

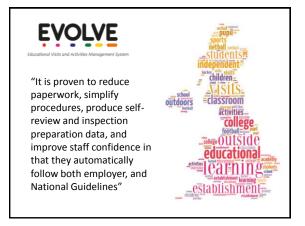


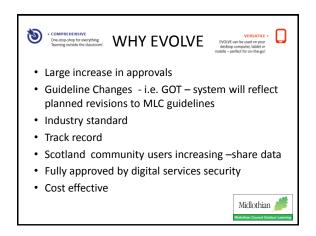
Managing Off Site Visits

Educational Visits Online visit and activity planning, processing, monitoring and reporting tool

Bill Stephen – Principal Teacher Outdoor Learning







Benefits For Midlothian Educational Establishments

- A one stop source of information for establishments educational visits
- Allow schools/ to evaluate and record educational visits
- Provide a clear audit trail
- Flexible approach to planning
- Speed up approval
- Reduce paperwork and time scales which will ultimately lead to more opportunities for learners to go offsite

Midlothian 🤺

- Audit visits by outcome, type, staff leaders, cost, etc
- Highlight areas of trip planning weakness



How does it work?

- Different levels of access and accounts
- Teachers and staff have individual staff accounts to access the system, plan visits, seek approval, check policy RA's
- Visit coordinators have ability to check submissions before they are passed to next level.
- Head Teachers/HOE wider access to approve monitor and evaluate
- LA run reports monitor and approve
- Notification by email



Next Steps

- Demo of System Tuesday 24th Feb Lasswade 1600-1700
- Who Should Attend EVC's.....+?
- Pilot Groups selected
- Training embedded in VLT and EVC Training
- + Twighlight sessions to support pilot groups
- Test until May 2015
- Establishments switch August 2015
- Complete Dec 2015



