

Below is the current text of this policy. Please note, however, that it is due for review during the 2019/20 school year.



## **School Tours Policy**

## **Rationale**

Teachers responsible for school tours, educational visits, field trips and nature walks continue to be in loco parentis. It is well recognised that supervision is more difficult in these circumstances. While accidents may occur during the best organised and supervised tours, careful planning and reasonable supervision is essential to avoid foreseeable injury to pupils.

## **Aims**

- To make teachers aware of their overall responsibility to the pupils in their care at all times.
- To facilitate the enjoyment of school outings by the pupils while maintaining their safety, in so far as is possible, while partaking in same.

## **The Board sets out below a number of general principles and rules in relation to all trips.**

- 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 organization of school tours for the educational, artistic, sporting and social benefit of students
- All school rules and policies apply on all school tours.
- The health and safety of students and staff is of paramount concern to the Board. Therefore the school management reserves the right to disallow a tour or a student from participation in a school tour where, in their opinion, the health and safety of the student or other students or staff is at risk.
- The behaviour record of a student in school shall be taken into account in deciding whether to allow a student participate in a school tour.
- All tours are organised in as cost effective a manner as possible taking into account quality and value for money.
- Staff taking any tour will exercise due care and the Board of Management will rely on the professionalism, common sense and judgment of such teachers.
- The number of staff/adults that accompanies a group will be influenced by a number of factors including: The number of students travelling, age of the students, location of the tour, nature of the tour, whether additional supervision will be provided at the location, the group will be dividing into smaller groups, each requiring supervision, type of transport used and children with additional needs.
- As a general rule at least two staff should accompany any tour.
- For any tour/activity parental permission should/must be sought and the parents informed by letter. A permission slip should be completed by the parents/guardians prior to the tour taking place.
- Any student, who withdraws from a tour after a deposit or full monies have been paid, may not be entitled to a refund. A student, who is not allowed to travel for disciplinary

reasons which occur following payment of a deposit or full amount, will not be entitled to a refund.

## **Guidelines for Teachers**

1. School tours, educational visits, field trips or nature walks that involve teachers and children leaving the school grounds should be communicated to the Principal/Deputy Principal in advance.
2. Annual school tours should be notified to and have the approval of the Board of Management.
3. It is prudent to have written consent from parents, which should also include consent to any medical treatment that may be required for all of our pupils, as they are under 16 years. This consent form will highlight the importance of all children having appropriate sun protection: hat, long lasting suncream etc.
4. Any medication (inhalers, epi pens etc.) normally stored in the classroom must be brought on the tour. A first aid kit will be brought by the class teacher.
5. The responsibility of the school and the teacher in charge will extend throughout the whole course of the school tour and may extend beyond normal school time.
6. Parents may be requested to supervise on school tours/walks/field trips but must be advised of what is expected of them and should be placed under the overall general supervision of a teacher.
7. Only school staff may take photographs.
8. Mainstream class teachers are to inform the teacher in the ALC, of the time, date and place of school tours which their students will be attending. Any notes pertaining to these tours are to be given to the teacher in the ALC.
9. All classes will undertake at least one educational school tour per year.
10. The teachers will, in consultation with each other:
  - Agree a destination.
  - Agree to hire transport.
  - Agree a price to include the total cost to each pupil.
  - (In the hiring of transport, the safety of the children will be paramount and take precedence over cost)
  - The details of the tour: venue, transport etc. should be confirmed by phone one week before the tour.
11. Children will be issued with an itinerary and written consent form, which must be returned to the school signed, in order for a pupil to participate.
12. No spending money will be allowed.
13. The children will leave the school in an orderly fashion led by the class teacher.
14. The number of supervisors to be brought for each tour will be agreed with the Principal/Deputy Principal beforehand.

## **Roles and Responsibilities**

- It is the responsibility of the Deputy Principal and Principal of the school to oversee the implementation of this policy.
- It is primarily the parent's responsibility to ensure their child is prepared for all weathers.
- Pupils will behave in accordance with all appropriate school policies.
- The Principal or Deputy Principal shall remain in the school until all children from a school tour have been safely dispatched from the school building.
- It will be the responsibility of the class teacher to implement this policy in full when undertaking any school outing.
- It will be the responsibility of the class teacher to have an up to date copy of the class list including contact numbers for each child with them on the school tour. Each teacher is to have the Principal and Deputy Principal's mobile number and school number in case of emergencies.
- The Principal is to be informed in advance of all school outings.