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Policy on School Tours and Outings

Rationale

The need for this policy arises due to children being exposed to a wide variety of different experiences while on school outings.

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

Educational trips and outings are held occasionally throughout the year. When appropriate some preparatory and follow up work may be done to maximise educational value.

Parents will be informed in advance of any relevant information including cost. On occasion a parent/guardian may be asked to accompany a class on a school trip. There will always be at least two adults in attendance on a school trip. The additional adults may be a teacher, SNA or parent when appropriate. If a child has any special needs a parent/guardian may be asked to accompany the child.

Children may not be permitted to go on a school tour in the following conditions:

- If the child's behaviour is a potential health and safety risk to him/herself and/or other children/adults and would inhibit the participation of other children in activities.

This decision will be made at the principal's discretion in consultation with relevant staff members.

Transport

The person organising transport will ensure the following:

- A form of transport appropriate to the distance and numbers will be chosen
- The bus company and drivers accept the following conditions.
- A risk assessment form is filled in before the trip - see attached.

Conditions of hiring:

- All transport will be suitable and well-maintained. If the bus proves to be unsuitable a replacement will be supplied or the money refunded.

- The driver will 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 safety of children is compromised.

Tour Kit

Adults on school trips will carry a mobile phone and a pack which includes the following:

- refuse sacks and illness bags
- Antiseptic wipes
- Sterile dressing
- any relevant medication approved for use e.g. inhaler
- Gloves

Conduct

The general rules to be remembered on tours are:

- Children must obey supervising adults at all times.
- Children must remain seated with their seat belt on while the bus is moving.
- Children must remain with their allocated group and supervisor at all times unless instructed to do otherwise by the supervising adult.
- Children line up when disembarking from the bus.
- Class teachers will make sure they take a roll call before the trip and every time children get on and off the bus a head count will be done to confirm attendance.
- A member of staff will be the point of contact with the principal.

Safety and Supervision

Teachers will be extra vigilant when taking children out of the school. Special attention will be given to road safety, behaviour, risks posed by particular venues.

Informing parents

Teachers will ensure that parents are given sufficient notice of the date, time, cost and mode of transport involved in school trips as well as any other relevant information.

Date of policy adoption: This policy was adopted by the Board of Management on

21/2/2023 .

Signed: _____
Principal

Signed: _____
Chairperson