# Approval of Offsite Visits

In approving visits the Head of Establishment and EVC should ensure that the visit leader has been appropriately inducted/trained, and is competent to lead the visit.

**'Ad-hoc' activities**: Where there are local activities that are a planned part of the curriculum but are dependent upon the right conditions on the day, then the visit leader should sign out before departure leaving relevant information with the base contact, for example using the ‘Sign Out’ sheet in EVOLVE resources or the Local Trips Module on Evolve. Such activities must be addressed in the school policy with a generic management plan in place. **All other visits:** It is recommended that all visits are entered onto EVOLVE, in order to aid planning and reduce bureaucracy.

Based on the visit types, EVOLVE automatically directs the flow for approval.

The following visit types are ‘authorised’ within the establishment, and then ‘approved’ by the LA via EVOLVE:

- Overseas

- Residential

- Adventurous activity

Approval is delegated to the Head of Establishment for visits not in the above categories or to the EVC for in school enrichment activities outside normal classroom activities.

Note: The following process is automatically followed when using EVOLVE

1.1 Will an External Provider, Activity Centre or Tour Operator be used?

1.1.1 Yes - Does the provider hold an LOtC Quality Badge? See [LOtC](http://www.lotcqualitybadge.org.uk/)  or [Kaddi](http://www.kaddi.com/)

1.1.1.1.Yes - Go to 1.2

1.1.2 No Email a ‘Provider Form’ to the provider. Retain completed unmodified form at your establishment. Then go to section 1.2

1.2 Will a member of your establishment’s staff be leading an adventurous activity?

1.2.1 Yes. The member of staff must be specifically approved by the LA to lead the activity. Leader Approval must be obtained via EVOLVE. Go to section 1.4

1.2.2 No. Go to section 1.3

1.3 Will the visit be residential, overseas, or involve an adventurous activity?

1.3.1 Yes. Go to section 1.4

1.3.2 No. Go to section 1.4

1.4 Has the Visit Leader been assessed as competent to lead the visit?

1.5 Has the visit been approved by the EVC and Head of Establishment? If applicable, have relevant Checklists, and Governing Body Policy been complied with?

1.6 Approval is delegated to the Head of Establishment or by the LA (see 1.2.1) This would normally be via EVOLVE, unless operating under standard operating policies or procedures for simple, local low risk activities. All LA approvals must be on EVOLVE. If approved the visit may proceed.

1.7 Actions once approved

1.7.1 Establishment should monitor visits on a ‘sample’ basis

1.7.2 Assess risks on an on-going basis and implement appropriate control measures

1.7.3 Evaluate the visit via EVOLVE.