

Help Sheet

Requesting LA Approval for a Visit

- 1) Create the **'new visit'** using the red **"New Visit"** button, or if returning to a visit form to add more detail, find the visit that has already been created on the e-Go system (please refer to the *"How to find an existing visit"* help sheet for further information).
- 2) Ensure that all relevant sections of the form are completed. If any school or youth service staff will be leading any adventurous activities, ensure that copies of the relevant qualifications have been sent to the Outdoor Education Unit.
- 3) The **Visit Leader** will need to complete and save their declaration in Section 11. To do this they will need to be logged in using their own username and password (*please see the "Creating a new Person and Allocating Login details"* help sheet for further information).
- 4) The **Visit Leader** will then use the **"Pass It On"** button to pass the visit to the establishments' Headteacher / AYO or EVC for approval. To do this the visit leader will need to select the action **"Request approval from Headteacher/EVC"** then pass to the named person in your establishment and click **"next"**.
- 5) The **EVC / Headteacher / AYO** will automatically be sent an email advising them to check the e-Go account. They will check the form and any attachments. If they are satisfied that they have all the necessary information, and all required criteria are met, they will complete & save their own declaration in section 12. This indicates the visit is approved on behalf of the establishment.
- 6) The **EVC / Headteacher / AYO** will then use the **"Pass It On"** button to approve and pass the visit to the Outdoor Education Unit (or County Duke of Edinburgh Coordinator for D of E visits) **at least 6 weeks before departure**. To do this the Headteacher / AYO or EVC will need to select the action **"approve and forward to OEd unit (or County D of E Coordinator)"** then pass to the **"OEd unit or County D of E Coordinator"**. Any comments can be added in the free text comments box, before clicking **"next"** to finalise the pass it on action.

If any relevant sections are incomplete or if the 6 week deadline has passed, the system will not allow the visit to be submitted for approval. A screen message will advise why the visit cannot be passed on e.g. the visit is being submitted after the submission date listed in Section 2. Please note that visits cannot normally be accepted after the 6 week deadline.

Having passed on the form we recommend that Section 2 of the form is checked to ensure that the visit states that it is **"Awaiting LA Approval"** and waiting on **"OEd Unit or County D of E Coordinator"**. This confirms to you that the visit is correctly awaiting LA Approval.