

June 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.

60,897 participants and 1,794 visits in 2015/16

There were 1,794 visits including 52,296 pupils and 8,601 staff and adult volunteers recorded on Frontline Data from 1 April 2015 to 31 March 2016.

There were 171 visits involving pupils taking part in adventurous activities in safe and secure environments.

There were 32 visits abroad.

The most visited locations were within Bracknell and the top three places visited were:

- Bracknell Leisure Centre: 119 visits
- South Hill Park: 65 visits
- Wellington College: 49 visits



The most popular venue outside of Bracknell was the Winchester Science Centre and Planetarium with 12 visits recorded.

Important reminders

After checking the visits for 2015/16 I noticed that some users are still sending local trips to Brian Mallett, the Offsite Visits Advisor (OVA) and there a couple of incidents where trips to London were not sent to Brian for approval.

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

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 OVA charges. The OVA provides the third tier of approvals for the more complex visits.

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.

Recharge of Offsite Visits Advisor (OVA) Service

I have written to all Offsite Visits Co-ordinators (OVCs) with a list of the visits from 01/04/15 to 31/03/2016 which were sent to Brian Mallett and have incurred charges for the OVA. This recharge will be based upon the number and type of visits undertaken by your establishment 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 £40.00 per visit
- Rest of World including Residential £60.00 per visit

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.

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.

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