



Opportunity
Community
Courage

Educational Visits and Trips Guidance and Procedure

Date: 12 th February 2025		
Last reviewed on:	February 2025	Written by: E Robinson
Next review due by:	February 2026	

1. Rationale

At Sir William Stanier School we insist on the highest standards in work and conduct to develop all students into polite, confident and resilient individuals. We believe that every student deserves rich and diverse range of opportunities to enhance their educational experience. Trips and visits should be used to develop the understanding of a subject, personal skills, to improve our understanding of careers, and the world of work, and to ensure that all students have access to experiences that broaden their horizons and develop them as people.

At Sir William Stanier School we firmly believe that we should work in partnership with parents and pupils to take a proactive role in the development of respect for all persons and to build an inclusive community.

2. Aims

This policy aims to:

- Enable all students at Sir William Stanier School to achieve their full academic and personal potential.
- Outline systems and process that ensure the effective and safe running of trips and visits.
- Set out parameters that support all of our students in accessing opportunities.

3. Sir William Stanier Community School Educational Visit Planning

If the visit is non-residential then approval from the Senior Leadership Team must be sought a minimum of 6 weeks before the visit or 8 weeks for visits of unusual risk (e.g., involving open water, climbing walls).

For residential trips approval must be sought at least 12 months in advance.

4. Trip/Visit Application Process

1. Discuss the proposed visit with your Line Manager. Look at the logistics of cover and what might be needed.
2. Complete the visit application forms and submit to SLT, through your line manager, within the appropriate timescale.
3. You will be notified of the decision. Subject **to approval from the SLT:**
 - Once approval has been given by SLT please put the visit onto Evolve and submit for approval at least 4 weeks before the visit is due to take place. Should you require any assistance with the Evolve process contact Dan Chapman.
 - Please confirm the cover requirements with the Cover Lead and ensure that these are added to the system and factored (if necessary) into the cost.
 - You will also need to complete a costing sheet and return it to Jackie Scragg, Finance Officer, at the same time.
 - Parents must be notified by letter ensuring you include a permission slip and enquiry about free school meals.
 - Unless the visit or activity requires specialised clothing, school uniform must be worn. Should students arrive for the visit without the correct uniform, then they should not be allowed to participate. Expectations about clothing and conduct should be explicit in the letter to parents
 - A link to an electronic Form C should be emailed or text out to parents.
 - The booking can be confirmed with the venue and if necessary transport provider.
 - Contact the catering staff to order FSM packed lunches.

- All monies must be paid electronically using Parent Pay/Arbor Pay from September 2025. **Tickets etc cannot be purchased until the deadline for payment has passed and money collected.**
4. For non-residential visits a list of students must be added to Evolve and sent to all staff one week before the visit.
 5. For residential visits a list of students must be added to Evolve at least two weeks before leaving.
 6. **Under no circumstances should a student be allowed to participate on any educational visit without written parental consent.**
 7. If the visit is in school time you must, provide an accurate list of participants before you leave which should be given to the Attendance Team in F1.
 8. **It is imperative that you familiarise yourself with the Learning Outside the Classroom Cheshire East Policy and the emergency procedure guidance contained within this document.**

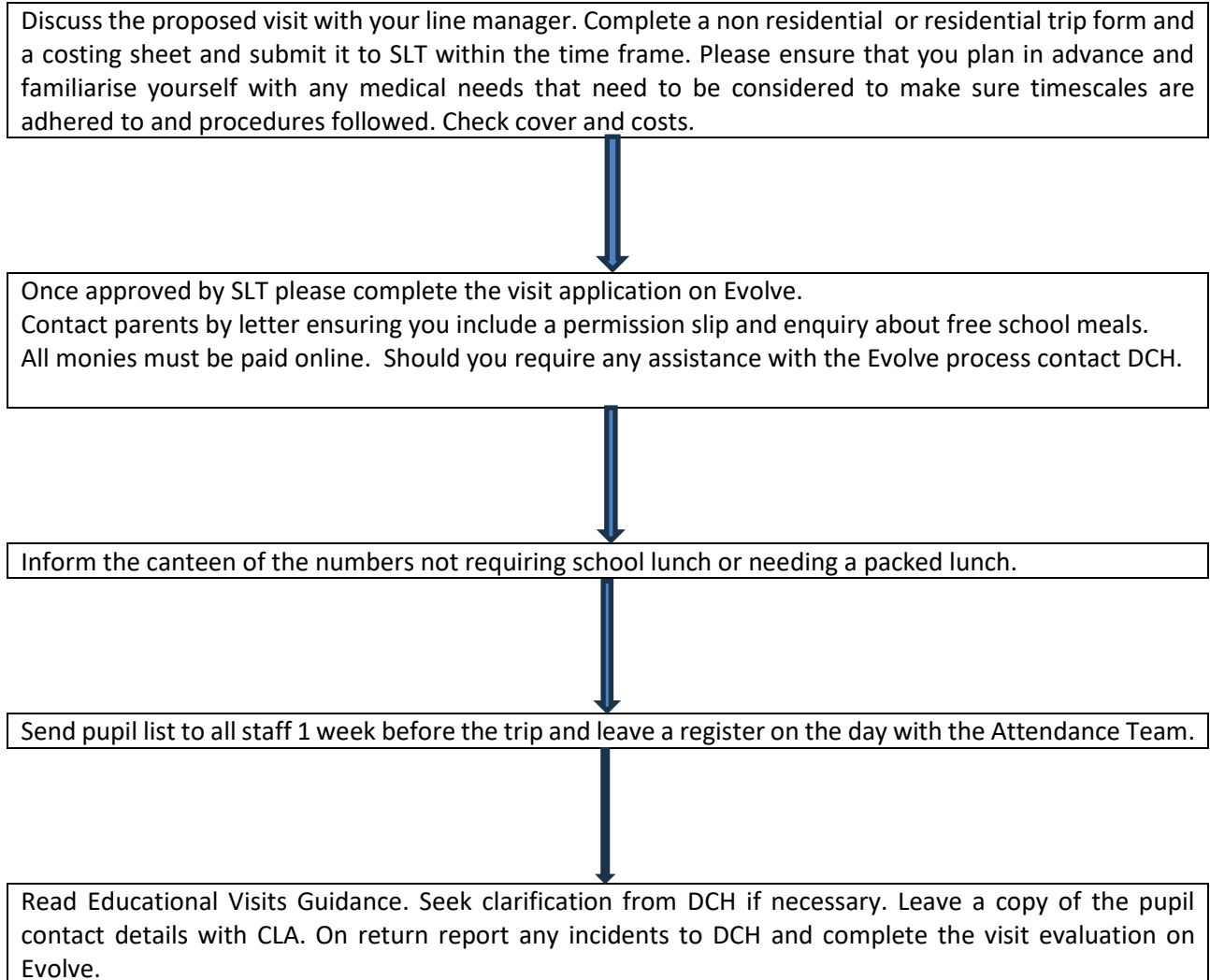
Appendix 1:

Suggestions as to paragraphs to insert in parental letter:
(Unless specific clothing is needed or the visit is not in school time)

Students will be expected to wear full school uniform for this visit. Should anyone arrive on the day incorrectly dressed, then in line with the school uniform policy they will remain in school.

The wearing of seat belts whilst travelling by coach is compulsory. Students will be reminded of this before the coach sets off. Please discuss this with your child and be aware that should there be an accident and someone is injured not wearing the seat belt then this action will have been contrary to staff instructions. The safety and wellbeing of students whilst on a visit are our main concern. Therefore it is essential that whilst taking part in the visit students must without hesitation follow all instructions given by any adult supervising the visit. By giving your consent, you agree to support the school in this.

Appendix 2: Educational Visits Procedure Flow Chart



Non-residential Trip/Event Proposal

This form must be submitted to SLT *a minimum of 6 weeks* before the event.

Location of Trip:	Details:	<input type="checkbox"/>
Date(s) of Trip/Event: Check the date(s) against the diary BEFORE making your proposal. If there are any potential diary clashes state them here.		<input type="checkbox"/>
Intended Learning Outcomes and Overview of Trip:		<input type="checkbox"/>
Trip/Event Leader:		<input type="checkbox"/>
Member of staff completing EVOLVE if not trip leader: (off site only)		<input type="checkbox"/>
Year Group/Student Cohort: Please include an attached list of potential students.		<input type="checkbox"/>
Impact on teaching groups: Which faculty areas will students need to be withdrawn from, how many lessons etc?		<input type="checkbox"/>
Staffing requirements: Please provide a list of staff expected to accompany the trip and the cover implications for each, <i>including</i> any room changes that may be needed. SLT reserves the right to refuse the trip on the grounds of cover implications or to change staffing to reduce impact on cover.	Please see attached form below.	<input type="checkbox"/>
Impact on Duties: Day(s) that need to be covered, duty area etc.		<input type="checkbox"/>
Cost of Transport and Transport Arrangements: (off site only)		<input type="checkbox"/>
Cost of Resources i.e. entry fees/tickets/photocopying etc. Tickets cannot be paid for until the money has been collected in. Please ensure that you allow enough time for this.		<input type="checkbox"/>
Catering Requirements:		<input type="checkbox"/>
Funding Proposal/Requirements: Please state timelines for payments from students, if required.		<input type="checkbox"/>
Timeline for contact with parents and students and format of this: All letters/communication must have prior approval from DoF and SLT link.		<input type="checkbox"/>
Health & Safety considerations: Risk assessment		<input type="checkbox"/>

Signed (Trip Leader)		Date submitted to SLT	
Trip approved		Date	

Name: Proposed member of staff requiring cover	P1 Class/Room	P2 Class/Room	P3 Class/Room	P4 Class/Room	P5 Class/Room	Duty cover?

<p>Trip/Event approved/not approved for the following reason(s):</p>

SLT/Line Manager Checklist

Location of Trip:	Details (if needed):	<input type="checkbox"/>
Proposal form completed and line manager agreement.		<input type="checkbox"/>
Submission to SLT. SLT approved/not approved the trip request		<input type="checkbox"/>
If the trip is approved:		
EVOLVE completed (off site only)		<input type="checkbox"/>
Complete a risk assessment to attach to EVOLVE.		<input type="checkbox"/>
Confirm costings with Business Manager.		<input type="checkbox"/>
Tickets and transport are provisionally booked.		<input type="checkbox"/>
Check cover requirements with the cover co-ordinator and book.		<input type="checkbox"/>
Complete parent letter and consent form giving a clear deadline for replies and payment.		<input type="checkbox"/>
Letter checked by line manager and sent to the office to send home.		<input type="checkbox"/>
Send an electronic Form C to parents (linked to the letter or once confirmation has been received of attendance).		<input type="checkbox"/>
Contact catering staff re free school meals and/or to inform of student absence over lunch.		<input type="checkbox"/>
Send reminders to parents/carers re payment and permission.		<input type="checkbox"/>
Get a printed list of students who have paid and ask line manager's permission to go ahead with payments.		<input type="checkbox"/>
Pay for tickets, coach etc		<input type="checkbox"/>
Registers are prepared along with any paperwork needed to support the trip.		<input type="checkbox"/>
ESSENTIAL: On the day please ensure that students are fully aware of rules and expectations, uniform is meeting standards and that students know what to do in case of emergency.		<input type="checkbox"/>

Residential Trip Proposal

This form must be submitted **to SLT a minimum of 12 Months** before the event. This will have to be approved by Governors before any commitment is made to run the trip. Once approved more detailed plans will be needed 4 weeks prior to the date of departure.

Location of Trip:		<input type="checkbox"/>
Date(s) of Trip/Event: Check the date(s) against the diary BEFORE making your proposal. If there are any potential diary clashes state them here.		<input type="checkbox"/>
Intended Learning Outcomes and Overview of Trip:		<input type="checkbox"/>
Trip/Event Leader:		<input type="checkbox"/>
Member of staff completing EVOLVE if not trip leader: (off site only)		<input type="checkbox"/>
Year Group/Student Cohort: Please identify the number of places available on the trip and the cohort/year group the trip is open to.		<input type="checkbox"/>
SEND/EAL requirements: If known, please indicate any support that may be needed for SEND/EAL students.		<input type="checkbox"/>
Staffing requirements: Please list your preferred staffing list, consider contact ratios especially for high risk activities. Where possible consider ways you can reduce the need to use teaching staff.		<input type="checkbox"/>
Medical Needs: Please identify which staff are trained first aiders.		<input type="checkbox"/>
Transport Company:		<input type="checkbox"/>
Cost of transport: i.e. flights/trains etc		<input type="checkbox"/>
Details of accommodation:		<input type="checkbox"/>
Funding Proposal/Requirements: Please state timelines for payments from students/funding requirements (deposit deadlines etc).		<input type="checkbox"/>
Timeline for contact with parents and students and format of this: All letters/communication must have prior approval from LM and SLT link.		<input type="checkbox"/>
Health & Safety considerations: Risk assessment		<input type="checkbox"/>

Signed (Trip Leader)		Date submitted to SLT	
Trip proposal approved by Governors		Date	

Trip/Event not approved for the following reason(s):

**Residential Trip
Final Plan**

This form must be submitted **to SLT a minimum of 6 weeks** before the event. This should be submitted with the original residential proposal form that was approved by Governors.

Location of Trip:		<input type="checkbox"/>
Date(s) of Trip/Event: Check the date(s) against the diary BEFORE making your proposal. If there are any potential diary clashes state them here.		<input type="checkbox"/>
Intended Learning Outcomes and Overview of Trip:		<input type="checkbox"/>
Trip/Event Leader:		<input type="checkbox"/>
Member of staff completing EVOLVE if not trip leader: (off site only)		<input type="checkbox"/>
Year Group/Student Cohort: Please include an attached list of potential students.		<input type="checkbox"/>
Impact on Teaching groups: Which faculty areas will students need to be withdrawn from, how many lessons etc?		<input type="checkbox"/>
Staffing requirements: Please provide an analysis of potential cover requirements <i>including</i> any room changes that may be needed.		<input type="checkbox"/>
Impact on Duties: Day(s) that need to be covered, duty area etc.		<input type="checkbox"/>
Cost of transport and transport arrangements:		<input type="checkbox"/>
Cost of Resources: i.e. entry fees/tickets/photocopying etc.		<input type="checkbox"/>
Accommodation:		<input type="checkbox"/>
Funding Update: Please provide an overview of payments received and any outstanding payments.		<input type="checkbox"/>
Timeline for contact with parents and students and format of this: All letters/communication must have prior approval from LM and SLT link.		<input checked="" type="checkbox"/>

Signed (Trip Leader)		Date submitted to SLT	
Trip approved		Date	

FORM 'C'

PARENT/CARER CONSENT FOR AN EDUCATIONAL VISIT

To be distributed with an information sheet giving full details of the visit

Visit to:

From: Date Time To: Date Time

I agree to (name of pupil) taking part in this visit

I have read the information sheet and I agree to 's participation in the activities described.

I acknowledge the need for to behave responsibly throughout the visit.

1. Medical information about your child:

a) Any conditions requiring medical treatment, including medication?

If YES, please give details:

YES/NO

.....

b) Please outline any food or other allergies and special dietary requirements of your child:

.....

c) Any recent illness or accident staff should be aware of?

.....

d) The type of pain/flu relief medication your child may be given, if necessary:

A young person under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

For residential visits and exchanges only

- e) To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

If YES, please give brief details:

YES/NO

.....

- f) Is your son/daughter allergic to any medication?

If YES, please specify:

YES/NO

.....

- g) When did your son/daughter last have a tetanus injection?

YES/NO

.....

Declaration

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers:

Name:

Work: Home:

Home address:

.....

e-mail address:

Alternative emergency contact:

Name:

Telephone number:

Address:

.....

e-mail address:

Name of family doctor:

Telephone:

Address:

As part of the activities your son/daughter is involved in we may take photographs or video footage to use in printed publications or publicity or promotional material including the local press.

Can we use the young person's photograph in this way?

YES/NO

Signed:

Full name (capitals):

Date:

PARENTAL CONSENT

REGULAR OUT-OF-ESTABLISHMENT VISITS/ACTIVITIES

Pupil:

Form:

I hereby agree to my child participating in recognised activities off the site, but in the county or neighbouring area, for example, environmental studies, swimming, sports fixtures, college visits, joint activities with other schools, etc.

I understand that:

- such activities will not often extend beyond the school day, but that if, occasionally, they are likely to do so, adequate advance notice will be given so that I may make appropriate arrangements for his/her safe return home
- my specific permission will be sought for any out-of-school activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or hazards
- all reasonable care will be taken of my child in respect of the activity/visit
- my child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal school discipline during the visit/activity
- any medical condition or physical disabilities will be notified to the school now and as and when they arise
- all pupils are covered by the County Council's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attributable to negligence by the Council or one of their employees. These arrangements do not provide personal accident cover.

Signature of Parent/Carer:

Full name (capitals):

Address:

.....

Telephone number:

Medical conditions/physical disabilities the school should be aware of:

.....

.....

EMERGENCY CONTACT INFORMATION

Emergency contact information:

During school hours

Headteacher: Mrs E Robinson Tel: 01270 660880

Deputy Headteacher Mr J Ducker Tel: 01270 660880

EVC: Mr D Chapman Tel: 01270 660880

Out of school hours:

EVC Mr D Chapman Mob:

Secondary contact

Deputy Headteacher: Mob:

Insurance Policy Details

Company Name:

Policy Number:

Expiry Date:

Educational Visits & LOTC Risk Benefit Assessment

Visit to:

Dates of Visit:

Leader in Charge of Visit:

Persons considered in the assessment:

Carried out by:

Date of Assessment:

GENERIC BENEFITS - WHY ARE WE DOING THIS?	SPECIFIC OUTCOMES
To help to broaden mind with trip to educational centre	
To enable pupils to collect items to use within summer school	

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND/OR ACTIONS TO BE TAKEN BY
1 ENVIRONMENTAL ISSUES e.g. Weather,	<ul style="list-style-type: none"> <i>Weather forecast checked where appropriate</i> <i>Activities programme amended where necessary</i> 	
2 TRANSPORT e.g. vehicles, drivers, arrival and departure of vehicles, breakdowns	<ul style="list-style-type: none"> <i>Driving hours limited, with back-up driver on long journeys</i> <i>Seat Belts used at all times</i> <i>Marshalling as group leaves coach, etc</i> <i>Appropriate stops for eating and care arrangements en route</i> <i>LEA guidance on transport in private cars, minibuses, and public transport followed.</i> 	

<p>3 EQUIPMENT CLOTHING SUBSTANCES</p>	<ul style="list-style-type: none"> • <i>All clothing appropriate to the activities and location, including the use of weatherproof clothing</i> • <i>Appropriate footwear worn</i> • <i>Special equipment checked</i> • <i>All equipment appropriate to the activities and location</i> 	
<p>4 ACTIVITIES and PROCEDURES</p> <p>e.g. Programme of activities, free time</p>	<ul style="list-style-type: none"> • <i>Detailed programme, including alternatives for bad weather</i> • <i>'Free time' arrangements</i> • <i>Adequate supervision at all times, with a duty rota in place</i> • <i>Agree standards of behaviour and conduct</i> • <i>Equipment suitable for activities and abilities of pupils</i> 	
<p>5 SUPERVISION COMPETENCE DISCIPLINE</p>	<ul style="list-style-type: none"> • <i>Prior assessment of leaders and helpers in relation to the visit, the pupils involved and the activities taking place</i> • <i>Supervision ratio to keep sufficient check on all the party- including accompanying children other than pupils</i> • <i>Code of conduct established and maintained</i> • <i>Adequate staffing numbers available</i> • <i>Appropriate voluntary helpers used and fully briefed on their responsibilities</i> • <i>Police check for helpers under the Child Protection Act</i> 	
<p>6 OVERALL PLANNING MONITORING AND CONTROL</p> <p>e.g. Accommodation</p>	<ul style="list-style-type: none"> ▪ <i>Only suitable accommodation used and checked for appropriate facilities. Fire precautions and certification checked and a fire drill carried out</i> ▪ <i>Emergency arrangements include carrying the contact numbers for all the participants, the</i> 	

<ul style="list-style-type: none"> • Emergency Contacts and Communication • Insurance • LEA Notification • Medical Arrangements • Parental Information • Research • Special Needs • Visits Abroad 	<p><i>emergency contact person at the establishment and for emergency services maintained by the leader of the party</i></p> <ul style="list-style-type: none"> ▪ <i>Mobile telephone available for emergency use</i> ▪ <i>Established appropriate emergency contacts with schools and parents</i> ▪ <i>Critical incident procedure functions properly</i> ▪ <i>Set up effective communication procedures with the group</i> ▪ <i>Insurance cover checked and parents informed of the limits of cover provided</i> • <i>Prior approval/notification of adventurous activities, overseas visits or visits to challenging geographical areas carut</i> • <i>Specific adventure activity guidelines being followed</i> • <i>All relevant medical information of all participants maintained</i> • <i>All appropriate medical arrangements, including first aid</i> • <i>Special potential health hazards associated with the site</i> • <i>Is it necessary to notify parents. Check this document and local policy</i> • <i>Have you provided appropriate information for parents</i> • <i>Meeting with parents</i> • <i>Parental Consent</i> • <i>Do you need and have they given their consent</i> • <i>Researched the area, site accommodation, company</i> • <i>Pre visit carried out</i> • <i>Full account taken of any special needs involved</i> 	
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OTHER		
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A COPY OF THIS RISK ASSESSMENT, WITH VISIT SPECIFIC CONTROL MEASURES IS TO BE PROVIDED TO THE EVC, HEADTEACHER/MANAGER AND ADDED AS AN ATTACHMENT TO THE EVOLVE VISIT FORM

Signed _____ **Date** _____

Please ensure that the risk benefit assessment actually relates to this visit or Learning Outside the Classroom activity.

i.e. It reflects this activity/these activities, at this location/these locations, led by these staff with these young people. Account has been taken of any young people with particular needs and an informed judgment regarding weather and water levels (if relevant) has been made. Please ensure this is shared and understood by all involved in leading the visit. The last column requires specific written control measures; 'ticks' or 'yes or n/a' will not suffice.

EMERGENCY PROCEDURES

- Leaders should be prepared for emergencies and have rehearsed the communications arrangements before the party leaves. Foreseeable emergencies should have been identified in the risk assessment initiated at the planning stage.
- Thought should have been given to how such emergencies would be handled and participants advised accordingly. To carry through the procedure it will be essential to carry key telephone contacts and information concerning medical consents must be readily available.
- In the event of an incident the following outline guidance is provided for leaders.

Control and Supervision of the Group at the Incident Scene

- Be prepared to delegate responsibilities, e.g. contacting emergency services, tending the injured, etc, in order to maintain an overview and take charge until help arrives.
- Make sure ALL members of the group are accounted for and remove/protect them from any additional hazard.
- Establish the names of the injured people and the extent of their injuries.
- Call the emergency services. Share the problem: advise all other groups that the accident/emergency procedure is in operation.
- Ensure that the injured are accompanied to hospital (preferably by an adult they know).
- Ensure that the rest of the group are adequately supervised, have understood what has happened and appreciate the implications for the rest of the programme.
- Get someone to note immediately the names, addresses and telephone numbers of any witnesses. Ask witnesses to jot down independently what they saw, heard, smelt, etc - rather than what they think might have happened.

Control of Information and Communication

- Restrict access to telephones and mobile phones until you have made contact with the emergency contact point at school or the Principal.
- News travels very quickly. Immediately make contact with provider and school-based emergency contact point. Give details of the emergency.

Visit Leader or Deputy

- Report to the Principal through contact person at school - as identified on Evolve.
- The Principal will inform Chairman of Governors and Education Department so that the Critical Incident procedures can be put into operation.
- In certain circumstances the Health and Safety Executive should be telephoned. Seek guidance from the Health and Safety representative within school.
- The Heath Family Trust may be asked for comments or to give direct assistance (e.g. payment for overnight accommodation, provision of transport).
- Any contact with relatives should be made by the Principal or provider.
- Do not give names of casualties to the media – relatives must be informed first.

Media Report and Group Welfare after the Event

- A designated person at school base should act as the on-going point of contact with the media. This will involve close liaison with the The Heath Family Trust, Education Department and Cheshire East Council Public Relations Section.

- The designated person should also liaise with police and relevant emergency services on information to be released to the media. If comment at the scene of the incident is requested by the media, enquiries should be referred to the school-based designated person wherever possible.
- The names of participants injured should NOT be released.
- Caution is required in the preparation of any statement as legal proceedings may follow an accident (e.g. against a coach company, travel operator, hotel, etc). **Under no circumstances should comments relating to liability be made.**
- Information passed to the media should be concise and factual. The press will understand that an investigation will be needed and that it is prejudicial to comment in detail at this stage. On the other hand, it is reasonable to express concern for those injured and demonstrate everything that can be done is being done.
- It is worth making notes of any points made to reporters.

Reporting Of Accidents/Notification of Accidents

- Schools have a duty to report all accidents to pupils/teachers/volunteers.
- For this purpose the **Cheshire East Council Accident Form** should be completed for all accidents to adults and to pupils which cause them to take time off from their normal activity.
- There are additional duties in respect of serious incidents, eg fracture injuries etc, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Accident Investigation Reports

- Notes made at the time will be invaluable in any formal report or investigation. The focus of any accident investigation should be on reviewing whether there is more that could reasonably be done in future to enhance the duty of care – not on apportioning blame.
- If notes were not taken at the scene of the incident, it is even more important that the formal report is produced as quickly as possible, before key details are forgotten. The report may well provide key information in preliminary discussions concerning possible claims.

Psychological Support

In the event of an accident, young people will need help in coping with shock or trauma. This will also apply to leaders, families and other members of the party. The Critical Incident Procedures should ensure that appropriate help is given. Visit leaders and school-based emergency contacts should be aware of the guidance given in “Managing the Response to Critical Incidents in Schools”. A table of emergency contacts is given at the back of that document.

<https://evolve.edufocus.co.uk/>

The screenshot shows the EVOLVE website interface. At the top, there's a navigation bar with tabs for 'Notice Board Summary', 'Google', and 'EVOLVE - Choose Service'. The main header features the 'EVOLVE' logo and a 'Log in here...' dropdown menu. Below the logo, a large pink number '11,615,751' represents the 'Total Approved Visits' as of 15:30 today. Underneath, a section titled 'Learn more about the EVOLVE systems here:' contains three colored boxes: 'TRIPS & CLUBS' (orange), 'ACCIDENTBOOK' (pink), and 'SPORTS' (blue). Each box has a brief description of its function. The Windows taskbar at the bottom shows the search bar and several open applications.

EVOLVE

Log in here...

Total Approved Visits
11,615,751
as of 15:30 today

Learn more about the EVOLVE systems here:

- TRIPS & CLUBS**
Manage educational visits, clubs and activities using EVOLVE
- ACCIDENTBOOK**
Report and manage accidents, injuries and illnesses online
- SPORTS**
Complete Sports Management

This screenshot shows the same EVOLVE website, but with the 'Log in here...' dropdown menu open. The menu lists various educational institutions, including 'Chiswick School', 'Chorus Education Trust', 'Christ's College Sunderland', 'City & County of Swansea', 'City of London Academy', 'City of London Academy Islington', 'City of London School', 'City of London School for Girls', 'City of Wolverhampton Council', 'City of York Council', 'Claire's Court Schools', 'Clapton Girls' Academy', 'Clifton College', 'Co-op Academies Trust', 'Cognita Asia Template', 'Cognita Schools', 'Collegiate School', 'Compliance Education', 'Confetti Institute of Creative Technologies', and 'Conwy County Borough Council'. A blue arrow points to the 'Compliance Education' option in the list. The rest of the page layout, including the visitor count and system overview boxes, remains the same.

EVOLVE

Log in here...

- Chiswick School
- Chorus Education Trust
- Christ's College Sunderland
- City & County of Swansea
- City of London Academy
- City of London Academy Islington
- City of London School
- City of London School for Girls
- City of Wolverhampton Council
- City of York Council
- Claire's Court Schools
- Clapton Girls' Academy
- Clifton College
- Co-op Academies Trust
- Cognita Asia Template
- Cognita Schools
- Collegiate School
- Compliance Education
- Confetti Institute of Creative Technologies
- Conwy County Borough Council

Learn more about the EVOLVE systems here:

- TRIPS & CLUBS**
Manage educational visits, clubs and activities using EVOLVE
- ACCIDENTBOOK**
Report and manage accidents, injuries and illnesses online
- SPORTS**
Complete Sports Management

EVOLVE - Educational Visit Notification and Approval System - Windows Internet Explorer

https://evolve.edufocus.co.uk/evco1 my intranet EVOLVE - Educational Visit...

File Edit View Favorites Tools Convert Select

EVOLVE

Cheshire East Council Andrea Harris Logout

Home Resources Add Track Evaluate Reports

Welcome to EVOLVE

Visit Search ...

Top Tips: Ensure your email address is in your EVOLVE profile so that you can receive notifications and messages.

Latest News:

School Climbing Wall accident report
If you have a climbing wall at your school, this report may be of interest to you. Click on the pink Resources bar, click on the pink books icon, then click in the "Useful updates and information" bar.
[more ...]
12/03/2014 11:38:36

TAE Bankruptcy
The Ski firm TAE (The Austrian Experience) has been declared bankrupt.
[more ...]
12/02/2014 10:43:00

March News

- The first of the EVC revalidation courses has been run and there was a lot of positive feedback about the session: "Excellent; really made me think; it was great; all was really useful; addressed key areas; excellent - always worth attending one of Jan's courses". There are two more courses running this term and there will be some more on offer in the Summer term - watch this space!
- The date for the one day training for NEW EVCs is Thursday 8th May and will be held at Delamere House, Crewe. A letter and application form can be found in the Resources section (Pink bar). Click in pink books icon and look in the "Useful Updates and Information" section
- There seem to be an unseasonably high number of trips at the moment (60 in my inbox at the moment!). Please remember that we require 4 weeks notice of trips in order to allow time for approval. Apologies to those schools who have been early in their application, I will get to you in time!

Start e-mail Internet Explorer Office Word SIMS

100% 12:19 01/04/2014

From the home page click on the Add tab

EVOLVE - Create Visit Form - Windows Internet Explorer

https://evolve.edufocus.co.uk/evco1 IRIS Adapt © 2008-14 School... EVOLVE - Create Visit Form

File Edit View Favorites Tools Convert Select

EVOLVE

Cheshire East Council Andrea Harris Logout

Home Resources Add Track Evaluate Reports

Visit Search ...

Visit Name

Continue

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Start e-mail Internet Explorer Office Word SIMS

100% 08:57 02/04/2014

Add a name for the visit

EVOLVE - Visit Type - Windows Internet Explorer

https://evolve.edufocus.co.uk/evcol

File Edit View Favorites Tools

EVOLVE

Cheshire East Council

Andrea Harris

Logout

Home Resources Add Track Evaluate Reports

Visit Search ...

xxx (33482)

When deciding on the type of visit, please remember that trips taking place outside by water margins or involving activities in, or by water in outside or unfamiliar environments will be classed as "adventurous". School swimming lessons delivered by qualified ASA swimming teachers can be approved internally by the headteacher.

Type

Yes No

☐ Is this a Joint Visit/Activity involving participants from another Establishment?

☐ Is this an Overseas visit?

☐ Is this a Residential visit/activity?

☐ Will this visit/activity include an Adventurous Activity led by an External Provider ?

☐ Will this visit/activity include an Adventurous Activity led by a member of SIR WILLIAM STANIER ACADEMY staff ?

Continue

100%

08:59 02/04/2014

Answer the series of questions then click continue.

EVOLVE - Purpose of Visit - Windows Internet Explorer

https://evolve.edufocus.co.uk/evco1

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EVOLVE - Purpose of Visit

File Edit View Favorites Tools

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xxx (33482)

Purpose

Primary Purpose Choose ... * Required

Secondary Purpose Choose ...

Intended Outcomes (maximum 4) :

1. * Required

Continue

Head Approval Required

Start

100%

09:04 02/04/2014

Select a purpose from the drop down and an intended outcome.

EVOLVE - Visit Dates - Windows Internet Explorer

https://evolve.edufocus.co.uk/evco1

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EVOLVE - Visit Dates

File Edit View Favorites Tools

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xxx (33482)

Dates

Select Dates :

Regular Dates

Continue

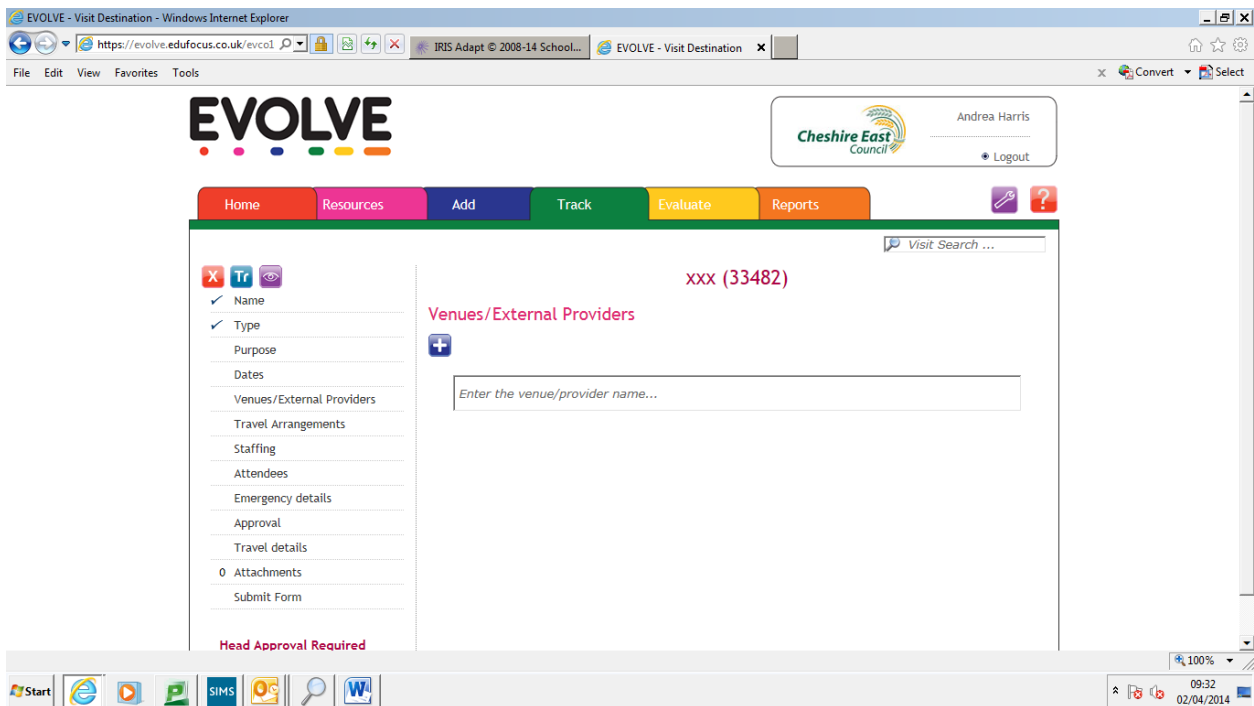
Head Approval Required

Start

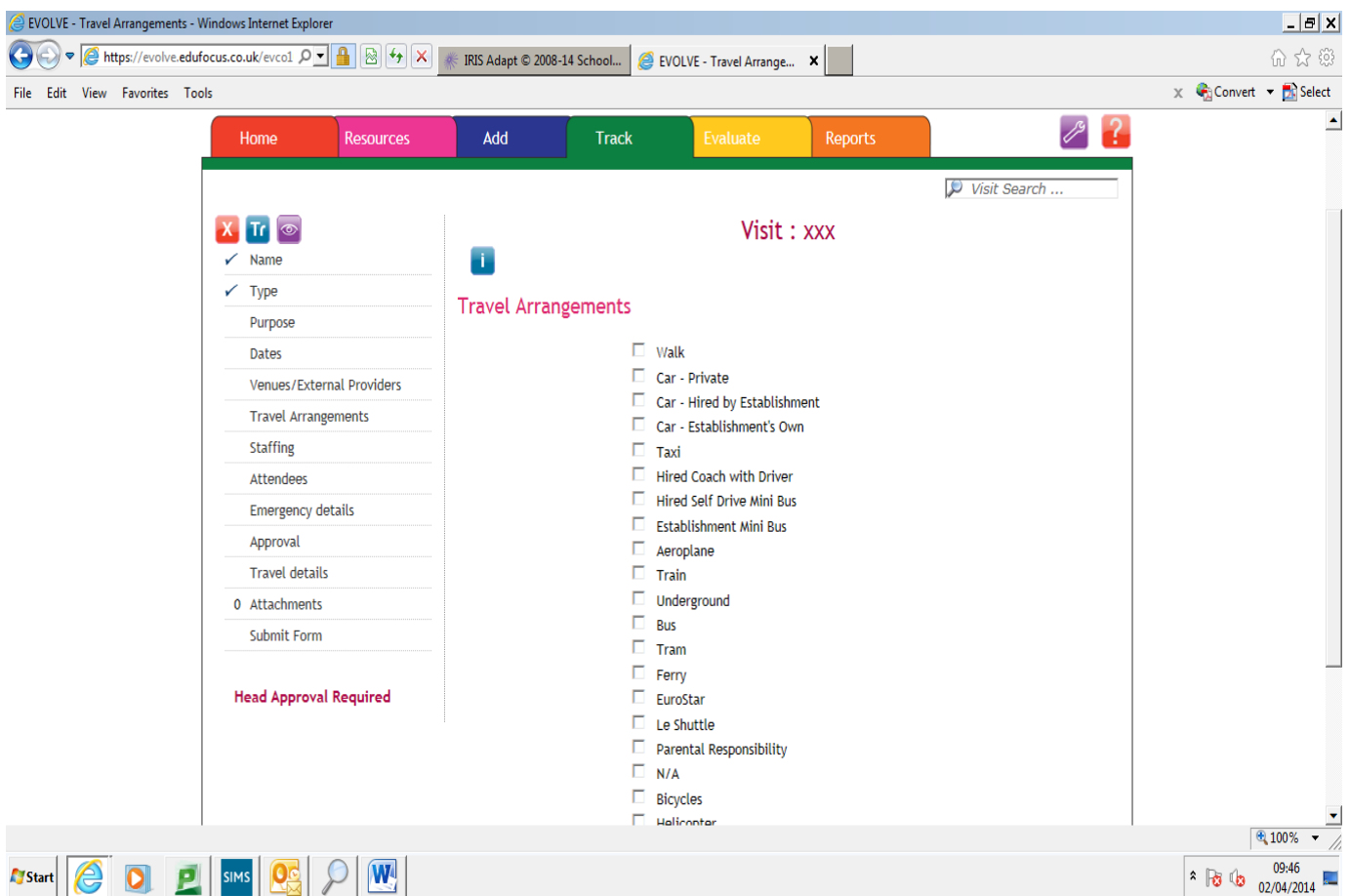
100%

09:20 02/04/2014

Enter the date or dates if it is a series of visits.



Add the venue/external providers



Select which ever method of transport you will be using

EVOLVE - Staffing - Windows Internet Explorer

https://evolve.edufocus.co.uk/evco1

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EVOLVE - Staffing

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Convert Select

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xxx (33482)

Staffing

Visit Leader: Me - Andrea Harris

Visit Leader Contact No whilst on visit : * Required

Intended Accompanying Staff (Employees) Number of Staff : 0

Other Accompanying Adults (Volunteers) Number of Volunteers:

Continue

Head Approval Required

Start

10:07 02/04/2014

Complete staffing details including a contact number for the trip leader whilst on the trip.

Visit Form - Select Visit Attendees - Windows Internet Explorer

https://evolve.edufocus.co.uk/evco1

File Edit View Favorites Tools

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xxx (33482)

Intended Attendees

Attendee Age Range :

Under 3
Age 3-4 (Foundation)
Age 5-7 (Key Stage 1)
Age 7-11 (Key Stage 2)
Age 11-14 (Key Stage 3)
Age 14-16 (Key Stage 4)
Age 17-18 (6th Form)
Over 18
Other mixed group (specify in notes)

Note: To select multiple options hold down the [Ctrl] button on the keyboard whilst clicking the appropriate options.

Male: Female: Total:

Register :

Total on register 0

Head Approval Required

Start

10:27 02/04/2014

Add attendees these can be added at any time up to the day of the visit.

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Home Resources Add Track Evaluate Reports

Visit Search ...

xxx (33482)

Emergency details

Name of the school based emergency contact

* response required

Daytime phone number of school based emergency contact

* response required

Out of hours phone number of school based emergency contact

* response required

Name of appointed First Aider

* response required

Head Approval Required

Start

10:40 02/04/2014

If you add the first aider (all trips should have a first aider present), Andrea will add the emergency and insurance details.

The screenshot shows the EVOLVE web application in a Windows Internet Explorer browser. The URL is <https://evolve.edufocus.co.uk/evco1>. The page title is "EVOLVE - Approval". The user is logged in as Andrea Harris, with a "Logout" link. The navigation bar includes links for Home, Resources, Add, Track, Evaluate, and Reports. The sidebar on the left lists various sections: Name, Type, Purpose, Dates, Venues/External Providers, Travel Arrangements, Staffing, Attendees, Emergency details, Approval, Travel details, Attachments, and Submit Form. The main content area displays the "Approval" form for trip "xxx (33482)". The form includes a question: "Has this trip been approved by the headteacher?" with a text input field and a note "* response required". A "Continue" button is located at the bottom right of the form. The status "Head Approval Required" is displayed at the bottom of the sidebar. The Windows taskbar at the bottom shows the Start button and several application icons, including Internet Explorer, Google Chrome, and Microsoft Word. The system clock indicates the time is 10:46 on 02/04/2014.

EVOLVE

Cheshire East Council

Andrea Harris

Logout

Home Resources Add Track Evaluate Reports

Visit Search ...

xxx (33482)

Approval

Has this trip been approved by the headteacher?

* response required

Continue

Head Approval Required

Start

10:46 02/04/2014

Please leave this blank until approval has been gained

EVOLVE - Travel details - Windows Internet Explorer

https://evolve.edufocus.co.uk/evco1

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Convert Select

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xxx (33482)

Travel details

Time of departure

Time of return

* response required

* response required

Continue

Head Approval Required

Start

100%

10:48 02/04/2014

Add the time when you will depart and arrive back at school

Visit Form - Visit Form - Windows Internet Explorer

https://evolve.edufocus.co.uk/evcol

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Visit Form - Visit Form

File Edit View Favorites Tools

Convert Select

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Visit Search ...

xxx (33482)

Attachments

The following Documents may be attached to this visit form:

Planning / Risk Assessment

Parental consent form

Programme / Itinerary

Letter to parents

Continue

Head Approval Required

Start

10:54 02/04/2014

Upload relevant document in the same way you would an attachment to an email. Examples of Risk Assessments can be found in the shared drive/#curriculum/educational visits.

If you have any queries please don't hesitate to ask Andrea Harris in G10