Going Places

The Offsite and Adventurous Activities Newsletter

This is the second issue of "Going Places", which is a newsletter for all those using the BFC Offsite Visits database. The system is now used comprehensively by schools, the Youth Service, Children's Centres and Children's Social Care have had their training.

Approval by the Offsite Visits Advisor (OVA)
Brian Mallett, the OVA provides the third tier of approvals for the more complex visits including:

- Visits involving a journey by air or sea
- Visits over 24 hours duration
- Residential visits
- Adventurous activities
- A distance of more than 30 miles
- A travel time of more than 40 minutes
- Visits to London

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
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.

Consent and Medical Form
The Consent and Medical Form needs to be completed by anyone on an offsite visit, this includes all adults and staff. Individual consent forms must be completed for adventurous activities, residential activities, actictivities abroad and exchange visits however, the form can be completed once annually for all other visits but it must be made clear that a new form is required to be completed if there are any changes. If annual consent forms are used signatories **MUST** be notified in advance each time when participants are to be taken off site, and given other relevant information such as time of departure and time of return. It may be necessary to ask for a parental aknowledgement that they have received this information.

Change Your 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 Offsite Visit Co-ordinators 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.

The latest audit has recommended that all passwords are changed. It had been arranged with Frontline Data that when you log in for the first time after 24/02/14 a dialogue box will pop up asking you to change your password.

Short Cuts
Barbara Ford, Kennel Lane has found the following short cuts useful and has kindly shared them.

1. If you know the number you can go directly to your visit rather than searching your listing.

   Simply enter the full number visxxxxxx, select 'visits' from the dropdown list and then hit 'find'… The system should then take you direct to where you want to go.

2. You can search your listing by the CTRL key and F this will open the find box at the top of your screen. From here you can type a key word or part word to search on; it could be part of the visit number, the group leader name, the destination etc.

   If there is a match the cursor go to the first identified entry, other possible matches are highlighted in yellow and you can either scroll down to find what you want or hit 'next' on the search bar and the cursor will move.

3. If you have a regular visit and upload going out forms each week, you will soon find your documents spread onto multiple pages. The system has a function which allows you to sort the documents, an effective way to view your most recently uploaded documents is to sort by date, in 'dec ' (decending) order. Select 'sort option' found on the top of your displayed documents when you open your document wallet. But have a play …there are other sort options which you might like to use.
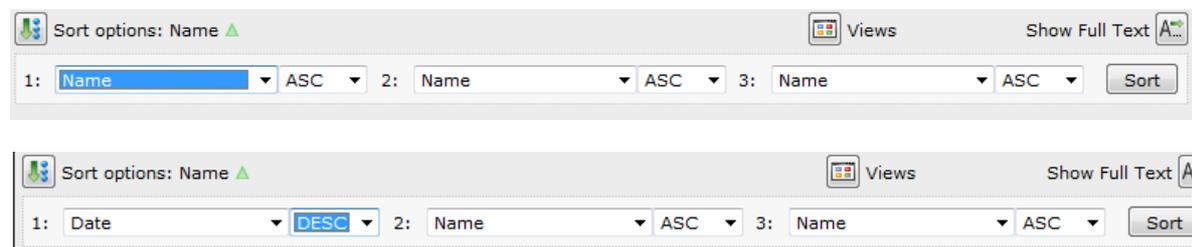
Future Issues of Newsletter
If any school would like to share their photos of visits and any advice on good practice or what went particularly well the Group will consider it for future newsletters.

Caroline Moore
01344 354055
Caroline.Moore@bracknell-forest.gov.uk