

March 2016

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.

New improved webpage for the offsite and adventurous activities guidance

There is a new look to the school management website page for the offsite and adventurous activities guidance. The webpage has been enhanced to include a listing of all the paragraphs within the offsite and adventurous activities manual. This should enable users to finding advice easier. To view, please visit:

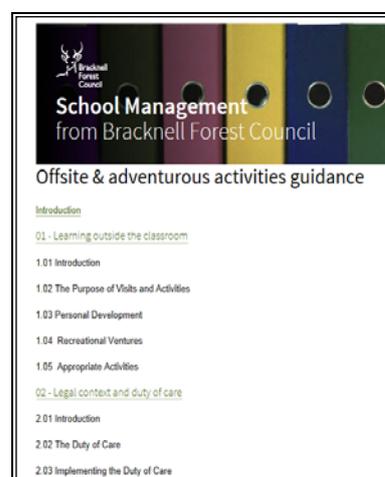
<http://schools.bracknell-forest.gov.uk/policies-guidance/offsite-adventurous-activities-guidance>

The Duke of Edinburgh's Award (DoE) scheme

Our DoE manager, Rachael Kenyon has updated the specific guidance on the "requirements for expeditions on foot". There is a change to some of the personnel contact details.

An additional sheet which specifies the information and documents that need to be included on the frontline database has also been saved with the guidance on webpage:

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



User guide for the offsite visits database

The user guide for the offsite visits database has been revised by Barbara Ford, one of Bracknell Forest Council's most experienced users of the database. Barbara has included details about logging in for the first time and changing your password. The guide now follows the input process on the database. I would like to thank Barbara very much for her time and her experience in completing this guide. The guide can be found under additional guidance at:

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

Safety of pupils in public areas

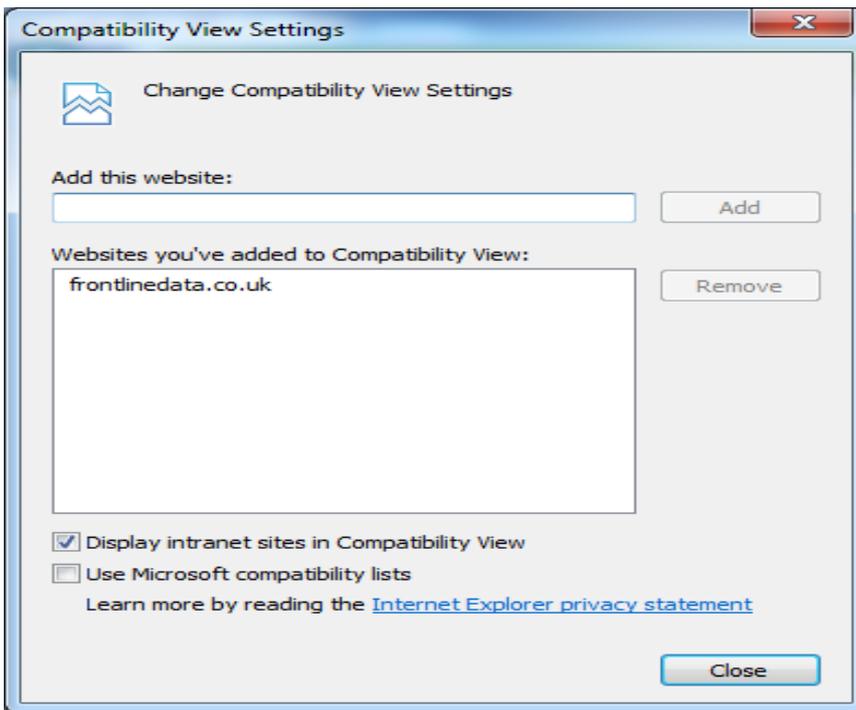
I would like to remind you that minimum staffing levels are the minimum level of supervision needed for off-site visits and staff should be particularly vigilant when the group are in public places. This was highlighted during one of our trips recently. Consideration should be given as to whether supervision will still be sufficient when in a crowded environment or when a member of staff needs to stay with a pupil/adult.

Compatibility issues

At the database training on Monday, 29 February, it became apparent that users were still having issues with compatibility. Pages were being skewed with users needing to scroll left and right to read the page. After the training, Leila Gilder and Tracey Snelling of St Michael's Easthampstead went back to the office and produced the following advice on compatibility. Please find below guidance which might help you with any compatibility issues.



Click on the round setting menu for your internet explorer on the top right of the screen, select compatibility view settings and make sure you have frontline listed as below.



I would remind users that they must use Internet Explorer not Chrome.

We are still finding users are being timed out from the system. Please see page 5 of the guide about being pop-up enabled. Please check that your computer has 'pop ups' enabled. This is very important as the system warns you when it has been inactive for seven minutes. If the pop up is not enabled i.e. it does not appear - you will miss the warning and be logged out with information lost. You need to have moved between screens to register activity.

I have also been informed that reception of the database is more reliable when using a desktop computer than a laptop.

Future issues of newsletter

If any school would like to share their photos of visits, advice on good practice or what went particularly well, the offsite visits group will consider it for future newsletters. Please submit articles to Caroline via the details below.

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