

| Educational Visits and Trips Policy | |
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| Localised School Based Procedures | |
| School Name: | Burton Green Primary |
| Principal: | Ash McGann |
| Educational Visits Coordinator (EVC): | Ash McGann |
| Designated Safeguarding Lead: | Ash McGann |
| 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.

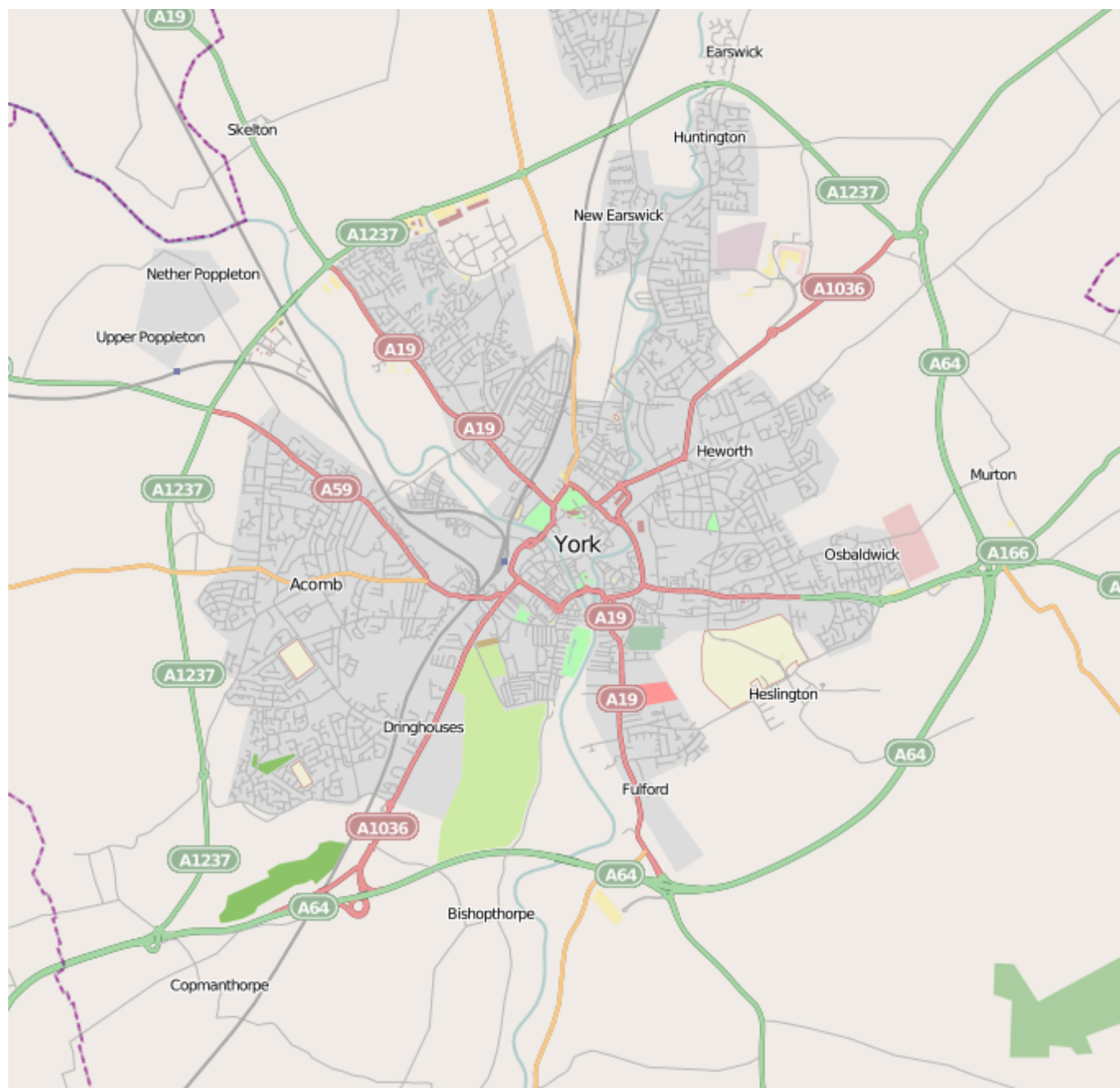
The localised procedures for the school/academy setting focus on the following key areas:

- 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@bgp.hlt.academy

Local Area Visits

The boundaries of the local learning area for **Burton Green Primary** 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"> • Swimming pool • Leisure centre • Parks • Museum • Care homes • Theatres • Shopping centre • Library <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> <ul style="list-style-type: none"> • Road traffic • Members of the public • Animals • Uneven surfaces and slips, trips and falls • Weather conditions • Rivers • 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 |
| Neale Holmes | Sports Specialist | 30/05/2025 |

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 |
| <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> | |

| 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 (Minimum 2) : 8 |
| Trips overseas | | N/A |
| <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> | | |

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) | Suitable clothing for the activity with a school jumper. |
| Day trips further afield (may start/end outside of school hours) | Suitable clothing for the activity with a school jumper. |
| Trips of an 'adventurous' nature (e.g. rock climbing, water sports, skiing, etc) | Suitable clothing for the activity with a school jumper. |
| Residential trips in the UK | Suitable clothing for the activity with a school jumper. |
| Trips overseas | Suitable clothing for the activity with a school jumper. |