



School Trips/Offsite Activities

Management Requirement - Evolve Guidance

Transform Trust require all schools to use the online planning and management tool Evolve for all school trips and any offsite activities with effect from the start of Spring 2 (post February half-term).

Evolve is a management tool that is easy to use and offers assurances that venues you are visiting are deemed as safe. They respond to major incidents such as terrorist threats and offer guidance for what to do if you are caught up in one.

If you are not already using Evolve and require support, please contact Claire Smith or Mary Farmer claire.smith@transformtrust.co.uk and mary.farmer@transformtrust.co.uk.

Transform Expectations

- All offsite activities that include travel in a vehicle, including public transport and privately hired vehicles should be recorded on Evolve.
- Any regular activity should be logged and a risk assessment carried out for the group of children who are going. For example, swimming as an ongoing activity for the relevant year groups will only need to be done once at the start of the activity using the template risk assessment. For additional swimming trips or with different children, risk assessments will need to be done.
- Activities such as walking to local shops, library, places of interest or other local schools should also be recorded on the system using and appropriate risk assessments.
- All forms/risk assessments should be completed in full. They should include the named 'out of hours' contact/s in the event of a trip being late or delayed and outside school hours.
- The forms should also include the named DSL for any safeguarding concerns whilst out on a trip.
- All trips and risk assessments must be signed off before the event.

A list of all the Evolve Categories is attached.

Transform Support

Claire Smith and Mary Farmer are here to provide support and advice on the Evolve system.

In the event of a major incident, Transform's Safeguarding team will check Evolve to see if any schools are out and near to the vicinity of any major incident. We will then make contact with the appropriate school so that your own emergency plans can be put into place.



In the event of a major safeguarding concern, where you cannot reach your school, please contact any one of the Trust's Safeguarding team listed below

What to do in the event of a major/critical incident when on a school trip

1. Ensure the safety of your group.
2. Make contact with your school so that they are aware of your situation, know you are all safe or what action is being taken.
3. Follow your school's procedure for alerting parents and family members.
4. Alert Transform Trust.

Transform's Safeguarding Team

Claire Smith	07929 521 578
Jill Wilkinson	07932 085 664
Mary Farmer	07854 094 078



Evolve Categories explained

Category 1 - these visits will be:

- Regular, routine day activities that are organised in and around the locality, usually on foot.
- Regularly repeated visits - can be covered by a block annual consent subject to parents/carers being made aware of every visit, especially any involving a return time outside the normal day.
- On-site activity (excluding adventurous activities listed in category 3).
- Transporting children between multi-site establishments or other local schools/venues.
- Regular curriculum delivery at off-site provider
- Visits in and around your school setting on foot (churches, parks, urban centres, sponsored walk) sports fixtures and the annual sports day (involving transport).

These visits should be planned using the establishment specific local visits risk assessment and with approval by the Trip Leader and Headteacher.

These activities can be covered by an annual blanket consent.

Where there are local activities that are a planned part of the curriculum/routine programme but are dependent upon the right conditions on the day, then the Trip Leader will sign out before departure leaving relevant information with the school contact.

The specific establishment off-site visits risk assessment (that may also include road transport) covers general supervision of these visits. A review will be required rather than completed a new document each time. Any additions can be documented using the Event Specific Note form.

All other visits - all other visits must be planned and submitted using EVOLVE. Based on the visit types, EVOLVE automatically directs the flow of approval for Category 2 and 3 visits.

Category 2 - these visits are:

- Single “one off” day visits; or
- a programme of visits that take place off-site but further afield than your school and with no element of adventurous activities (as defined in Category 3). These opportunities will usually require transport and could also require some enhanced planning and risk assessment.



Example visits are:

- Visits requiring use of transport (urban areas, theatres, social events, places of interest)
- Swimming (excluding open water)
- Fieldwork visits (not in open/remote country)
- Activities at Water Margins (coastal locations & inland waters)
- Farm visits
- Forest school programmes

These activities will be entered onto EVOLVE and submitted to the EVC at least 5 working days prior to departure. Approval is delegated to the Headteacher and visits should be covered by a parental consent form. For each off-site activity, the Trip Leader must obtain a reply slip from parents indicating that information relating to the visit has been received and that they agree to their child's participation in the event. On this same form parents are able to note any changes to the medical information relating to their child.

For a programme of regular visits to similar destinations, one single visit form can be completed, with the relevant dates selected and can be covered by the annual blanket parental consent form. The specific establishment local visits risk assessment (that also includes road transport) will cover general supervision of the visit. A review will be required rather than completed a new document each time. Any additions can be documented using the Event Specific Note form.

If a visit is planned to a higher risk environment, the appropriate Safe Working Procedure document should be reviewed, amended and completed for your specific visit. This will then be attached to the EVOLVE record, prior to submitting to the EVC and Headteacher for approval.

Certain activities will require staff to hold specific qualifications or competencies before being able to deliver sessions. e.g. forest school. Relevant qualifications will be added and uploaded to EVOLVE. These activities will not be undertaken unless there is a sufficient number of suitably qualified staff to deliver them.

Category 3

Approval from Transform will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment led. The EVOLVE system will automatically pass such identified visits to Transform for approval after first being checked by the EVC and authorised by the Headteacher. For each off-site activity the event leader must obtain a reply slip from parents/carers indicating that information relating to the visit has been received and that they agree to their child's participation in the event. On this same form parents/carers are able to note any changes to the medical information relating to their child. An example of the reply slip is given at the end of this policy document.



Overseas visits will be submitted to Transform four working weeks before a visit is set to take place. Other visits requiring Transform approval require two working weeks' notice. Approval notification via email will automatically be sent out (from EVOLVE) as soon as possible up to two working weeks after receipt of the visit form.

A member of staff intending to lead (as opposed to supervise) an adventurous activity, must be specifically approved by Transform to do so via the EVOLVE Leader Approval Request function.

When external providers are used it is a requirement for their safety management to have been verified either by completion and return of a Provider Form or verified by holding an appropriate national accreditation, e.g. learning outside the classroom quality badge. Providers will not be used until they have been 'vetted' by Transform.

Requests for approval should be sent to Claire Smith: claire.smith@transformtrust.co.uk or Mary Farmer: mary.farmer@transformtrust.co.uk.



