

St. Joseph's N.S. Rathdonnell,
Trentagh, Letterkenny, Co. Donegal

074 91 37315

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 suit curricular needs and to avail of educational opportunities that may arise. Tours will be arranged at the discretion of the class teacher. The teacher must also ensure that there is an educational component to each part of the school tour. When planning trips the school will endeavour to cover as many areas of the curriculum and pupil interests as possible e.g. sporting activities, museums/historical interest, drama/music/theatre/art science, environmental etc. To ensure maximum educational value, preparatory and follow-up work will be done in the classroom.

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, and also to comply with procedure as outlined in the school's Child Safeguarding risk assessment.

Aims

- To provide an enjoyable educational experience for all children.
- To ensure all practical possibilities are covered in reducing the exposure of children to risk on outings.

Policy Content

Transport

The transport organiser/teacher of the tour will do his/her best to ensure that;

- The price is competitive
- A form of transport, appropriate to the distance and the numbers travelling will be chosen.

The bus Company/suppliers and drivers accept/s 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 teacher will be guided by the bus driver as to the requirements in order to allow safe manoeuvring of the bus. For example, in the case of a large bus, the driver may not be able to safely negotiate a pick-up or drop-off at the gate of the school, and the teacher(s) and children will walk in pairs to the top of the lane.
- Seat belts must be provided.
- The driver will be used to dealing with children. He/ she must be familiar with the tour itinerary and timetable, and must adhere to these, unless an issue regarding safety arises.
- 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 or as agreed with the teacher organising the tour.
- The teacher in charge should have the mobile phone number of the driver.
- If the weather conditions are unfavourable the group will have the use of the bus for sheltering or for eating lunch.
- The consumption of snacks or drinks on the bus will be at the discretion of the teacher in consultation with the driver.
- Noise level should be reasonable- at an 'indoor' voice level.
- Buses will be left as they were found. The teacher should help the pupils to do a litter collection before leaving the bus.

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

Junior Room (Infants- 2nd)

Senior Room (3rd- 6th)

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.

1. Children must obey their supervisors at all times.
2. Mobile phones or electronic devices are not to be brought on tours/ outings by pupils.
3. Teachers will have their own mobile phones and the school mobile and can contact relevant personnel including parents, should the need arise.
4. Children must remain seated while the bus is in motion.
5. Seat belts must be worn.
6. The teacher in charge will have the right to organise the seating and to designate places, where necessary.
7. Children must remain with their allocated grouping and supervisor at all times.
8. Children will line up in their individual groups on disembarking from the bus and will walk to the location.
9. Roll calls/head counts are taken when children return to the bus after each part of the tour.
10. Chewing gum is not permitted on school tours. Children should have a healthy packed lunch. Please refer to the school's Healthy Eating Policy.

Safety and Supervision

Teachers are 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 tours are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value. The minimum supervision ratio will be 15:1 (adult).

Children should be made aware (by the teacher in charge of the group) of what action to take should they accidentally become separated from the group. (Part of Stay Safe lessons also).

Emergency phone numbers must be held by trip supervisor for each trip and available to all supervisors and students where the need arises.

Information on particular medical conditions should be given to the person organising the outdoor adventure activity.

Safety instructions should be provided to students including information on correct clothing and equipment required. (Responsibility of the Tour Venue personnel)

Tour Kit

Teachers will take a tour kit on all outings. The kit will contain:

- First aid materials, refuse and illness bags, kitchen roll
- Fully charged school phone, which includes parents' numbers.

Spending money

Usually, money is not necessary on tours. However, for a senior tour, and based on venue, teachers and pupils can agree an upper limit on spending money.

Venue

Teachers should be conscious of the busier days particularly in the summer term and should be aware of the number of bookings from other schools on the day. They should be familiar with the venue, with particular reference to educational opportunities afforded, and services available (phone, toilets).

Weather Conditions

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

Uniforms

Teachers will decide whether uniforms should be worn.

Reports

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

Informing Parents

Teachers will ensure that Parents are given sufficient notice of;

- Itinerary & Timetable
- Cost
- Special clothing if necessary and packed lunch
- Time of return to the school. (If necessary, by text)

EDUCATIONAL OUTINGS- Tour Organiser.

Proposed Date:

Proposed time of departure and return:

Proposed itinerary:

Content:

1. What are the Aims/Objectives of the outing?

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2. What are the long/short term activities planned to achieve these aims/objectives?

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3. What activities are planned for the centre(s) visited?

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4. What follow-up activities are planned?

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Cost:

What is the cost involved?

Transport -----

Food -----

Spending (if appropriate) -----

Total: -----

Supervision:

1. What ratio of supervision is necessary?: (minimum 15:1)

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2. Have additional supervisors been approached? Who?

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3. What arrangements have been made for children with additional needs?

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ORGANISER.....

St. Joseph's N.S. Rathdonnell,
Trentagh, Letterkenny, Co. Donegal

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This Policy was ratified by the Board of Management of the above school on

8th March 2018

Signed: *Cíaran Brogan*

Mr. Ciaran Brogan Chairperson

Review Date: _____

Review Date: _____