

Educational Visits and Trips Policy

Localised School Based Procedures

School Name:	Manor CE Academy
Principal:	Jordan Cairns
Educational Visits Coordinator (EVC):	Paul Muskett
Designated Safeguarding Lead:	Louise Scaum
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@mce.hlt.academy

Local Area Visits

The boundaries of the local learning area for **MANOR CE ACADEMY** are shown on the below area map. The area is contained with the Outer Ring Road (A1237) and the A64 but also includes Tadcaster, Barlby, Selby & Sherburn as locations frequently visited for sporting fixtures.



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"> • Other Local Schools for sporting Fixtures • The University of York athletics centre • Local Churches • Care homes • Museum • 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 • The level crossing • 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) <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
Claire Mumford	Exams / CCF	11.05.2027
Gillian Hewitt	TA	01.07.2027
Stephen Sutherland	Maths / DoE	21.02.2028
Abi Clarke	Geography	21.02.2028
Tim Docwra	Computing	21.02.2028

Rebecca Passmore	Attendance	21.02.2028
Marion Hudson	Exams	05.02.2029
Duncan Fraser	Maths	29.02.2029
Lee Wadsworth	Facilities	11.03.2029
Patrick Tasker	PE / DoE	11.03.2029
Elaine Stephens	CCF / Catering	11.03.2029
Carlena Houldsworth	PE	11.03.2029
Tom Candlin	Science	14.03.2029
Rachael Harrower	PE	14.03.2029
Nick Turnbull	PE	14.03.2029
Mark Willoughby	PE	14.03.2029

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 (<i>Minimum 2</i>) : 15
Day trips further afield (may start/end outside of school hours)	1 (<i>Minimum 3</i>) : 15
Any high risk activity (such as trips of an 'adventurous' nature)	1 (<i>Minimum 3</i>) : 10
Residential trips in the UK	1 (<i>Minimum 3</i>) : 10
Trips overseas	1 (<i>Minimum 3</i>) : 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>	

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)	Wherever possible students should remain in full school uniform for identification and monitoring purposes. For sporting fixtures team kits or PE kits would be an appropriate alternative.
Day trips further afield (may start/end outside of school hours)	If students are representing the school for an activity then school uniform or team/PE kit should be worn if appropriate. In most cases school uniform is unlikely to be appropriate for the activity, in which case sensible non-uniform should be worn. This should follow the same criteria which is applied to non-uniform worn in school and be suitable for the activities to be undertaken on the trip.
Trips of an 'adventurous' nature (e.g. rock climbing, water sports, skiing, etc)	Appropriate clothing for the activity must be worn. Where clothing/safety equipment is hired/borrowed then sourcing matching items where possible is recommended to allow for quick identification.
Residential trips in the UK	Residential trips usually include a "trip hoodie" which allows for quick identification of students - a highly visible colour is recommended for this purpose. Students can be advised when the hoodie must be worn (e.g. at service stops, in crowded areas) as it is not practical to expect it to be worn continuously.
Trips overseas	Overseas trips usually include a "trip hoodie" which allows for quick identification of students - a highly visible colour is recommended for this purpose. Students can be advised when the hoodie must be worn (e.g. at service stops, in crowded areas) as it is not practical to expect it to be worn continuously.