

# Going Places

The Offsite and Adventurous Activities Newsletter

This is the first issue of "Going Places", which is a newsletter for all those using the BFC Offsite Visits database. It is the first anniversary of the database going live and the purpose of the newsletter is to provide advice and guidance to users on how to use the database more effectively, and on developments to the Manual of Guidance following feedback from users and our Offsite Visits Co-ordinator. The system is now used comprehensively by schools, the Youth Service and Children's Centres.

## Governance

The following arrangements are in place:

- **Offsite Visits Group** - a Working Group set up to take forward issues raised by schools with Offsite and Adventurous Activities. The Group includes school Offsite Visits Co-ordinators (OVCs) from Primary, Secondary and Special Schools, and the Council's Offsite Visits Advisor (OVA).
- **Offsite Visits Advisor (OVA)** – a quarterly review meeting to review contractual issues and amendments to the database and manual.
- **Frontline Data** – half yearly meetings with the database provider to discuss issues and improvements to the system.

## Pupils with Additional Needs

On the advice of the Data Protection Officer users should not collect "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.

Users are advised that they must make necessary arrangements for individual children and young people including individual risk assessment and additional staffing as necessary.



## Recharge of Offsite Visits Advisor (OVA) Service

The recharge for the OVA will be incurred when visits are sent to Brian Mallett. This recharge will be based upon the number and type of visits undertaken by your school in the previous year using the following pricing schedule:

- UK Extended and Adventurous Day Trips	£20.00 per visit
- UK Residential	£35.00 per visit
- European Union including Residential	£45.00 per visit
- Rest of World including Residential	£60.00 per visit

## Consent and Medical Form

After receiving feedback from our user base, the medical and consent form has been amended. The revised form can be found at:

<http://schools.bracknell-forest.gov.uk/offsiteandhazardousactivitiesguidance.htm>

## Outside the Borough

Frontline Data have now changed the 'outside the borough' tick box to read 'outside the locality'.

To remind users, this refers to:

- A Distance of More than 30 miles
- A Travel Time of More than 40 Minutes
- Visits to London

Users should note that if you click yes to 'outside the locality, your visit will be sent to the OVA Brian Mallet for approval and the visit will be subject to approval times and will incur the above charges.



## New Transport, Destination and Activities Choices

In the past year the drop down lists for "Transport", "Destination" and "Activities" have been amended and more options have been added. Most of the local venues have been added such as the local secondary schools, South Hill Park, The Look Out and Windsor Castle. It is always worth having a look at the drop down

menus as these will save you time looking up details and typing them on to the system. The OVA has received many visits which have the telephone numbers of transport companies and/or destinations missing this can lead to visits being sent back for the missing data resulting in late approvals. Using the drop down menus would resolve this problem.

## Emergency Contact Number

If a visit is expected to leave before or return after normal school hours do not put the school number down as the emergency contact but a mobile number for the senior staff member who is the emergency contact.

## Departure and Arrival Dates

If the departure or arrival date is changed on the Details page please check that both the departure and arrival dates are correct.

## Accessing the Database

Several users have reported problems accessing the database or once on the database, not getting any further. Please check that you are not using Chrome browser. Frontline Data have confirmed that the system supports the following: - Internet Explorer 6, Internet Explorer 7, Internet Explorer 8, Internet Explorer 9 and Internet Explorer 10 (but in compatibility mode).



Users have also reported that the system dropping out. Users should turn off their pop up blockers so that "time out" reminders can be sent to you for you to keep the system live.

## Future Training

The representatives of the Offsite Visits Group have requested that further training sessions are provided for the database. Caroline Moore has arranged for 3 sessions on Monday 18 November. Schools will not be charged for this training.

## Future Issues of Newsletter

It is the intention of the Offsite Visits Group to issue a newsletter termly. If any school would like to share their photos of visits and any advice on good practise or what went particularly well the Group will consider it for future newsletters.

## Final Word

I would like to thank everyone for their feedback, support and patience during the implementation and settling in period.

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