

School Tours Policy

Introduction

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. The frequency, duration and destination of tours will be arranged at the discretion of the class teacher and in consultation with the principal.

Rationale

This policy is in response to guidance from the FFSU and CPSMA on compliance with regulations and procedures in relation to school tours. 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 mitigate risk.

Aims

- To ensure all practical possibilities are covered in reducing the exposure of children to risk on outings.
- To benefit the intellectual, cultural and social development of our pupils.
- To afford all children the opportunity to experience a school tour with their peers.

The Board sets out below a number of general principles and rules in relation to all outings

- This policy is devised in line with the School's Child Safeguarding Statement to ensure the safety of all students and in line with the Department of Education and Skills Child Protection Procedures for Primary and Post Primary Schools.
- The Board encourages the organisation of school tours for the educational, artistic, sporting and social benefit of the children.
- All school rules and policy apply on all school tours.
- The health and safety of pupils and staff is of paramount importance to the Board. Therefore, the Board reserves the right to disallow a tour or a pupil from participation in a school tour where, in their opinion, the health and safety of the pupil or other pupils or staff is at risk.
- All school tours are organised in as cost effective a manner as possible, taking into account quality and value for money.
- The number of staff/adults that accompanies a group will be influenced by a number of factors including: The number of pupils on the tour, the age of the pupils, the location of the tour, whether additional supervision will be provided at the location, whether the group will be dividing into smaller groups, each requiring supervision, type of transport used and children with additional needs.
- As a general rule there will always be a minimum of three adults per class on a tour.

Procedures and Planning

- Members of staff must submit their request for approval of a school tour to the Principal, by completing the Tour Proposal Form (Appendix 10). Included in the proposal, should be the educational or other benefits that the pupils will derive from the tour.
- The request must be received two weeks prior to the intended date.
- The tour shall not be deemed for advertising until the Principal has formally approved the tour by signing the Tour Proposal Form.
- The Board of Management/ Principal must approve each tour when it is arranged.
- Tours should be planned well in advance of tour dates and preferably four weeks prior to the tour date.
- The full cost of the tour should be communicated to parents at least two weeks prior to the tour date.
- Every effort will be made to ensure that the cost involved does not prevent any pupil or group of pupils from participating in the tour.
- Letters to parents informing them of the school tour should be based on the school template, detailing times, cost, special clothing if necessary, etc.
- Teachers may request parents to come on tours as supervisors where necessary. However, **the class teacher retains overall responsibility for the children.**
- Teachers will be extra vigilant when taking children out of the school. Special attention will be given to road safety, behaviour on the bus, risks posed by particular venues etc. Teachers must accompany their class throughout the tour. Shared supervision will allow for teachers' lunch and toilet breaks.

Rules for Pupils

- **The School's Code of Behaviour applies to all school related activities, including school tours.**
- Pupils must obey their supervisors at all times.
- Pupils must remain seated while the bus is in motion, with their seatbelts fastened.
- Pupils must remain with their allocated grouping and supervisor at all times.
- Pupils will line up in their individual groupings on disembarking the bus.
- Dismissal of pupils will be in their class line from the school yard.
- Pupils are not permitted to bring money with them on the tour.
- Pupils should never attend the bathroom alone.
- Roll calls/head counts are taken when children return to the bus or centre after each segment of the tour.

Dealing with Emergencies: Sick/Injured Children while on a School Tour

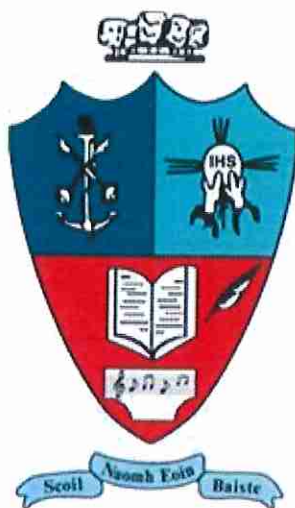
- Seek immediate medical attention, contact an ambulance.
- Contact the injured child's parents.
- Contact the principal/deputy principal/school office.
- Teacher should accompany the child in the ambulance to the hospital.
- Remaining teachers, SNAs and volunteers shall remain with the rest of the pupils.
- In the case where there is only one class teacher with the accompanying parent volunteers, a parent will accompany the injured child to hospital while the teacher remains in his/her class in loco parentis.

This policy was implemented after ratification in November 2024

Signed: Fiore Sheridan 26/11/24
Principal

Elaine McNamee
Chairperson

Date 26/11/24



Appendix 1: School Tour Proposal Form

Date: _____

Time: _____

Class(es): _____

No. of students: _____

Names of teachers/ staff involved: _____

Destination: _____

Subject Area: _____

How does the tour/ activity link with the aims/objectives of the curriculum?

Please forward to the Principal at least four weeks prior to the proposed date.

Approved

Not Approved

Comment _____

Signed: _____

Date: _____