

Educational Visits and Trips Policy	
Localised School Based Procedures	
School Name:	Aspire Academy
Principal:	Stacey Ward
Educational Visits Coordinator (EVC):	Louise Forrest
Designated Safeguarding Lead:	Claire Boyton
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:

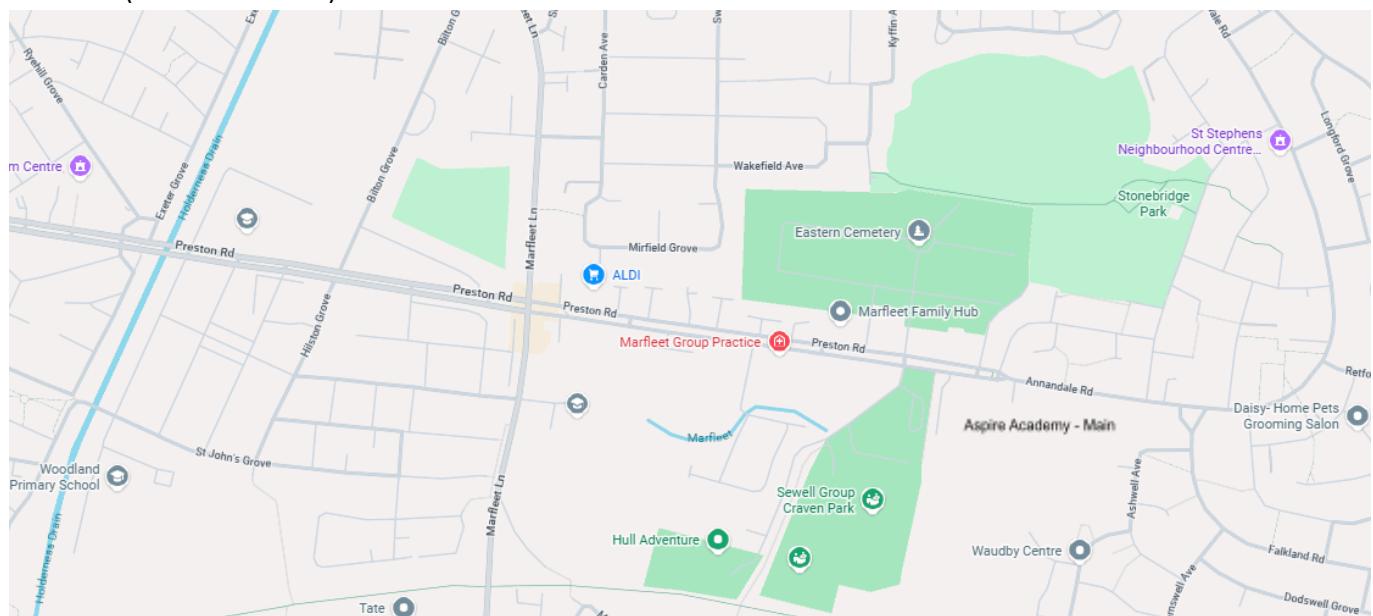
- Local Area Visits
- Safe use of Minibuses
- Minimum Staff to Pupil Ratios
- Dress Codes/Identifiable Items for Pupils on School Trips

Should you have any concerns or questions relating to the localised procedure, in the first instance, please contact hello@asp.hlt.academy

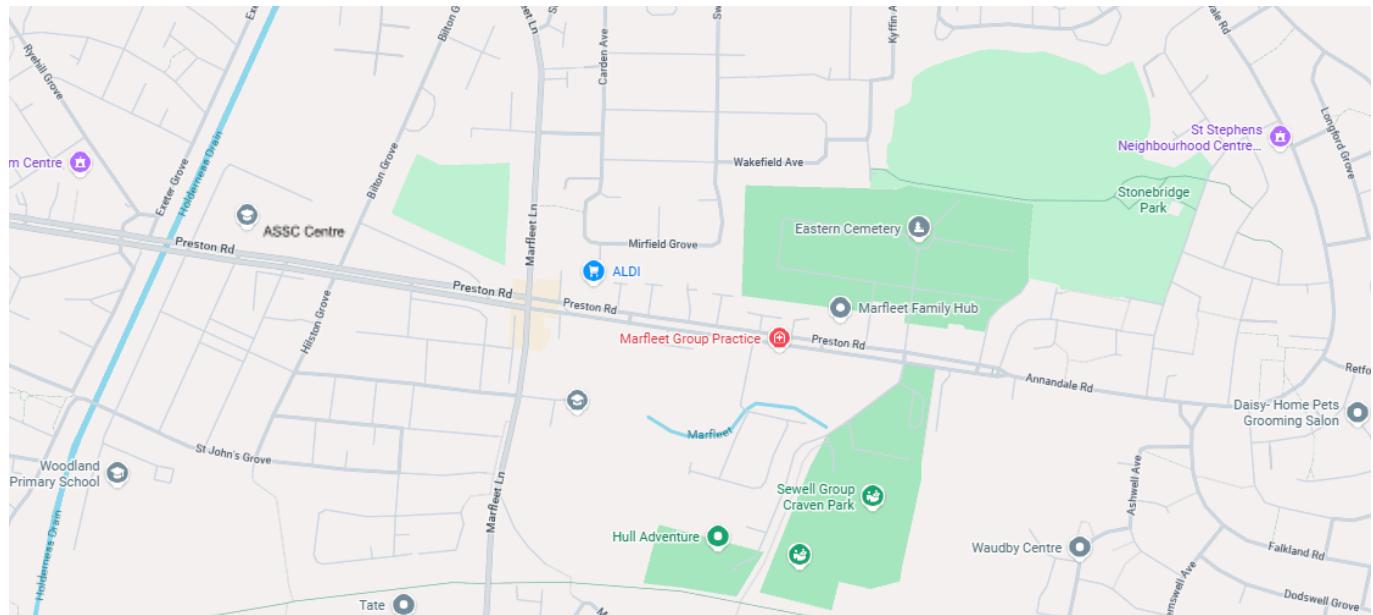
Local Area Visits

The boundaries of the local learning area for **Aspire Academy** are shown on the below area map.

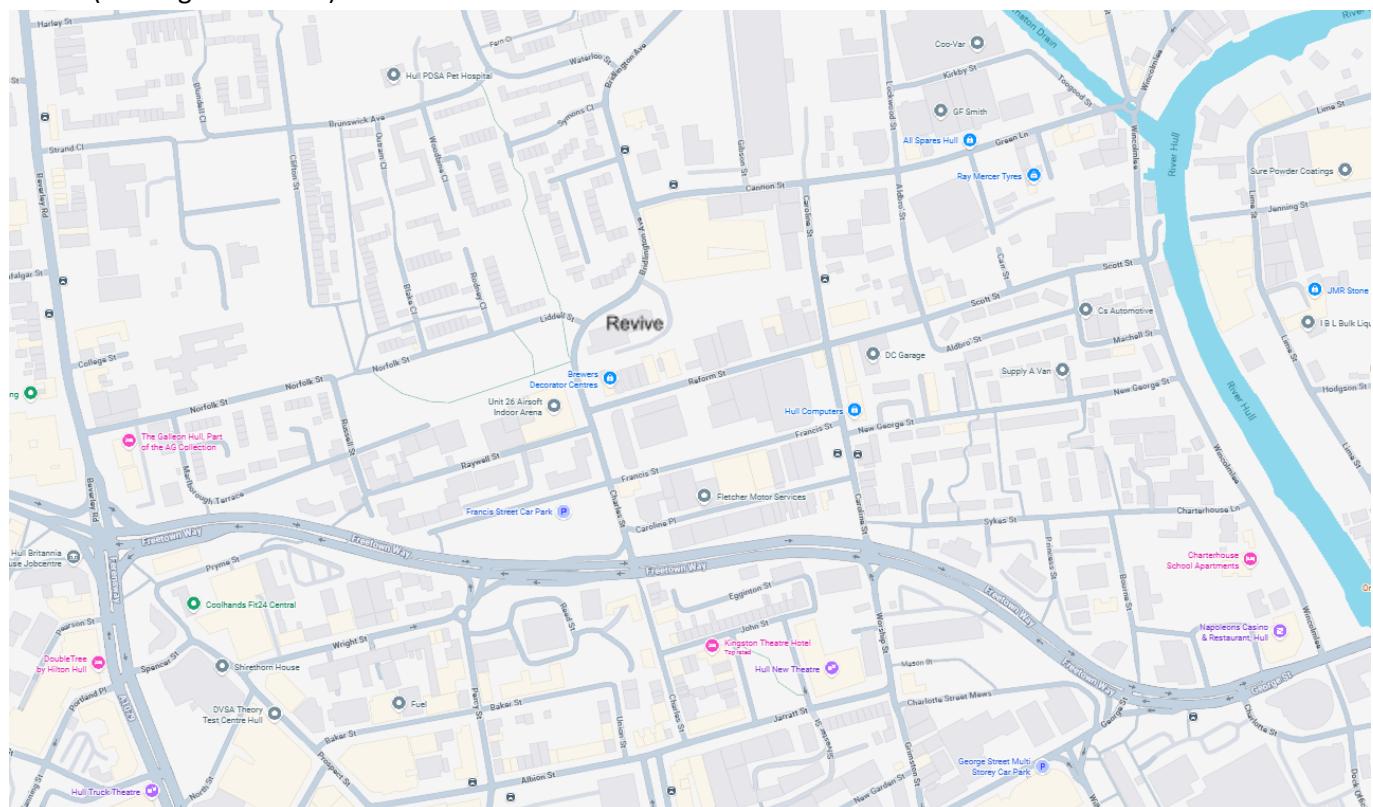
Main Site (Annandale Road)



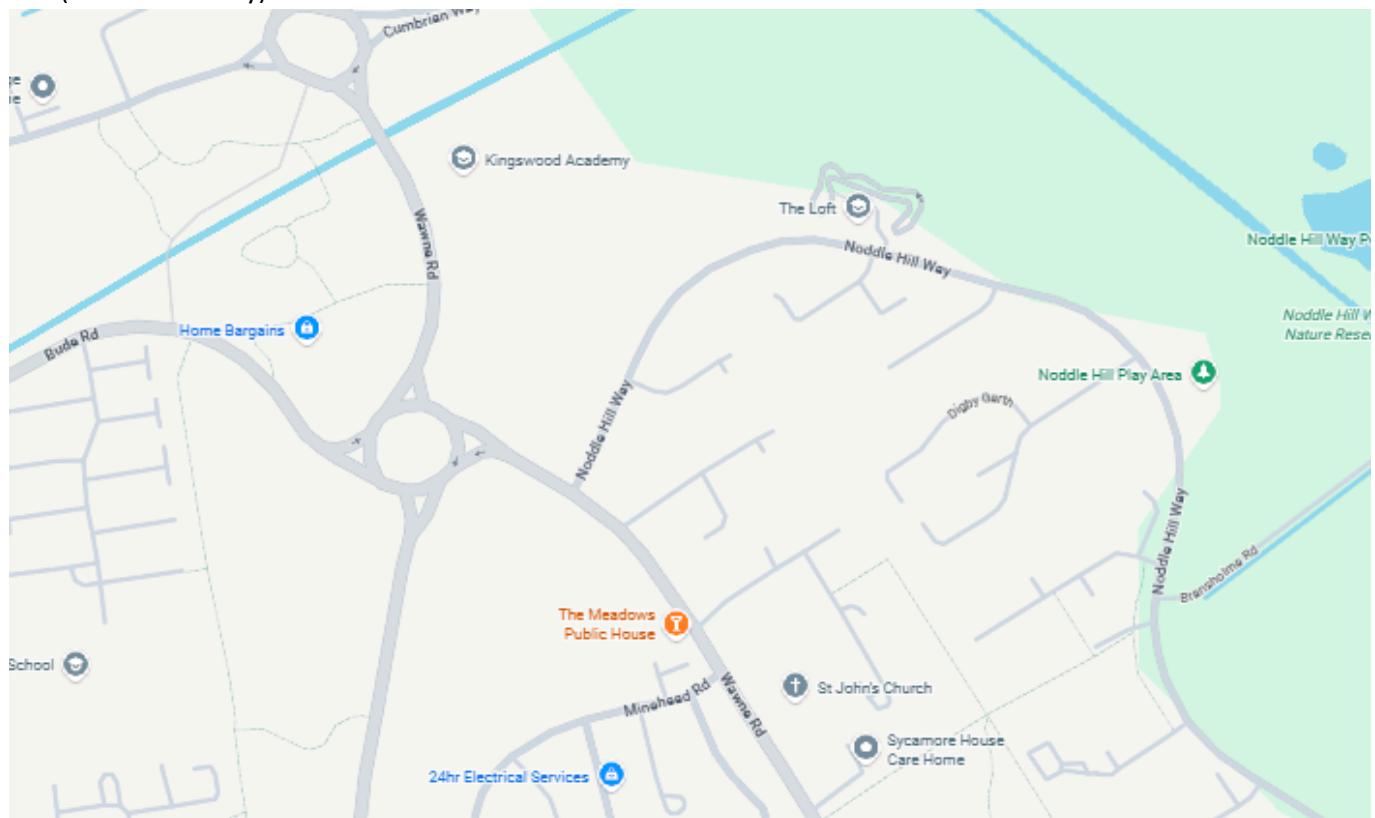
ASSC Centre (Preston Road)



Revive (Bridlington Avenue)



Loft (Noddle Hill Way)



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*:

Examples include:

- Visits to local shops (curriculum / learning focused)
- Visits to sports facilities nearby
- Visits to other Academy sites
- Swimming pool
- Leisure centre
- Parks
- Museum
- Care homes
- Theatres
- Shopping centre/mall
- Library

*Please note this list is not exhaustive.

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 • Uneven surfaces and slips, trips and falls • Weather conditions • Activity specific issues when carrying out environmental field work (e.g. nettles, brambles, waste etc) • Closeness to the River Hull and Noddle Hill Pond (additional risk measures should be in place if either of these areas are a focus for an off site visit <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
David Shipp	Teacher	19/07/2024
David Fletcher	Teacher	18/07/2024
Jon Mckenzie	Teacher	18/07/2024
Nathan White	Teaching Assistant Grade 6	18/07/2024
Steve Jackson	Driver	18/07/2024
Will Charlton	Teacher	19/07/2024
Luke Flanagan	Teacher	19/07/2024
Laura Frederick	Teaching Assistant	19/07/2024
David Thomas	Teacher	19/07/2024

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)	2 : 8
Day trips further afield (may start/end outside of school hours)	4 : 15
Any high risk activity (such as trips of an 'adventurous' nature)	4 : 10
Residential trips in the UK	4 : 10
Trips overseas	4 : 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.*

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)	Uniform for any formal visits to Colleges / Providers / Local Businesses and non-sporting / practical enrichments Non uniform for any enrichment trips / sporting and practical enrichments. This must be appropriate for a school setting and for the activities planned.
Day trips further afield (may start/end outside of school hours)	Uniform for any formal visits to Colleges / Providers / Local Businesses and non-sporting / practical enrichments Non uniform for any enrichment trips / sporting and practical enrichments. This must be appropriate for a school setting and for the activities planned.
Trips of an 'adventurous' nature (e.g. rock climbing, water sports, skiing, etc)	Non uniform for students, appropriate to the activity. Where needed, the Academy will support with acquiring / purchasing appropriate wear for any activities that might require specific clothing (e.g. overalls)
Residential trips in the UK	Non uniform for students, appropriate to the activity.
Trips overseas	Non uniform for students, appropriate to the activity. Aspire hoodies provided of the same colour for students and staff to wear as identifying markers.