



Evolve, the online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities, has not been live for one academic session.

To log onto Evolve – <http://evolve.edufocus.co.uk>

Every school in Moray has used Evolve during session 2016/17 and a total of 1579 trips have been entered on Evolve.

Progress has been made to iron out any teething issues and Evolve have been most accommodating in this aspect; the biggest change has been to include Duke of Edinburgh as an establishment in order to ensure smooth planning and organisation of these trips.

The Evolve procedures for school visits require schools to have a Headteacher to authorise visits and an Educational Visits Co-ordinator to oversee procedures within the school. Foreign Trips are overseen by Karen Lees, QIO and authorised by Laurence Findlay, Director.

## **Frequently Asked Questions**

### What is Evolve?

Evolve is an online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.

### When should Evolve be used?

In order for Evolve to be effective and efficient, schools should agree when Evolve should be used, ie not on a school outing in the close vicinity of the school grounds.

Clarification of this should be **within the local environment** of the school which does not require a mode of transport other than walking. This was discussed at Evolve training sessions and could be effectively managed with the use of a School Educational Visits policy and appropriate permissions sought from parents in August each year to ensure appropriate permissions re sought. Please contact your QIO should you require clarification on the term “local environment”.

As a reminder, ALL school trips and pupil outings which go outwith the local environment of the school should be planned and tracked on Evolve with necessary risk assessments and other paperwork applied as appropriate.

### Can we still use paper based procedures for trips?

Evolve went live in August 2016 and paper based requests for school trips are no longer be in use.

### Can a trip go ahead if it has not been authorised?

A trip should not proceed unless the head of establishment (the headteacher) has approved the trip on Evolve.

### What are the timescales for inputting a trip on Evolve?

The guidance on notice for Evolve trip requests has been agreed at:

- Local area trips - 2 weeks
- Residential and/or Adventurous trips – 4 weeks
- Foreign trips – 12 weeks

This should be adhered to in order that any queries and concerns can be resolved and also to ensure timely approval of all trips.

### What should we do if the trip leader changes?

If the trip leader changes then this can be updated by completing another Evolve trip request or entered in the notes section of Evolve.

### Will there be any further Evolve training?

Please contact Karen Lees to organise training for your school or ASG during session 2017/18.

### Who are the contacts at Moray Council for Evolve?

- For general Evolve Queries - Karen Lees, Quality Improvement Officer – [karen.lees@moray.gov.uk](mailto:karen.lees@moray.gov.uk)
- For administrative queries – Karen Innes – [karen.innes@moray.gov.uk](mailto:karen.innes@moray.gov.uk) or Jeannie Henderson - [Jeannie.henderson@moray.gov.uk](mailto:Jeannie.henderson@moray.gov.uk)

### Do I still have to provide risk assessments?

Risk Assessments are an essential part of organising and undertaking a successful and safe trip. Within the LA Documents there are a number of Generic Risk Assessments which have been kindly provided by St Gerardines and it would be helpful if we could populate this generic area further; risk assessments and other documents which are particular to each school can be stored in the Establishment Document area for easy future access.

A risk assessment format has been agreed with Doug Reid and AS Training. This is simpler than many currently being used but is also compliant with industry standard risk assessments. Some of these are already available as documents in Evolve and more information regarding this will be provided next session.

If a trip is within the local environment of the school and Evolve is not required, a risk assessment is still essential for the health and safety of our pupils.

### Where can I find additional information about Excursions?

The link to the Moray Council “Rules and guidance for off-site Excursions including Adventurous Activities - <http://www.moray.gov.uk/downloads/file95603.pdf>

This also contains information regarding First Aid requirements and advice.