

Educational Visits and Trips Policy	
Localised School Based Procedures	
School Name:	St. James' CE Academy
Principal:	Julia Strickland
Educational Visits Coordinator (EVC):	Kerrie Todd/Julia Strickland
Designated Safeguarding Lead:	Julia Strickland
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.

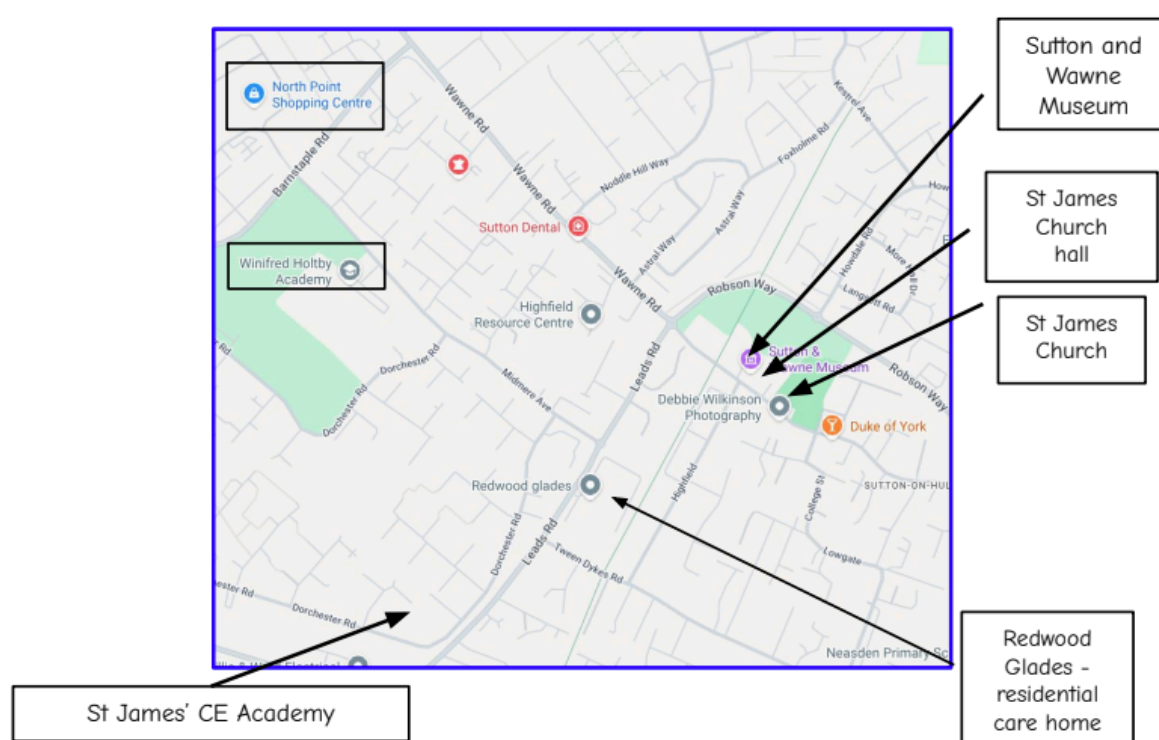
The localised procedures for the school/academy setting focus on the following key areas:

- 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@email address

Local Area Visits

The boundaries of the local learning area for St. James' CE 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*:
<p>Examples include:</p> <ul style="list-style-type: none"> • Parks • Sutton and Wawne Museum • St. James' Church and Church Hall • North Point Shopping centre • Redwood Glades Care Home <p><i>*Please note this list is not exhaustive.</i></p>

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> <p>Examples include:</p> <ul style="list-style-type: none"> • Road traffic • Members of the public & dog walkers • Uneven surfaces and slips, trips and falls • Weather conditions • Activity specific issues when carrying out environmental field work (e.g. nettles, brambles, waste etc) <p><i>*Please note this list is not exhaustive.</i></p>

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
Julia Strickland	Principal	04.11.2025
Michael Jowett	Year 6 Teacher	04.11.2025
Karen Ledger	TA	04.11.2025
Amanda Drury	Pastoral Lead	04.11.2025

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 (consisting of grey trousers/skirts, white polo shirt and red jump)
Day trips further afield (may start/end outside of school hours)	School uniform (consisting of grey trousers/skirts, white polo shirt and red jump)
Trips of an 'adventurous' nature (e.g. rock climbing, water sports, skiing, etc)	Non-uniform, Safety equipment provided by supplier as required for activity, pupils wear printed school identifying wristbands
Residential trips in the UK	Non-uniform, Safety equipment provided by supplier as required for activity, pupils wear printed school identifying wristbands
Trips overseas	N/A