

School Tours/Excursions Policy

Introduction

This policy was drawn up by the staff and circulated to the Board of Management (BOM) and Parents Association for observations and feedback. Taking into account the age and interests 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.

Tours will be arranged at the discretion of the class teacher/class groupings

Rationale

The need for this policy arises due to children being exposed to a wide variety of different experiences while on school outings, and the necessity to have a framework for good practice in place to cover all eventualities.

Aims

- To ensure all practical possibilities are covered in reducing the exposure of children to any safety risks while on outings
- To safeguard all pupils
- To provide an enjoyable educational experience for all children

Policy Content

The tours are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value. No teacher is responsible for more than 20 pupils. It is school policy to assign individual groups of 10/15 children approximately to individual teachers. This becomes possible as support teachers accompany mainstream classes on school outings.

- Children must obey their supervisors at all times

- Children must remain seated while the bus is in motion
- Children must remain with their allocated grouping and supervisor at all times
- Children will line up in their individual groups on disembarking from the bus
- Roll calls/head counts are taken when children return to the bus after each segment of the tour
- Healthy eating policy for school exists on tour with the exception of one treat.

Success Criteria

- Positive experiences for all
- Children having a safe enjoyable experience
- Teacher/Parent Satisfaction

Review

Policy to be reviewed on a biannual basis.

Lead Teacher

When a class group is going on a school tour together, one teacher takes the role of “Lead Teacher”. If there is only one class, that teacher is the lead teacher. The Lead Teacher must fill in the School Tour Information Part 1 (appendix A) and return to the principal to be signed off. The lead teacher must also fill in Part 2 (appendix B) Checklist on the day of the tour.

Transport

The lead organiser of the tour will ensure that the bus is booked by secretary and payment organised in a timely fashion

- Name of driver is given to secretary with mobile contact number
- All consent forms have been received and filed with secretary or consent given via Aladdin connect.
- Pupils not going on trip have been assigned a class and Principal informed.

Conditions of Hiring

All transport supplied, will be suitable and well-maintained. Teachers have the right to refuse any bus they find unsuitable for their outing. If the bus proves unsuitable a replacement will be supplied or the money refunded

The driver will be used to dealing with children and have a thorough knowledge of and follow the itinerary and timetable for the tour. The driver is responsible for the safety of the children while they are travelling, but teachers have the right to intervene if it is felt the the safety of the children is compromised:

- The group will have access to the bus for the full day
- If the weather conditions are unfavourable the group will have the use of the bus for sheltering or for eating lunch.

- Children are not to eat
- Buses will be left as they were found

Tour Kit

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

- First aid materials, refuse and illness bags, kitchen roll, wipes and any medical requirements of Pupils e.g. ePipen
- Spare trousers/underwear

Cost

The teachers will ensure that the cost of the tour is reasonable and represents value for money. Parents will be given the option of paying via Aladdin in installments.

Spending money

Children in Nano are not to bring spending money on any school tours.

Venue

Tours will be booked early in the 1st or 2nd term for a date in the 3rd term. Teachers will be conscious of the likely "busier" days. Where more than one class travels, one teacher will accept the role of "leader". The teacher will be "au fait" with venue, with particular reference to educational opportunities afforded, and services available (phone, toilets, emergency facilities). Where no phone facilities exist, the leader will have a pre-arranged plan to deal with emergencies. All teachers should carry personal mobile phones or use school mobile phone.

Weather Conditions

Rain gear will be essential for all children and a change of clothes may be necessary, depending on the venue and weather forecast.

NB: Teachers will ensure that venues are suitable for pupils with special needs.

Uniforms

Teachers travelling together will decide whether uniform/track suits should be worn.

Reports

Where problems arise either with venue or transport teachers will report back to the transport/tour organiser. This matter must immediately be brought to the attention of the Principal. If any mishap or accident befall anyone while on tour **an accident report form must be filled in.**

Conduct on Tours

Pupils' behaviour on tours will comply with the standard set down in the School's Code of Discipline. In certain circumstances parents may be asked to agree to a contract on behaviour.

Pupil Exclusion from tours

- **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/principal may refuse the child permission to travel.**
- **Pupils who have had an exceptional number of bookings/Blue cards may be refused permission to go on the tour**
- **Parents will be advised of this in advance.**

Safety and Supervision

Teachers will be extra vigilant when taking children out of the school. Special attention will be paid to - Road Safety, Behaviour on bus, Risks posed by particular venues (e.g. adventure playgrounds etc.). The minimum supervision ratio will be **10:1 (pupil:adult).**

Informing Parents

Teachers will ensure that Parents are given sufficient notice of:

- Itinerary & Timetable
- Cost
- Special clothing necessary and packed lunch (no glassware)
- Pupil exclusions.

Fieldtrips

- Fieldtrips which relate to a particular curricular area are encouraged. These trips can range from simple walks around the school to organised trips to relevant places of interest.
- The principal must be informed in advance if it is proposed that a class leave the school grounds.
- Teachers are encouraged to plan and prepare children in advance of the trip and to carry out some follow up work in the classroom following the fieldtrip.
- Teachers should ensure adequate supervision at all times. Where necessary, an SNA or parent / guardian should accompany the class on the trip.
- Children should be appropriately dressed for the fieldtrip e.g. raingear, suitable footwear etc.
- No child is to be refused participation in any proposed activity because of family inability to pay.

- Buses booked for fieldtrips must be fitted with individual seatbelts and these should be worn by all children.

Consent

Written consent by Parent on form or through Aladdin Connect

Ratified by BOM

Signed: _____

Chairperson of the BOM

Date: _____

Appendix A

School Tour Information – PART 1

Date: _____ Location: _____ Eircode: _____
Phone No: _____

Lead Teacher: _____ Year Group: _____

Pupil/Adult Ratio is 10:1 minimum.

Other Teachers:

SNAs: _____

Any other staff supervising:

Parents: _____

Expected time to be back at school: _____

Consent forms or Aladdin Permissions? _____

Cost of Tour: _____ Cost of Transport: _____

Bus Company & number: _____

Location suitable for any children with special needs? _____

List of pupils not going on tour:

Name	Reason	Parents Contacted

Arrangements made for students not going on tour:

Lead Teacher sign: _____

Date: _____

Principal sign: _____

Date: _____

Checklist on the day of tour.

- ☐ Mobile Phone – Charged & with Credit
- ☐ School Contact Number
- ☐ Class list Contact Details
- ☐ First Aid Kit
- ☐ Paper towels / napkins /wipes
- ☐ Plastic bag for rubbish
- ☐ Plastic bags as precaution for travel sickness
- ☐ Bottle of water
- ☐ Whistle
- ☐ Change of trousers/underwear
- ☐ Medication (e.g. EpiPen/inhaler) for child with medical needs
- ☐ Lunches and drinks for students
- ☐ Consent given for all students to go on tour
- ☐ Child/Adult Ratio 10:1
- ☐ Revised Code of Behaviour/school rules for tour with class