



## **School Tour/Outings policy**

Taking into account the age and interest of the children and the curriculum being covered, school tours will be arranged by the school to present the children with a new environment in which they can observe, investigate and relate their findings to their own environment.

The frequency, duration and destination of tours will be arranged at the discretion of the class teacher and in consultation with the principal.

### **Transport**

The teacher/organiser of the tour will ensure that: -

- The driver will have knowledge of and follow the itinerary and timetable of the tour. The driver is responsible for driving the bus safely. However, as the teacher has overall responsibility for the children's safety on a school trip s/he has the right to intervene if it is felt that the safety of the children is compromised.
- The consumption of food and singing on the bus-at an acceptable level – will be at the discretion of the teacher and in consultation with the driver.
- Buses will be left as they are found.
- The driver should provide the teacher with a contact mobile phone number.
- The teacher will check that all children, once seated, put on their seatbelts.

### **Cost**

The teachers will ensure that the cost of the tour is reasonable and represents value for money.

Spending money: Teachers will discuss this as appropriate with the pupils.

Parents are asked to pay for the tour through Aladdin.

### **Children's phones/other technology**

Children are not allowed to bring phones, ipods, games consoles etc on tours. Any such equipment found will be confiscated by teachers and given back at the end of the tour.

Teachers will not accept responsibility for loss or damage to such items.

Teachers will choose a venue suitable for their own classes and will ensure that venues are suitable for pupils with special needs.

### **Venue**

- Tours will be booked as early as possible.
- The teachers will be 'au fait' with the venue, with particular reference to educational opportunities afforded, services available (phone, toilets, emergency facilities) and possible risks associated with the activity.

### **Informing Parents**

Teachers will ensure that Parents are given sufficient notice of the School Trip. Parents will be given information about:

- cost
- details of the itinerary and destination
- special clothing requirements as necessary
- packed lunch requirements as necessary

Parents are required to sign a consent form for each child travelling. This form can be on Google Forms. The teacher in charge will bring contact details for all parents/guardians of all children on the tour.

### **Weather Conditions**

It is essential that all children bring rainwear. For some venues a change of clothes will also be necessary

### **Tour Kit**

Teachers will take a tour kit on all outings. The kit will contain: -

- Basic first aid materials
- Refuse bags
- Mobile phone
- List of pupils' names and contact telephone numbers
- Money
- Sunscreen

### **Reports**

Where problems arise either with venue or transport, teachers will report back to the school and discuss it with the Principal. All pupil injuries must also be reported.

### **Conduct on school outings**

Pupil's behaviour on outings must comply with the standard set down in the School's Code of Behaviour.

Where it is felt that a child's conduct would pose a safety risk or inhibit the educational benefit for self or others, the teacher in consultation with the principal may refuse the child permission to travel. The child will come to school as usual on that day. Parents will be advised of this in advance.

In the event that a child's behaviour doesn't comply with the school's code of behaviour on a school trip, the teacher will immediately contact the principal and parents to advise them of this. If feasible, the parents will be asked to collect the child. If this is not practicable the child will be required to remain with the teacher in charge for the remainder of the trip and will not be allowed to take part in activities that might endanger him/herself or others.

The school and teachers will not be responsible for pupils' belongings, especially expensive items such as cameras, ipods, mobile phones etc.

### **Safety and Supervision**

Teachers will be extra vigilant when taking children out of the school. Special attention will be paid to: -

- behaviour on the bus
- risks posed by particular venues

The ratio of adults to children is to be decided on an individual basis and is dependant on the venue and the supervision provided there, but must be a minimum of 1:15.

In the unlikely event that a child does not choose to go on a school trip, the child will be supervised in another class in school for the day.

### **Teachers' checklists**

*Before the tour.*

Teacher will ensure:

- Appropriate venue is booked
- Transport is booked
- Timetable organised
- Adequate supervision and pupil:teacher ratio calculated
- Parents informed by email and consent form signed.

Include:

- Itinerary and information
- Timetable
- Cost
- Lunch arrangements
- necessary clothing (including sunhats where necessary)
- contact mobile phone number

*Day of Tour*

Teachers will ensure that the following is brought on the trip:

- cheques for venues (as necessary)
- cheques for bus (as necessary)
- money
- consent forms/contact numbers
- mobile phone for emergency
- any necessary medication for individual children

Tour Kits should contain:

- First aid materials as per school's policy
- Refuse sacks
- Illness basins
- Sunscreen

*After tour*

Report back to office

Thank parents/helpers as appropriate

This policy ratified by the Board of Management at its meeting on June 14<sup>th</sup> 2023

Signed: Michael Lunde Chairperson BOM

Date: 14/6/23