

# Introduction

Off-site educational and social visits provide great value and opportunities, not only as part of the overall curriculum, but also as part of learning for life.

The variety, scope and challenge means that they can be among the most hazardous activities undertaken by students. However, that does not mean they need to entail high levels of risk. In order to ensure that the risks are reduced to acceptable levels, health and safety must be of paramount consideration.

In order to ensure that off-site activities are managed in a suitable and proportionate way, the College uses an on-line resource called EVOLVE.

All trips must be entered onto EVOLVE and approved by both a Curriculum Manager and Assistant Principal before it takes place. To allow time for them to make an informed decision and ask questions if need be, **approval must be sought a minimum of two weeks in advance of the trip date.**

EVOLVE will take the group leader through a series of questions about the proposed trip. Once completed, the Group Leader can submit the application electronically to the relevant Curriculum Manager (CM) for approval. Assuming the CM approves the trip, the application will move to the Assistant Principal (AP) for final approval.

Completed documents such as Risk Assessments, Consent Forms, Provider Check Form and any other relevant documentation must be uploaded to the application to enable the CM and AP to make their decision.

All of the forms that may be required are now available within EVOLVE on the resources tab.

## Risk Assessment

It is vital that the Group Leader assesses all the risks in the proposed trip. This may require the completion of a Risk Assessment outside of EVOLVE, e.g. for a student with a particular health condition. These should be recorded on the College standard Risk Assessment Form and then uploaded to the visit application.

## Forms

Any forms required when organising an educational Visit, such as the Consent Form and Independent Travel Form, can now be found under 'Forms' on the 'Resources' tab within EVOLVE.