



Presentation Primary
School Bandon



School Tour / Outing Policy

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 and outings will be arranged at the discretion of the class teacher. The principal will be informed of any tour/outing and permission sought before a tour/outing is finalised. Personnel will sign in/out of premises in the relevant book located in the secretary's office.

A suitable list and age-appropriate school tour list will be available on request from the office.

This draft policy was drawn up in consultation with the staff and circulated to the Board of Management (BoM) and Parents Association for observations and feedback.

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

As always, the class teacher is responsible for his/her class. However, it is school policy to ensure a number of assistants accompany a teacher on trip and assign individual groups of 10 children approximately to individual teachers or SNAs. This number varies on the age and needs within a class. No matter what size a class is, there will always be a minimum of 4 adults on each tour. This allows for two adults to accompany an injured child to hospital while leaving 2 adults with the rest of the class.

Conditions of Hiring Transport:

- (a) 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 money refunded. If the school employs a bus company which they haven't used before teachers will ensure that they follow our policy on tours and outings.
- (b) 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 safety of the children is compromised.
- (c) The group will have access to the bus for the full day.

- (d) If the weather conditions are unfavourable or if there are time constraints the group will have the use of the bus for sheltering or for eating lunch.
- (e) The incidental consumption of food (snacking) is to be avoided and singing on the bus-at an acceptable level -will be at the discretion of the teachers in consultation with the driver.
- (f) 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 box, refuse and illness bags, water, kitchen roll
- School mobile phone
- Umbrella
- Copy of the emergency list of phone numbers to include local medical information.
- Any additional medication needed by an individual child (according to our Policy on the Administration of Medicine)

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 as early as possible during the academic year.

Not more than two classes will travel together, unless venue and transport arrangements warrant otherwise. Each teacher will be responsible for their own class and will be free to correct/advise other class if appropriate.

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. Phone number and contact details of venue to be left in school.

Weather Conditions

Parents should be aware of changing weather conditions depending on the time of year. Rain and head gear may be essential for all children and a change of clothes may be necessary, depending on the venue. Likewise, suncream should be applied by parent before children depart on tour.

Equality of Access

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, physical disabilities or other individual considerations. Teachers should consult with Principal about choice of venue if there are any queries of accessibility for individual children.

Uniforms

Teachers travelling together will decide whether uniforms or tracksuits should be worn by all. School Uniforms may be helpful for safety and identification purposes. Children should never wear name badges in public under Child Protection guidelines.

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. 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.

School Rules for tours & excursions

- Children must obey their supervisors & teachers at all times
- Children must remain seated with buckled seatbelt while the bus is in motion
- Children are not allowed to eat/drink on the bus nor are they allowed to bring electronic devices with them
- Children should not bring money with them
- 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
- Children should never attend a bathroom alone.
- Roll calls/head counts are taken when children return to the bus or centre after each segment of the tour
- Eating chewing gum is not allowed on school tours. Treats are allowed, this should be at the parent's discretion.
- No valuables allowed: phones, cameras, I-Pads, jewellery etc.

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, areas of water etc.). Teachers must accompany their class throughout the tour. Shared supervision will allow for teacher's lunch and toilet breaks.

In cases of accident or emergency, two teachers will accompany an injured child to hospital, while the remaining teachers and SNAs remain with the rest of the children. All procedures under our Health & Safety and Critical Incident policies will be adhered to.

Informing Parents

Teachers will ensure that Parents are given sufficient notice of;

- Itinerary and timetable
- Cost
- Special clothing necessary and packed lunch (no glassware)
- Permission Slip (paper/ Aladdin).
- Pocket money- if applicable

Success Criteria

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

APPENDIX 1

TOURS CHECKLIST

Before the tour

- Venue booked
- Transport booked
- Individual parents informed prior to tour if needed i.e., disruptive pupils
- Timetable organised
- Parents informed by message on Aladdin
 - itinerary
 - timetable
 - cost
 - lunch arrangements
 - clothing necessary

Agreement on

- Leader
- Acceptable behaviour on bus & in venue
- Departure and return times
- Extra supervisors (minimum 10:1)

Day of Tour

- Tour kits are available for each bus
- Payment for venues

After Tour

- Report to principal: How the tour went and that all children were collected by parents if outside of normal school times.

Check tour kits contain

- *First aid materials, refuse sacks, illness bags, water*
- *Newspaper/kitchen rolls*
- *Updated emergency list*

Ratification and Review:

This policy was reviewed in May 2023 and will be reviewed in Term 3 each school year.

Ratified by the Board of Management on: _____

Signed: _____

(Chairman)

Signed: _____

(Principal)