

EVOLVE: A Quick Guide for Headteachers

September 2013



Home Contact

Welcome to the Educational Visits On-line Management System

Username: Password: 

[Forgot your username or password?](#)



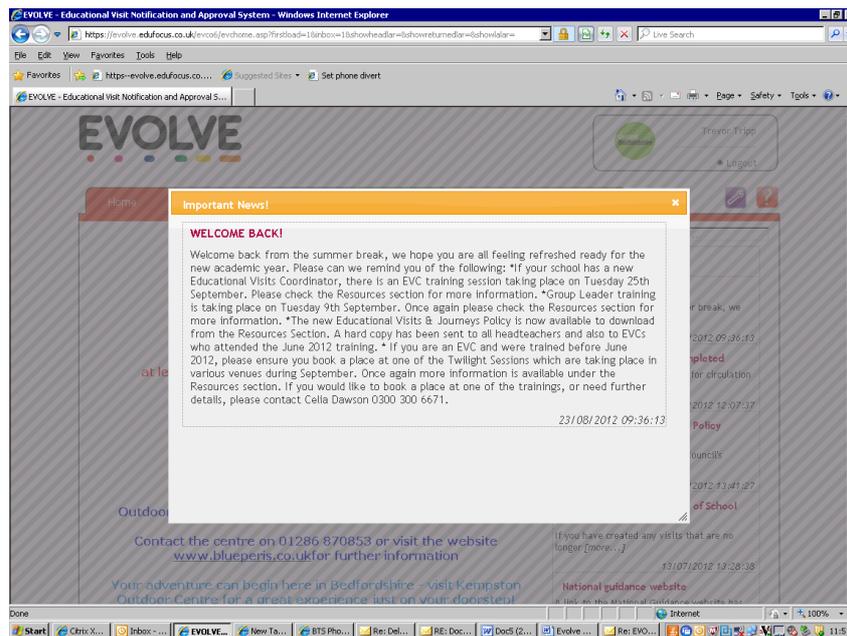
This guidance provides essential information for headteachers who are new to EVOLVE. It is a step by step guide that will enable them to access and navigate the system quickly in order to track and authorise educational visits.

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.

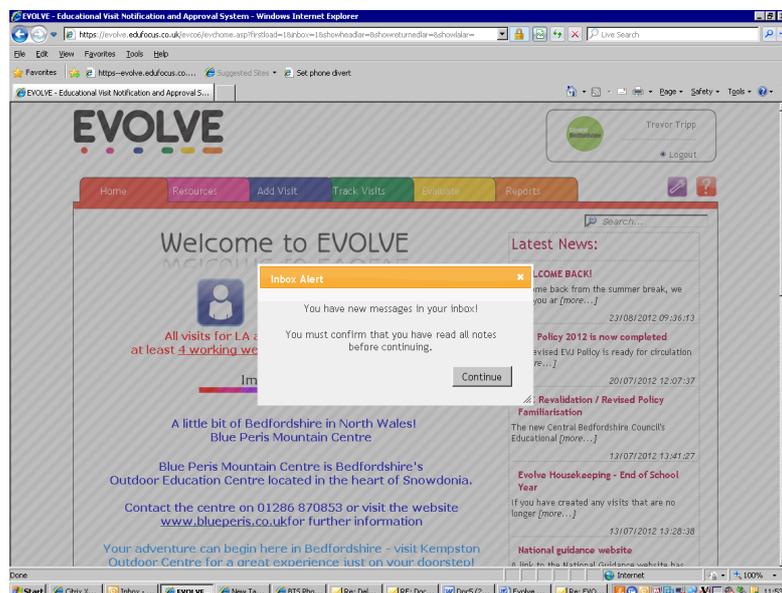
Evolve: A Quick Guide for Headteachers

Logging on

- 1 Navigate to: www.centralbedfordshirevisits.org.uk . 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.

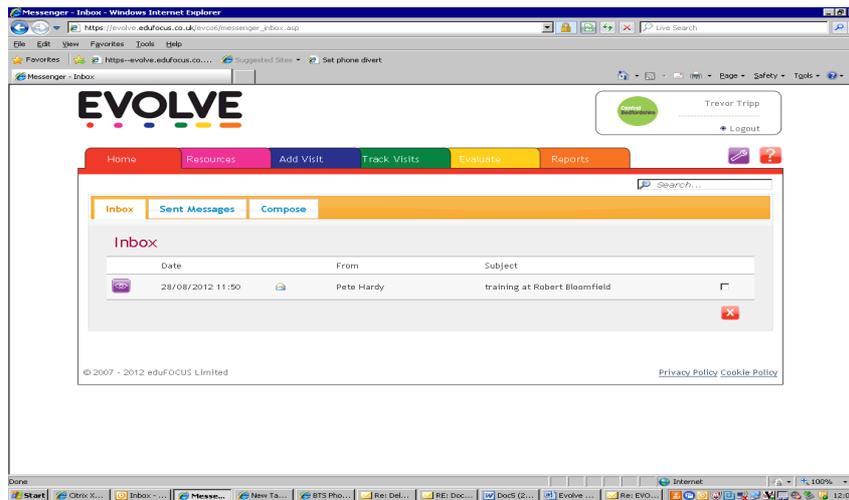


- 4 **If** you see a message dialogue box (below) you will need to confirm you have read the message before proceeding to the home page. If there is no message, proceed directly to 6.



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- 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.



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



Edit Your Profile

- Click on : 
- 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

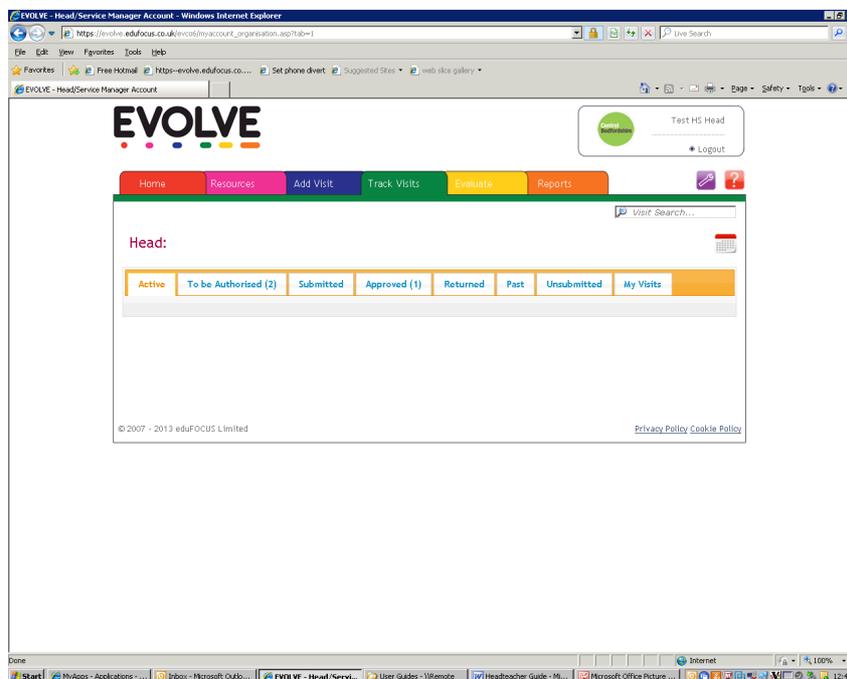
1 From the Homepage, click on the green 'Track Visit'



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:



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.

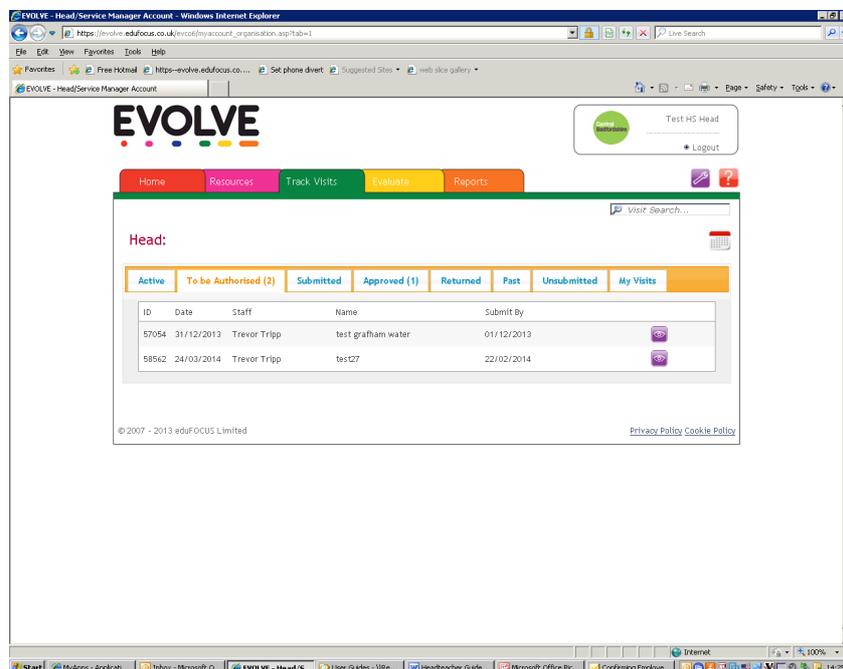
Active – a visit becomes ‘live’ on its departure date. It will remain live for 28 days following the end of the visit. This is to enable the Visit Leader to complete an evaluation.

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:



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.



EVOLVE

Grafham Water

Visit Type & Date

ID:	60471
Establishment:	test2 HS
Overseas:	
Residential:	<input checked="" type="checkbox"/>
Adventurous:	<input checked="" type="checkbox"/>
Adventurous (led by establishment staff):	
None of Above:	
Dates:	23/06/2014 - 27/06/2014 (5 days)
EVC:	ANNE OTHER

Staffing & Participants

Visit Leader:	Trevor Tripp - Male (01234 567890)
Attendee Group:	Age 14 (Key Stage 3)
Intended Attendees:	20 (M=8 F=12)
Staff (Employees):	Sue Harrison, ANNE OTHER, Vicki Visit,
Staff (Volunteers):	
Staffing:	4 Employees + 0 Volunteers = 4 Staff

External Providers & Destination

External Provider:	Grafham Water Centre [] [Previously approved]
Venue/Accommodation address:	Grafham Water Centre [PE28 0BX#]

Travel Arrangements

Travel Method:	Hired Coach with Driver
Travel Company:	Barfordian (01234355440)

Purpose & Activities

Main Purpose:	Adventure
Secondary Purpose:	Citizenship
Intended Outcomes:	1. To develop team work 2. To develop appreciation of other's strengths and weaknesses
Adventurous Activities:	Canoeing @ Grafham Water Centre [] - Led by: External Provider Abseiling @ Grafham Water Centre [] - Led by: External Provider

Local Point Contact

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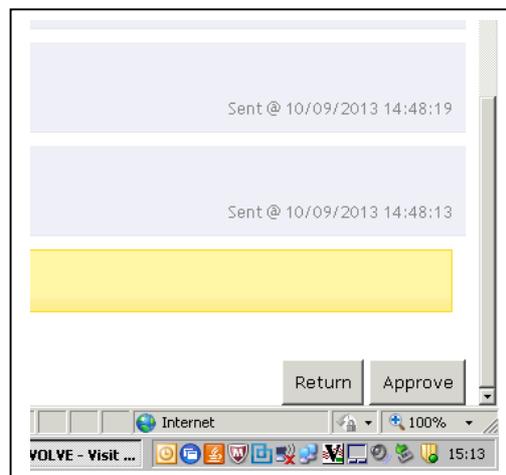
Most information can be read directly from the form. However, there should also be a number of attachments. Links to these can be found towards the bottom of the page. See below:

Return time to school:	16:00
Attachments	
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:	<input checked="" type="checkbox"/> Visit Leader Emergency Card (App M) - to be taken on all visits by visit leader in case of an emergency <input checked="" type="checkbox"/> Field File
Note: It is noted that copies of the Programme / Itinerary, Risk Assessment and copies of insurance details are attached (where no CBC Off-Site activity Insurance arrangements for parents, young people and all supervisors meet the requirements of the policy) and risk management for this visit has been checked according to the Education Visits and Journeys Policy Document, September 2012.	
Approval Chain Visit Form created: Trevor Tripp @ 10/09/2013 Submitted by EVC: ANNE OTHER @ 10/09/2013 14:56:24	

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

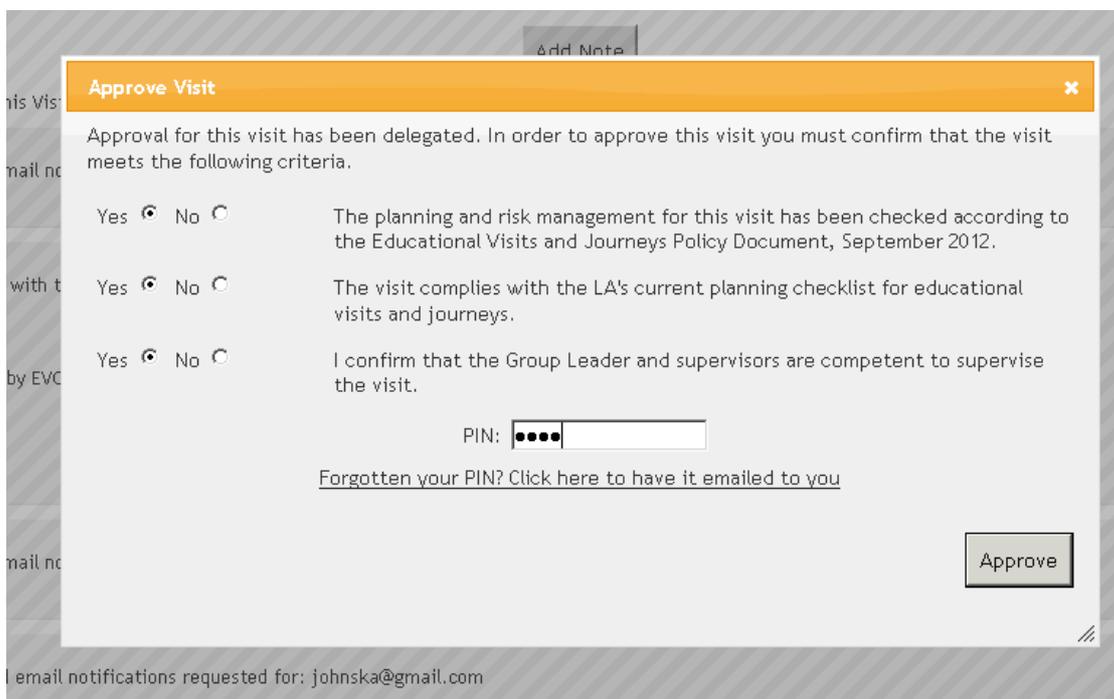


4 At the bottom of the visit form are two buttons:



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:



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.