



St. Patrick's NS Strangsmills

School tour and outings policy

Devised: 2023

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Introduction

This policy was drawn up by the staff and circulated to the 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 teachers.**

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 risk on outings
- To provide an enjoyable educational experience for all children

Policy Content

It has been the policy of the school over the years to organise separate tour dates and destinations for;

- infant Classes
- 1st and 2nd classes
- 3rd and 4th classes
- 5th and 6th classes

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. SNAs will travel on tours with children who have SNA access. It is school policy to assign individual groups of children to individual teachers. This becomes possible as support teachers or principal 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

Transport

The transport organiser (school secretary) of the tour will ensure that:

- Tenders are sought for all tours
- A form of transport, appropriate to the distance and the numbers travelling will be chosen
- The bus company/suppliers and drivers accept the following conditions.

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.
- The consumption of food(snacking) and singing on the bus - at an acceptable level - will be at the discretion of the teacher in consultation with the driver
- Buses will be left as they were found

Tour Kit

Leaders will take a tour kit on all outings. These will be available from the office. The kit will contain:

- ✓ First aid materials, refuse and illness bags, kitchen roll
- ✓ Class lists including parent contact details
- ✓ Medical equipment such as epi-pens, inhalers etc
- ✓ Mobile phone/teachers mobile phone
- ✓ Teacher will ensure they have contact details for the venue and a cheque to pay the venue

Cost

The teachers will ensure that the cost of the tour is reasonable and represents value for money. All children will be actively encouraged to save towards the cost of the tour.

Venue

Tours will be booked early in the 2nd term. Teachers will be conscious of the likely "busier" days. Not more than two classes will travel together, unless venue and transport arrangements warrant otherwise.

Weather Conditions

Rain and head gear will be essential for all children and a change of clothes may be necessary, depending on the venue. Sun cream may also be necessary in the case of warm weather.

Tours list

A list of suitable tours locations for all classes will be available. Teachers will ensure that venues are suitable for pupils with special needs.

Uniforms

School tracksuits will be worn on school tours.

Reports

Where problems arise either with venue or transport teachers will report back to the transport/tour organiser who will in turn will discuss it with the Principal.

Conduct on Tours

Pupils' behaviour on tours will comply with the standard set down in the School's Code of Behaviour. Mobile phones are not permitted on tours. In certain circumstances parents may be asked to agree to a contract on 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 may refuse the child permission to travel. 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 20:1 (adult).

Informing Parents

Teachers will ensure that Parents are given sufficient notice of:

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

Other school outings

School outings 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 SET should accompany the class on the trip.

Children should be appropriately dressed for the fieldtrip e.g. raingear, suitable footwear, sun cream applied 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.

Success Criteria

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

Implementation, Review and Communication

The Board of Management will monitor the implementation of all aspects of this policy and amend as required. The policy will be reviewed, as necessary, in the light of experience.

Ratification

This policy was adopted and ratified by the Board of Management on *April 25th 2023*.

Signed: _____ **Date:** _____

Kieran Leahy

Chairperson, Board of Management