EVOLVE: A Quick Guide for Headteachers

September 2013



This guidance provides essential information for headteachers who are new to EVOLVE. It is a step by step guide that will enable them to access and navigate the system quickly in order to track and authorise educational visits.

Further guidance and support can be obtained in-house from the School's EVC or from the Compliance and Risk Team at Central Bedfordshire Council.

Evolve: A Quick Guide for Headteachers

Logging on

- 1 Navigate to: <u>www.centralbedfordshirevisits.org.uk</u>. You should see the 'landing page' (displayed on the front cover of this guide).
- 2 Enter your Username and Password. If you are unable to log on then please contact the Compliance and Risk Team.
- 3 Click 'x' to dismiss any pop ups.



4 **If** you see a message dialogue box (below) you will need to confirm you have read the message before proceeding to the home page. If there is no message, proceed directly to 6.

https://evolve.eduf	ocus.co.uk/evco6/evchome.asp?first	ioad=18inbox=18showheadlar=8sh	owreturnedlar=8showlalar=	💌 🔒 🔂 🐓 🗙 🔎 Live Search	
View Favorites Tools	Help				
s 👍 🙇 httpsevolve	edufocus.co 🏀 Suggested Site	🕫 🔹 🧟 Set phone divert			
- Educational Visit Notificati	in and Approval S			🏠 • 🔝 - 💻 🌧 • Boge	• Safety • Too
EVC	DLVE			Contral December & Lo	ripp gout
Home	Resources	dd Visit - Track Visit:	s Evaluate	Reports	
				Search	<u>77</u>
	Welcome	e to EVOL	VE	Latest News:	
	P	Inbox Alert	second in your jobay!	LCOME BACK! Ime back from the summer break, w you ar [more]	e
		Tou nuve new me	ssages in your inpox:	23/08/2012 09:3	5:13
at	All visits for LA a least <u>4 working we</u>	You must confirm that before o	at you have read all notes continuing.	Policy 2012 is now completed avised EVJ Policy is ready for circulat re1	tion
	Im		Continu	Je 20/07/2012 12:0	7:37
				//: Revalidation / Revised Policy Familiarisation	
	A little bit of Beo Blue Peri	dfordshire in North V s Mountain Centre	Valest	The new Central Bedfordshire Council's Educational [more]	
				13/07/2012 13:4	1:27
Outdo	Blue Peris Mounta or Education Centre	in Centre is Bedford located in the heart	Ishire's t of Snowdonia.	Evolve Housekeeping - End of School Year	
Cor	ntact the centre on 0	1286 870853 or visit	t the website	If you have created any visits that are no longer [more]	
	in in its independent		madon	13/07/2012 13:2	3:38
Your a	dventure can begin h	here in Bedfordshire	- visit Kempston	National guidance website	7XX/

EVOLVE Guide for Headteachers Sept 2013

5 Click on the purple eye to open up the message. Click 'x' to delete message. You will be prompted to confirm that you wish to delete.

 Image: https://evolve.er 	dufocus.co.uk/evco6/messen	jer_inbox.asp			💌 🔒 🖂 🔸 🗙 🖡	🔎 Live Search	P
View Favorites To	ols <u>H</u> elp						
is 👍 🐔 httpsevol	we.edufocus.co 🦽 Sug	pested Sites 👻 🙋 Set	ohone divert				
ger - Inbox					<u>a</u> -	🔊 - 📑 👼 - Bage - Safety	• T <u>o</u> ols • 🔞 •
ËVQ	OLVE				Gentral	Trevor Tripp • Logout]
Home	Resources	Add Visit	Track Visits	Evaluate	Reports	1	
					0	9 Search	
Inbox	Sent Messages	Compose					
Inbo	×						
	Date		From	Subject			
	28/08/2012 11:50	a	Pete Hardy	training at F	Robert Bloomfield		
						×	
© 2007 - 2012	eduFOCUS Limited					Privacy Policy Cookie Policy	
							1

6 Click the red 'Home' tab. You should now see the Homepage.



Edit Your Profile

1 Click on :



2 You are able to:

Edit personal details Change your password Add any qualifications (including upload of scanned certificates)

Please note, it is vital that the correct e-mail address is recorded in the profile to enable you to receive alerts from the system.

Track Visits

1 From the Homepage, click on the green 'Track Visit'



1a If you also have a 'Staff' or 'EVC' account, then you will need to select the 'Head' option.



2 You should now see the following screen:

EVOLVE - Head/Servic	e Manager Account - 1	Windows Internet Explorer								- 6 3
🕒 🗢 🖉 https://	evolve.edufocus.co.uk/ev	vco6/myaccount_organisation.a	sp?tab=1				- 🔒	🖻 🕂 🗙 🔎	Live Search	P -
Ele Edit View Favor	ites ∐ools <u>H</u> elp									
🔆 Favorites 🛛 🍰 🐔 F	ree Hotmail 🙋 httpse	volve.edufocus.co 🙋 Set	phone divert 🙋 S.	iggestedSites 🔹 🙋 we	b slice gallery 👻					
🔏 EVOLVE - Head/Service	Manager Account							🙆 • 🖻) - 🗆 🖶 - Bag	e • Safety • Tools • 🔞 •
	ËVC	DLVE						ntrel dicrobales	Eogout	
	Home	Resources	Add Visit	Track Visits	Evaluate		Reports		19 🔒	
								🔎 Visit Sea	rch	
	Head:									
	Active	To be Authorised (2)	Submitted	Approved (1)	Returned	Past	Unsubmitted	My Visits		
	© 2007 · 2013 et	duFOCUS Limited						Privacy Pr	alicy <u>Cookie Policy</u>	
										ł
Done									Internet	- 100% -
Start AMADDS - Ad	plications 💽 Inbo	xx - Microsoft Outlo	DI VE - Head/Servi	💫 User Guides - 11	Remote W He	adteacher G	iuide - Mi 🔣 Micro	soft Office Picture		N 2 N 0 8 12:47

Each tab represents different stages of the visit approval process. The number shown in brackets denotes the number of visits under that tab.

Unsubmitted – draft visit forms or forms that have been sent to the EVC for their approval.

To be Authorised – visits awaiting Headteacher authorisation.

Submitted – for community schools, higher level visits have to be submitted to the Local Authority for final authorisation. These can be found in 'Submitted' until they have been finally signed off after which they will move to the 'Approved' section.

Approved – visits that have received final authorisation (either from the Headteacher or from the Local Authority).

Returned – if for any reason the Headteacher is unhappy with a visit form it can be 'returned to draft' to enable the Visit Leader to edit content or add missing information.

Active – a visit becomes 'live' on its departure date. It will remain live for 28 days following the end of the visit. This is to enable the Visit Leader to complete an evaluation.

Past –visit history can be accessed here.

My Visits – a list of visits planned or attended by the Headteacher.

Authorising Visits

1 Click on the 'To be Authorised' tab. You should now see a similar screen to this:

OLVE	- Head/Service M	anager Accour	nt - Windows In	ternet Explorer									E	Ð
0	 https://evol 	ve.edufocus.co.	uk/evco6/myacco.	.int_organisation.a	sp?tab=1					A 1	🗟 🐓 🗙 🌾	Live Search		م
Edit	Yew Favorites	<u>T</u> ools <u>H</u> elp												
avorite	es 🛛 🙀 🙋 Free I	Hotmail 🙋 http	isevolve.edufoci	us.co 🙋 Set	phone divert	: 🙋 Suggested Sites	• 🙋 мер	slice gallery •						
OLVE	5 - Head/Service Man	ager Account									🖸 • 🖬] - 📑 👼 - Bag	e • Safety • Tools • 🌘	9.
		FV/	\mathbf{O}	/6								Test HS Head		
		- ' '								Be	dfordshire			
				_								• Logout		
		Home	Res	ources	Track Vis	sits Evalu	ate	Reports				12 💦		
											(1) 15 11 (2)			
											p visit sea	ncn		
		Head:												
		Active	To be Au	thorised (2)	Submi	tted Approv	ed (1)	Returned	Past	Unsubmitted	My Visits			
												_		
		ID	Date	Staff		Name		2	ubmit By		_			
		57054	31/12/2013	Trevor Tripp		test grafham w	ater	0	1/12/2013		۲			
		58562	24/03/2014	Trevor Tripp		test27		2	2/02/2014		0			
		© 2007 - 201	3 eduFOCUS Li	imited							Privacy P	olicy <u>Cookie Policy</u>		
_												😜 Internet	Va • 🔍 100%	,
- 6	Antone Anton	vi 🚺 Inho	v - Mirroroft O	🖉 EXOLVE - H	nad/6	Liser Guides - 11Re	. W Hea	dteacher Guide		oft Office Pic	Confirming Employe		N S O THE	ñ

There are two visits awaiting authorisation.

2 To view the detail, the visit form needs to be opened by clicking on the purple eye icon. You will now see the visit form.

OLAE - AISIC FORM - MINDOWS INCERNE	t Explorer				-
ttps://evolve.edufocus.co.uk/evco6/ev2_r	oreviewform.asp?ev2id=60471				<u>A</u>
		Grafh	am Water		Crested
ísit Type & Date		Staffi	ng & Participants		
ID:	60471		Visit Leader:	Trevor Tripp - Male (01234 567890)	
Establishment:	test2 HS		Attendee Group:	Age 14 (Key Stage 3)	
Overseas:			Intended Attendees:	20 (M=8 F=12)	
Residential:	 Image: A second s				
Adventurous:	1		Staff (Employees):	Sue Harrison, ANNE OTHER, Vicki Visit,	
Adventurous (led by establishment staff):			Staff (Volunteers):	4 Employees + 0 Voluptoors = 4 Staff	
None of Above:					
Dates:	23/06/2014 - 27/06/2014 (5 days)				
EVC:	ANNE OTHER				
xternal Providers & Destination					
External Provider:	Grafham Water Centre () [Previous	sly approved]			
Venue/Accommodation address:	Grafham Water Centre (<u>PE28 OBX</u> d	P)			
ravel Arrangements					
Travel Method:	Hired Coach with Driver				
Travel Company:	Barfordian (01234355440)				
urpose & Activities					
Main Purpose:	Adventure				
Secondary Purpose:	Citizenship				
Intended Outcomes:	1. To develop team work 2. To developappreciation of other	's strengths and weaknesse:			
Adventurous Activities:	Canoeing @ Grafham Water Centre Abseiling @ Grafham Water Centre	() - Led by: External Provid () - Led by: External Provid	ler er		
ocal Point Contact					
Local Point of Contact Name::	Kazz Johns				

Most information can be read directly from the form. However, there should also be a number of attachments. Links to these can be found towards the bottom of the page. See below:

eturn time to school:	16:00
ents	
Attached:	School Specific Risk Assessment
±	Schools own RA (Trevor Tripp @ 10/09/2013 14:46:35)
	Other Documents
	Final letter to parents (ANNE OTHER @ 10/09/2013 14:55:51)
	Programme / Itinerary
	Itinerary for Grafham (ANNE OTHER @ 10/09/2013 14:55:15)
	Independent Provider's Contract or Quality Badge - No Attachments
	Insurance (copy of cover where there is no CBC Off-Site insurance taken) - No Attachments
Available:	 Visit Leader Emergency Card (App M) - to be taken on all visits by visit leader in case of an emergency Field File
on:	
d that copies of the F arrangements for para and risk management	rogramme / Itinerary, Risk Assessment and copies of insurance details are attached (where no CBC Off-Site activity Insurance ents, young people and all supervisors meet the requirements of the policy. : for this visit has been checked according to the Education Visits and Journeys Policy Document, September 2012.
	Approval Chain
	Visit Form created: Trever Tripp @ 10/09/2013

EVOLVE Guide for Headteachers Sept 2013

3 To view attachments, click on the purple eye icon next to the file name.



4 At the bottom of the visit form are two buttons:



- 5 If the visit form is incomplete or details have to be changed it can be returned to draft to allow further editing. Clicking on the 'Return' button will return it to the EVC for further work.
- 6 If the visit form is complete and the Headteacher is satisfied with the detail then the visit can be authorised by clicking on the 'Approve' button. You will then see the following dialogue box:

Approve Visi		
Approval for meets the fo	this visit h llowing cri	as been delegated. In order to approve this visit you must confirm that the visit teria.
Yes 🖲 No	0	The planning and risk management for this visit has been checked according the Educational Visits and Journeys Policy Document, September 2012.
Yes 💿 No	C	The visit complies with the LA's current planning checklist for educational visits and journeys.
Yes 💿 No	C	I confirm that the Group Leader and supervisors are competent to supervise the visit.
		PIN: ••••
		Forgotten your PIN? Click here to have it emailed to you
		Approv

- 7 In order to complete the approval process you will need to be able to answer 'Yes' to the three questions and then enter you PIN number and click 'Approve'.
- 8 The visit is now approved and you will be given the option of attaching a message to the visit form and also sending notification to key staff by selecting from a tick box list.