brian Mallett can't approve visits that are missing this information. To assist users, on the planning page of the database there are drop down boxes which have been pre-populated with the contact details of transport companies and destinations regularly used by Bracknell Forest schools e.g. Milestones and the British Museum.

### **Cloning Previous Visits**

Users have tried to update a previous visit and have found out that the original visit has been approved and therefore can not be approved again. All visits are unique with different participants and different needs. In addition personnel at venues change from one year to the next. A new visit should be input on the database and risk assessments would need to be reviewed.

### **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 Caroline Moore.

### **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 headteacher is not available for a period of time their rights can be transferred to another member of staff. Caroline Moore needs to be notified before hand in writing, this could be an email.

### **Using Private Vehicles**

On several occasions staff registering to use their own cars have had exclusion on their vehicle's business policy regarding carrying passengers for reward. Staff should confirm with their insurers the exact nature of what they are doing and get confirmation they will be covered. The issue of reward could apply if the staff is working to cover/drive on trip which is outside their normal working hours where they are claiming pay / overtime or millage etc.

### **Amendments to Manual**

The article on Heighten Security in the Autumn 2015 newsletter has been incorporated into the Manual (Section 6.07) with a hyperlink to the section on Terrorism in the School Emergency Plan.

Activity sheets for Recreational Swimming – Sea and Paddling on the Beach. These are available on the website.

### **New rules for backless booster seats apply from 09/02/17.**

It only applies to manufacturers and the labelling of new seats on sale and does not affect existing booster seats and cushions. However anyone found travelling with a child in an incorrect seat requirement for their age, height and weight face a fine of up to £500. Further advice can be found on: <https://www.gov.uk/government/news/new-child-car-seat-rules-no-change-for-existing-booster-seats>

### **Educational Visits UK**

Elmtree Press publish a newsletter which features information for school events over the coming months into Summer as well as reminders of places to visit for school trips.

<http://www.educationalvisitsuk.com/blog/spring-newsletter-2017-south-east-and-london>

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