

Information Checklist for Evolve Excursion Forms (In-house Delivery)

Staff to Participant Ratios:

In general, the risk assessment carried out will direct the supervision level required for your particular excursion and is a matter for the Head of Establishment to determine. During adventurous activities the supervision ratio is determined by the activity qualification and circumstance. In the absence of other leaders in the area, a leader must have an adult assistant. [Aberdeenshire Excursion Procedures- further guidance on ratios](#)

Participants:

Either add participants to the "Intended Attendees" field **or** upload a document listing pupils' names along with their next of kin emergency contact details.

Risk Assessments:

A signed & dated risk assessment for both the adventurous activity & the establishment's more general responsibilities eg travel, behaviour, pastoral care, specific care of particular pupils. [Exemplar Risk Assessments](#)

Travel Itinerary:

An Itinerary detailing travel arrangements including departure & arrival times and outline description of the trip. A letter to parents or information sheet with these details would also serve this purpose. Where travel is the responsibility of parents, drop off & pick up times and places should be included.

Base Contact:

The base contact must be a named person associated with the establishment and who has access to all location, travel, itinerary & emergency contact details. For residential trips, confirm the named Base Contact is contactable outwith school hours by providing home & or mobile contact numbers.

To be clear, the Base Contact remains in the home area and does not attend on the trip. The Base Contact cannot be activity centre or provider staff

Staff contacts:

A list of the supporting staff & any volunteer's own mobile numbers **plus** their next of kin emergency contact details

Leader's Qualifications:

Details & images of Activity Leaders' qualifications in First Aid & for the specific activity must be uploaded to their Evolve user account. Please enter formally enrolled volunteers in the 'Staff' field (rather than the Volunteer field) so that their qualifications can be uploaded.

Multiple DofE Groups:

Where multiple leaders and their teams are entered on one Evolve form, it should be clear which leader is responsible for which participants.

Maps:

Maps must be clear images of Ordnance Survey style maps and feature a trace of the intended route, including any contingency plan. Gpx files or web links are not acceptable

Route Card:

For DofE or similar remotely supervised outings a route card for each day should be completed. In addition to the date, timing, leg & waypoint information etc the route card should accurately detail participants' names, Base Contact details and the Supervisor's name & mobile phone number