

Educational Visits Advisory Service

1.0 What is EVOLVE?

EVOLVE is an online tool for planning and managing educational visits, on-site activities, and sports fixtures. It is currently used by over 28,000 schools across the UK. It has been developed by experienced teachers and educational practitioners and has been designed with teachers in mind. It helps schools, academies, colleges, trusts and Local Authorities improve and simplify the process of planning, approving, monitoring, evaluating and reporting all learning which takes place outside of the classroom.

2.0 Why should you subscribe to EVOLVE?

EVOLVE and the Educational Visits Advisory Service (EVAS) supports Headteachers, Governors and Principals in fulfilling their responsibilities relating to educational visits under health and safety legislation. The service includes access to guidance, advice, and support which meet the statutory obligations of the local authority, the employer's responsibilities (where a Governing Body or Trust are the employer) and the school.

By choosing to use the EVOLVE system you are reducing your school's risk, because all legal and statutory obligations are met. If you choose not to use EVOLVE and there is an incident on a school trip, then you would need to prove that your school's system is as robust as the EVOLVE system. Should a serious incident occur, the Health and Safety Executive will look at your school's system in relation to National Guidance and current good practice. This means that you would need to have a robust method of recording all visit information, and access to a competent 'technical advisor' who could provide up-to-date advice and guidance as and when necessary. If your school has chosen not to use the EVOLVE system then it would be prudent to access this from elsewhere, such as from another provider or a member of the Outdoor Education Advisers Panel (OEAP).

2.1 What's included

EVOLVE allows registered users to have access to the following administrative features:

- An account on the EVOLVE online portal – this gives your school a clear record of the health and safety management of your trips and visits
- A comprehensive planning and management tool for your visit / trip
- A signing off / approval structure
- EVOLVE technical support
- Evidence of learning outcomes
- The capacity to evaluate visits afterwards.
- Easy to access reports of your all your visits – these are really useful for Ofsted

- Consultant advice (experienced Educational Visits Advisor) from the Educational Visits Advisory Service for all trips and visits
- Consultant approval / sign off on all over seas and ‘adventurous’ trips and visits; as well as residential trips to venues that does not hold a Learning Outside the Classroom Quality Badge
- Links to policy, procedures, and guidance
- Access to training for Educational Visits Co-ordinators (EVCs) (see below for details)
- Access to advice and support via email for EVCs and headteachers on all aspects of the visit process
- Additional features for the Headteacher and EVC to manage past and future visit reports.

3.0 The school / academy commitment

By subscribing to EVOLVE a school commits to adhering to legislative and best practice requirements. This includes:

- Submitting all forms at least 20 working days (4 weeks) prior to departure, and as early as possible in the planning stage for complex visits (e.g. 6-12 months’ notice for foreign expeditions, exchange visits and similar). Not submitting the visit information in time will mean that these trips cannot be approved by the EVAS.
- Ensuring that consent has been sought and obtained from parents and carers
- Ensuring that all emergency plans and contacts are known by the trip leaders and that there is a viable contact ‘back at base’ as required
- The reporting of any injuries, near misses or dangerous occurrences as required by your school or academy
- Ensuring that your personnel are adequately trained in their role.

4.0 What is the cost to subscribe to EVOLVE?

The cost of EVOLVE is based on pupil numbers upon census date per annum – this is as follows:

Type of establishment	Number of pupils on census	Price per annum
Local authority	100 pupils or fewer	£100.00
Local authority	101 pupils or more	£225.00
Academy / Independent / MAT (per school)	100 pupils or fewer	£150.00
Academy / Independent / MAT (per school)	101 pupils or more	£250.00

5.0 Additional Services for which a charge is made

5.1 Training

Training courses provided by the Educational Visits Advisor will be charged at the following rates per course. All course fees include course materials and tea and coffee. Lunches, travel expenses and supply cover costs for delegates are not included. The Educational Visits Advisory Service will arrange the courses. These will be open to school staff nominated by the Headteacher or Principal. All courses are advertised through the EVOLVE website and will need to be refreshed on a three-yearly basis.

Type of establishment	Course	Time	Cost
Maintained School	EVC Training	Full Day (09:30–15:30)	£85
Academy / Independent School /MAT	EVC Training	Full Day (09:30–15:30)	£125
Maintained School	EVC Update	3 Hours	£65
Academy / Independent School / MAT	EVC Update	3 Hours	£105

5.2 EVOLVE +

EVOLVE+ is an optional suite of features and you may choose which of these you wish to use. Schools with more than one class intake per year find it particularly useful. Any school that accesses EVOLVE can add **EVOLVE+** to their system.

It gives users the ability to:

- Synchronise staff and participant data from your MIS or similar system to EVOLVE automatically
- Automatically include student data (e.g. medical details, parental contact details etc) on event registers
- Incorporate key staff members and/or governors at an early stage for “Outline Approval”
- Gather and record consent online
- Send text messages and emails to relevant parents and carers directly via the EVOLVE portal
- Authorise your device for quick access to EVOLVE
- Configure calendar feeds to share information externally.

There is a standard charge of £250.00 to all schools, irrespective of status.

6.0 Glossary and additional information

Educational Visits

For the purposes of this document, an educational visit is defined as any occasion when a

young person takes part in an out of classroom learning activity which is carried out beyond the boundary of the school, or in some instances when an activity takes place on the establishment's own site, depending on the organiser and activity.

EVAS

The Educational Visits Advisory Service (EVAS) monitors, advises schools, and signs off on the suitability of the planned arrangements for all visits of the following types:

- Overseas visits
- Residential (overnight) visits at venues which do not have a Learning Outside the Classroom (LOtC) Quality Badge
- Duke of Edinburgh's Award Expeditions
- Visits which include adventurous activities to venues that do not hold a LOtC Quality Badge

The Educational Visits Advisory Service does not routinely monitor other visits, i.e. low complexity day visits, unless it is requested by the Headteacher, with a suitable space of time given before the visit is to occur.

GDPR and Data Security

EVOLVE is owned by eduFOCUS and Licensed to Suffolk County Council's Educational Visits Advisory Service. A statement from eduFocus relating to GDPR can be viewed at www.edufocus.co.uk/pages/evolve/gdpr.asp

Trading arrangements

The service is traded through Schools' Choice.

Termination of the service

Six months' notice must be given in writing and emailed to Schools' Choice giving written details of the school's alternative system to terminate this agreement.

Further information about EVOLVE

If you are still not sure whether EVOLVE is right for your school, or you are looking for more information, you can contact the Advisory Service (details below).

7.0 Contact us:

For further information about Evolve and the Educational Visits Advisory Service:

Educational Visits Advisory Service - Ed.visits@suffolk.gov.uk

If you wish to purchase Evolve including Evolve+, please contact Schools' Choice.