

Scoil Íosagáin

Policy on: School Tours/Excursions

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School Tours/Excursions Policy

Introduction

School tours in Scoil Íosagáin are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value.

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.**

Transport

The transport organiser of the tour will ensure that;

- 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 that 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 including any special/emergency medication required by specific children
- Refuse and illness bags
- Dry powder for cleaning accidents
- Toilet Roll
- Tip for driver (teachers will use their own discretion)
- School Mobile Phone
- Pupil Contact Details/Contacts Book

Cost

First of all the Parents Association will be consulted as to whether the school tours will go ahead or not. 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.

Spending money Teachers travelling together will agree and notify their group of the upper limit on spending money. This will be based on age and venue.

Venue

Tours will be booked early in the 2nd term for a date in the 3rd term. Teachers will be conscious of the likely "busier" days. Where more than one classroom 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.

Weather Conditions

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

Tours list/Folder

A list of suitable tours for all classes will be available in the office. Classes may choose a venue suitable for their own level or lower but not from levels above. Teachers will ensure that venues are suitable for pupils with special needs.

Uniforms

Children will wear their school tracksuits on all outings unless a change of clothes is needed.

Reports

Where problems arise either with venue or transport, teachers will report back to the Principal.

Conduct on Tours

Pupils' behaviour on tours will 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 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.). We endeavour to have a minimum supervision ratio of 15:1 (adult) where possible.

Child Safeguarding

Changing for Swimming /Water Activities:

Pupils will be expected to dress and undress themselves for the above. Where assistance is needed with changing for swimming/water activities etc this will be done in the communal areas and with the consent of parents. Consent will be sought for all new entrants on the enrolment form. Under no circumstances will members of staff/ volunteers be expected to or allowed to dress/undress a child in a cubicle/private area. In such situations where privacy is required the

parent/guardian of the child will be asked to assist the child.

At all times there must be adequate supervision of pupils.

While every effort will be made to adhere to best practice as agreed and outlined above, in the event of an emergency where this is not possible or practicable a full record of the incident should be made and reported to principal and parents.

Informing Parents

Teachers will ensure that Parents are given sufficient notice of;

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

A list of phone numbers and contacts should be brought on all tours.

Review:

This policy will be reviewed by the staff in consultation with parents and BOM after 3 years.

Ratification:

This policy was reviewed by Staff of Scoil Íosagáin in March/April 2022.

And ratified by Board of Management on 5.4.22 2022.

Signed P. S. Harrington
Chairperson, Board of Management

Date: 5th April 22

Signed Alma Quinn
Principal

Date: 5th April 2022

