

Educational Visits and Trips Policy

Localised School Based Procedures

School Name:	Newland St. John's Church of England Academy
Principal:	Lisa Brett
Educational Visits Coordinator (EVC):	Neil Kenningham
Designated Safeguarding Lead:	Lisa Brett
Implementation Date: <i>Inline with policy approval</i>	October 2025

Introduction

In conjunction with our Trust wide Educational Visits and Trips Policy, localised procedures have been established to ensure that systems and procedures reflect the school/academy setting.

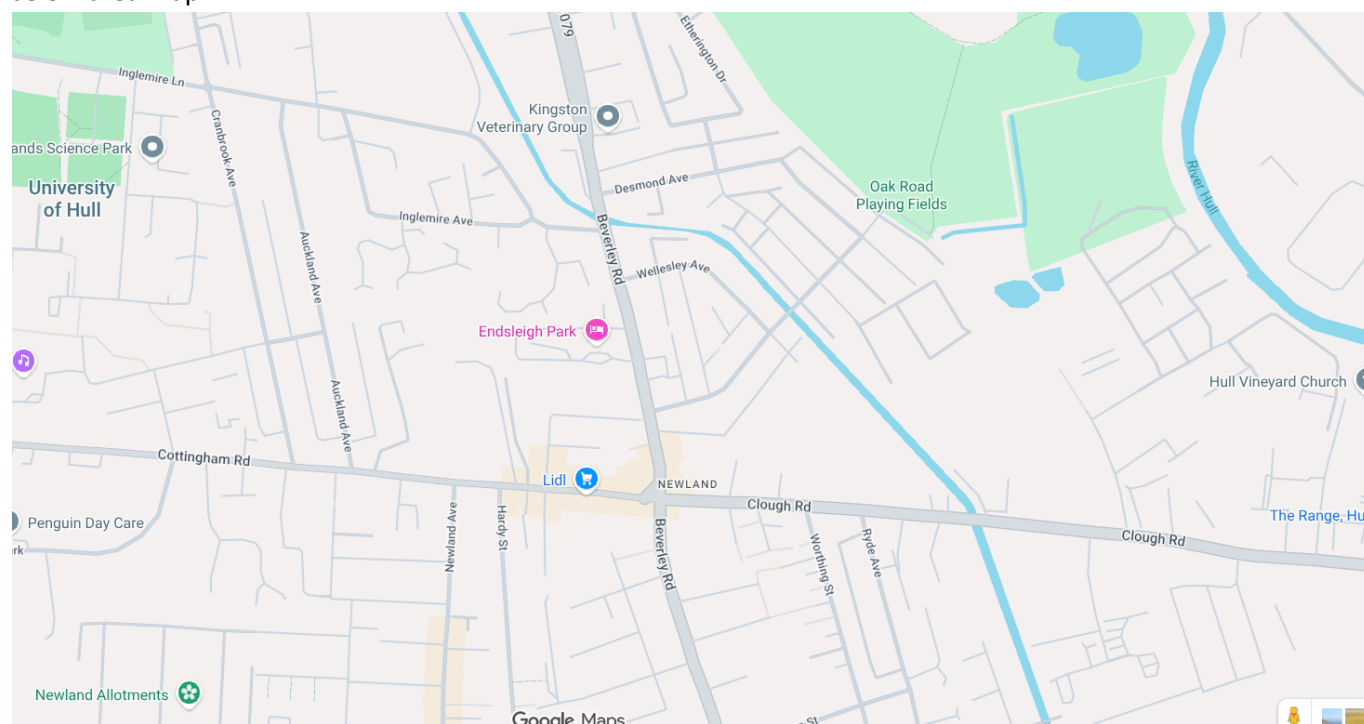
The localised procedures for the school/academy setting focus on the following key areas:

- Safe use of Minibuses
- Minimum Staff to Pupil Ratios
- Dress Codes/Identifiable Items for Pupils on School Trips

Should you have any concerns or questions relating to the localised procedure, in the first instance, please contact hello@nsj.hlt.academy

Local Area Visits

The boundaries of the local learning area for **Newland St. John's Church of England Academy** are shown on the below area map.



Local Area Visits
Relates to item 5.4 within the Trust Educational Visits and Trips Policy
Local area visits include the following frequently visited locations*:
<ul style="list-style-type: none"> ● Parks ● Local Churches ● University (Sports Ground) ● Museum ● Fire Station ● RSPCA
<i>*Please note this list is not exhaustive.</i>

Local Area Visits
Relates to item 5.4 within the Trust Educational Visits and Trips Policy
Standard Operating Procedures for Educational Visits and Trips in the Local Area
<p>The following are potentially significant issues/hazards within our extended locality*:</p> <ul style="list-style-type: none"> ● Road traffic ● Members of the public ● Animals ● Uneven surfaces and slips, trips and falls ● Weather conditions ● Activity specific issues when carrying out environmental field work (e.g. nettles, brambles, waste etc)
<i>*Please note this list is not exhaustive.</i>

Safe Use of Minibuses

Below is a list of all staff members who have authorised use of the school/academy's Minibus:

Staff Members Trained to Drive Minibuses		
Relates to item 8.4 within the Trust Educational Visits and Trips Policy		
Name of Staff Member	Role	Date MIDAS Training Completed
N/A - Newland St. John's C of E Academy does not have or use a minibus.		

Minimum Staff to Pupil Ratios

Below is a list of applicable staff to pupil ratios for different types of school trips utilised by our school/academy:

Staff to Pupil Ratios	
Relates to item 10.1 within the Trust Educational Visits and Trips Policy	
Type of Activity	Minimum Number of Staff to Pupil Ratios*
Local day trips, including the 'local area visits' (within school hours)	1 (Minimum 2) : 15
Day trips further afield (may start/end outside of school hours)	1 (Minimum 3) : 15
Any high risk activity (such as trips of an 'adventurous' nature)	1 (Minimum 3) : 10
Residential trips in the UK	1 (Minimum 3) : 10
Trips overseas	1 (Minimum 3) : 10
*Please note, the minimum staffing ratios listed above are based on educational visits and trips which do not involve any pupils with an EHCP or any considerable behavioural issues. Staffing ratios will be increased on a case-by-case basis according to need, at the discretion of the Principal.	

Staff to Pupil Ratios		
Relates to item 10.1 within the Trust Educational Visits and Trips Policy		
Type of Activity		Minimum Number of Staff to Pupil Ratios*
Local day trips (within school hours)	EYFS	1 : 5
	Year 1 - 2	1 : 8
	Year 3 - 4	1 : 10
	Year 5 - 6	1 : 10
Day trips further afield (may start/end outside of school hours)	EYFS	1 : 5
	Year 1 - 2	1 (Minimum 2) : 8
	Year 3 - 4	1 (Minimum 2) : 10
	Year 5 - 6	1 (Minimum 2) : 10
Any high risk activity (such as trips of an 'adventurous' nature)	EYFS	N/A
	Year 1 - 2	N/A
	Year 3 - 4	1 (Minimum 2) : 6
	Year 5 - 6	1 (Minimum 2) : 8

Residential trips in the UK	EYFS	N/A
	Year 1 - 2	N/A
	Year 3 - 4	N/A
	Year 5 - 6	1 (<i>Minimum 2</i>) : 8
Trips overseas		N/A
<p><i>*Please note, the minimum staffing ratios listed above are based on educational visits and trips which do not involve any pupils with an EHCP or any considerable behavioural issues. Staffing ratios will be increased on a case-by-case basis according to need, at the discretion of the Principal.</i></p>		

Dress Codes/Identifiable Items for Pupils on School Trips

Below is a list of acceptable dress and identifiers for pupils to wear on different types of school trips:

Acceptable Pupil Dress Codes/Identifiers	
Relates to item 12.6 within the Trust Educational Visits and Trips Policy	
Type of Activity	Appropriate Dress Code / Identifier
Local day trips (within school hours)	School uniform. All children must wear suitable comfortable shoes and bring outdoor clothing appropriate to the weather conditions.
Day trips further afield (may start/end outside of school hours)	School uniform. All children must wear suitable comfortable shoes and bring outdoor clothing appropriate to the weather conditions.
Trips of an 'adventurous' nature (e.g. rock climbing, water sports, skiing, etc)	Sports clothing appropriate for the activity the children will be involved in. This may mean tracksuit trousers/leggings; long sleeved tee shirt/hoodie. The children may be asked to bring their school jumper/wear a badge with the school logo on. The children may be asked to wear a ribbon/coloured velcro arm as a means of identification when a badge cannot be worn.
Residential trips in the UK	Sports clothing appropriate for the activity the children will be involved in. This may mean tracksuit trousers/leggings; long sleeved tee shirt/hoodie. The children may be asked to bring their school jumper/wear a badge with the school logo on. The children may be asked to wear a ribbon/coloured velcro arm as a means of identification when a badge cannot be worn.
Trips overseas	Non-uniform. The children will be asked to wear a badge with the school logo on, carrying a flag with school logo on, t-shirts printed with the same symbol/colour.