

Educational Visits and Trips Policy

Localised School Based Procedures

School Name:	Liberty Academy
Principal:	Louise Beasley
Educational Visits Coordinator (EVC):	Lewis Clark
Designated Safeguarding Lead:	Angela Drinkall
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.

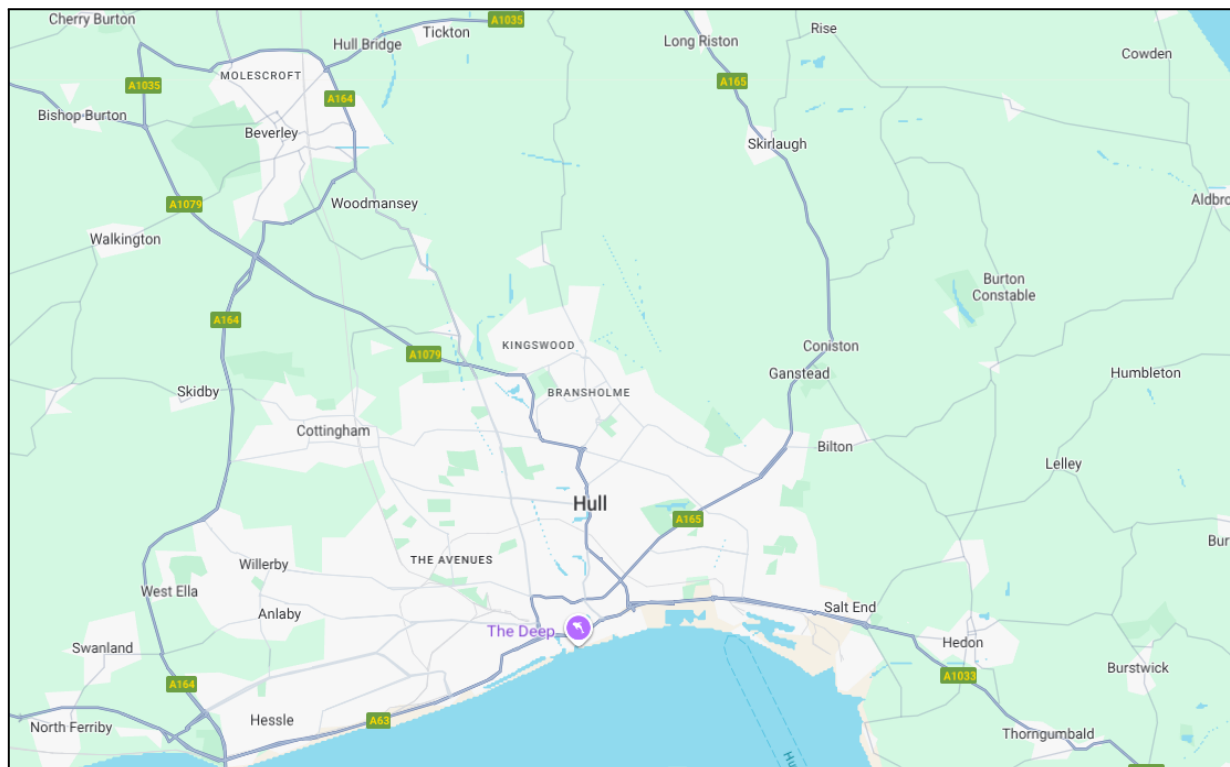
The localised procedures for the school/academy setting focus on the following key areas:

- 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@lib.hlt.academy

Local Area Visits

The boundaries of the local learning area for **Liberty 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*:
Venues, providers or activities that are within the city of Hull, including other secondary schools within the surrounding areas. Examples include: • Sports fixtures at other local schools • University • College • Swimming pool • Leisure centre • Parks • Museum • Care homes • Theatres • Shopping centre/mall • Library <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
The following are potentially significant issues/hazards within our extended locality*. Examples include: • Sports injuries • 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
Glen Groizard	Service Support Manager	19/07/2024
Dave Smith	Facilities	08/12/2021
Carl Stead	Teaching Staff	08/12/2021
Pete Grayburn	Teaching Staff	15/07/2024
Jason Fillingham	Senior Cover Supervisor	15/07/2024
Jacob Sweeting	Teaching Staff	19/07/2024
Tom Allinson	Attendance Officer	15/07/2024
Eleanor Fairbank	Teaching Staff	19/07/2024
Lee Hall	Teaching Staff	20/06/2025
Kieran Moran	Teaching Staff	20/06/2025
Ali Lockam	Teaching Staff	20/06/2025
Matt McGrath	Teaching Staff	20/06/2025
Paul Watkin	Facilities	20/06/2025

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 (<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

**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.*

***Please note, it has been agreed with the Trust Operations Manager that one member of staff is sufficient and appropriate at certain times, e.g. supporting a PE fixture (during/after school), supporting a small number of students to a local venue/event, etc.*

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)	Where appropriate, the school uniform will be worn. Where it is not appropriate, non-uniform will be worn with a clear identifier, e.g Liberty Lanyard.
Day trips further afield (may start/end outside of school hours)	Where appropriate, the school uniform will be worn. Where it is not appropriate, non-uniform will be worn with a clear identifier, e.g Liberty Lanyard.
Trips of an 'adventurous' nature (e.g. rock climbing, water sports, skiing, etc)	Where possible, suitable clothing will be worn from the same supplier. Where it is not possible, suitable non-uniform will be worn with a clear identifier, e.g Liberty Lanyard.
Residential trips in the UK	Suitable non-uniform will be worn with a clear identifier, e.g Liberty Lanyard. On some trips, staff may organise the purchase of identifiable clothing from the same supplier, e.g hoodies, t-shirts, etc.
Trips overseas	Suitable non-uniform will be worn with a clear identifier, e.g Liberty Lanyard. On some trips, staff may organise the purchase of identifiable clothing from the same supplier, e.g hoodies, t-shirts, etc.