

## Educational Visits and Trips Policy

### Localised School Based Procedures

<b>School Name:</b>	George Pindar School
<b>Principal:</b>	Lesley Welsh
<b>Educational Visits Coordinator (EVC):</b>	Blake Murray
<b>Designated Safeguarding Lead:</b>	Lesley Welsh
<b>Implementation Date:</b> <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.

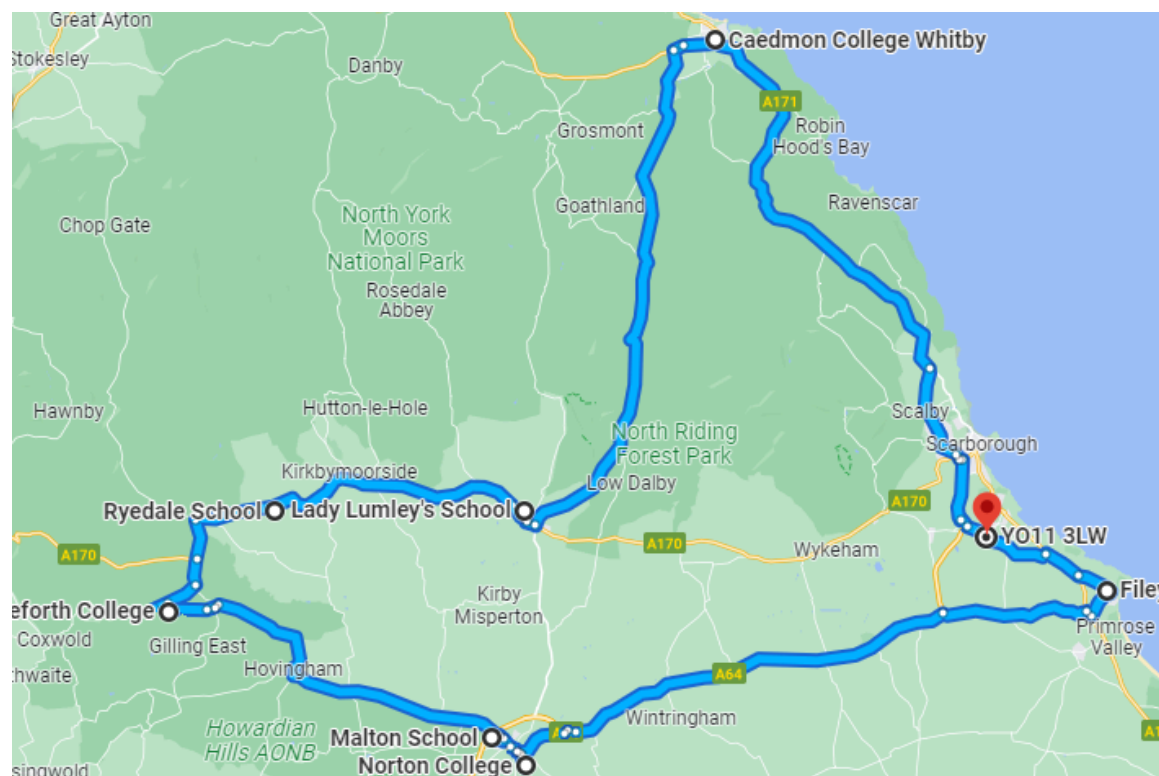
The localised procedures for the school/academy setting focus on the following key areas:

- 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@gps.hlt.academy](mailto:hello@gps.hlt.academy)

### Local Area Visits

The boundaries of the local learning area for **George Pindar School** are shown on the below area map.



Local Area Visits
<b>Relates to item 5.4 within the Trust Educational Visits and Trips Policy</b>
Local area visits include the following frequently visited locations*:
<ul style="list-style-type: none"> <li>● Scarborough Engineering Week at the Scarborough Spa</li> <li>● Post-16 providers including Scarborough Tec and Scarborough Sixth Form College</li> <li>● St Cecilia's Care Home</li> <li>● Stephen Joseph Theatre</li> <li>● Eastfield Library</li> <li>● Other local schools where the majority of fixtures take place: <ul style="list-style-type: none"> <li>○ Graham School</li> <li>○ Scalby Academy</li> <li>○ Filey Academy</li> <li>○ St Augustine's Catholic School</li> <li>○ Coventry University (Scarborough Campus)</li> <li>○ Lady Lumley's Academy</li> <li>○ Ryedale School</li> <li>○ Malton School</li> <li>○ Norton College</li> <li>○ Whitby School (Prospect Hill and Airy Hill sites)</li> <li>○ Scarborough Rugby Club</li> <li>○ Malton &amp; Norton RUFC</li> <li>○ Scarborough College</li> <li>○ Ampleforth College</li> </ul> </li> </ul>
<i>*Please note this list is not exhaustive.</i>

Local Area Visits
<b>Relates to item 5.4 within the Trust Educational Visits and Trips Policy</b>
<b>Standard Operating Procedures for Educational Visits and Trips in the Local Area</b>
<p>The following are potentially significant issues/hazards within our extended locality*:</p> <ul style="list-style-type: none"> <li>● Road traffic.</li> <li>● Other people / members of the public / animals.</li> <li>● Losing a student.</li> <li>● Uneven surfaces and slips, trips, and falls.</li> <li>● Weather conditions.</li> <li>● Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).</li> <li>● Activity specific issues when playing sport</li> </ul>
<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
Helen Davies	School Administrator	15.09.2025
Emma Emmerson	Technician	18.04.2023
Claire Matson	Learning Resource Centre Manager	23.05.2024
Lauren Simpson	Subject Leader of PE	18.04.2023
Elliot Traves	Head of Owl House	20.10.2022
Sophie Trotter	ARC Tutor	12.09.2023
Aaron Virr	Subject Leader of Computing	15.09.2025
Mark Ward	Support Services Manager	12.09.2023

### 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
<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)	School uniform consisting of a jumper, polo shirt, trousers or skirt and black trainers or shoes or PE kit for fixtures.
Day trips further afield (may start/end outside of school hours)	Depending on the activity, students will wear school uniform consisting of a jumper, polo shirt, trousers or skirt and black trainers or shoes or PE kit for fixtures or their own clothes which must be appropriate for the activity and for expected weather conditions. This will be explained to parents in letters home.
Trips of an 'adventurous' nature (e.g. rock climbing, water sports, skiing, etc)	Students' own clothes which must be appropriate for the activity and for expected weather conditions.
Residential trips in the UK	Students' own clothes which must be appropriate for the activities to be undertaken and for expected weather conditions. Students will wear a hoody with the school name on.
Trips overseas	Students' own clothes which must be appropriate for the activities to be undertaken and for expected weather conditions. Students will wear a hoody with the school name on.