Booking an Off-Site Visit

Instructions for Milverton Staff

* **Any activity that takes children beyond the school gate is an offsite visit**
* **Staff have a number of responsibilities and considerations before taking children off site**
* **All off site visits should be on Evolve System**
* **This process should begin at least 4 weeks before the trip date**
  + **Check the dates**
  + **Make the booking with venue**
  + **Check how payment will be made (let EB know)**
* **This process should be completed 2 weeks before the trip date**

**How to Use Evolve:**

[**https://evolve.edufocus.co.uk/evco10/unknown.asp**](https://evolve.edufocus.co.uk/evco10/unknown.asp)

* **The sections for teachers to complete are in BOLD**
* **Scroll down drop down menu to Warwickshire County Council – EES for Schools**
* **Put in Username:** 
  + **whole name with capitals at the beginning of each name with no spaces between words i.e. DanielleBelmega**
* **Put in Password:** 
  + **will be Pass1234 when you first log in it will ask you to change**
  + **If you lose password ask MF to replace**
* **Add a new trip**
  + **go to blue add tab at the top**
* **Name of your visit** 
  + **type in name - please include the venue / topic and class name going**
* **Type of Visit** 
  + **click in the spots to indicate answers to trip types**
* **Purpose** 
  + **you should include at least two outcomes you are hoping for from the trip, these should be educationally focused – why are you taking the children?**
* **Date and Time** 
  + **use drop down calendars and menus to complete**
* Venue / External Providers (Catherine to complete)
  + Catherine will need all the information before completing
  + This will include the bus company – dates and times are essential to complete
* **Staffing** 
  + **Select trip leaders, select staff from the drop down menu**
* **Volunteers**
  + **select from the drop down menu, if not included will need to be added**
* **Attendees** 
  + **staff should put on the numbers as if all children will be attending**
* **Emergency contacts** 
  + **select staff from drop down and put in details**
* Finance (Catherine to complete)
  + Complete in line with letter to send out
* **Risk Assessments**
  + **You must go to blue add symbol then select the Risk Assessments to use**
  + **Risk assessments are saved on shared New File Structure – 14. Risk Assessments**
* **Risk assessments are broken down into;**

**All Trips RA All Bus Journeys RA All Sporting Fixture RA All Residential RA**

* **Common Journey considerations are made for those trips we make a lot, both staff and children are familiar with the route and destination**
* **You will need to amend and then add these documents if you have specific considerations for your trip – it is the teachers responsibility to ensure all staff / volunteers read the Risk Assessment Documents**
* **You should contact the venue / provider to see if there is a site specific RA**
* **You should complete the visit form on the day you leave to give a copy to self / office**
* Catherine will create the letter including all relevant details
* Catherine will submit the Form
* MF will check and approve the form as the EVC / Head teacher
  + 2 weeks before the trip
  + Residential trips must be completed 1 half term in advance