

St Joseph's National School *Rehins, Ballina*



School Tours *and* *Excursions Policy* *2024-2025*

St Joseph's Primary School

School Tours and Excursions Policy

2024-2025

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. Tours will be arranged at the discretion of the class teacher.

This draft policy was drafted in consultation with the staff and circulated to the Parents Association/BOM 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 children to individual teachers or supervisors.

This number varies on the age and needs within a class

Tour Kit

Leaders will take a tour kit on all outings. The kit will contain;

- First aid materials, refuse and illness bags, water, kitchen roll
- Own mobile phone with access to Aladdin system
- 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 Tour Cost is reasonable and represents value for money. All children will be actively encouraged to save towards the price of the tour.

Venue

The teacher will be “au fait” with the 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

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

Equality of Access

Teachers will ensure that venues are suitable for pupils with special needs, physical disabilities or other individual considerations.

Mobile Phones are not permitted on tours.

Staff will keep parents updated on the Aladdin System

Uniforms

Teachers travelling together will decide whether uniforms or tracksuits should be worn by all. 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 seatbelts 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 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/ lollypops is not allowed on school tours. **Safety and Supervision**

Teachers will be extra vigilant when taking children out of 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 lunch and toilet breaks.

In cases of accident or emergency, a teacher will accompany an injured child to the hospital, while the remaining teachers, SNAs & volunteers shall 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 & Timetable
- Cost
- Special clothing necessary and packed lunch (no glassware)

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 of the travelling embargo on disruptive pupils
- Timetable organised
- Parents informed by standard letter
 - itinerary
 - timetable
 - cost
 - lunch arrangements
 - clothing necessary

Agreement on

- Leader
- Acceptable behaviour on the bus & in the venue
- Departure and return times
- Extra supervisors

Day of Tour

- *Tour kits are available for each bus
- Cheques for venues
- List of students in your group

After Tour

- Report back to office
- Send thank you cards to parent volunteers etc

**Check tour kits contain*

- *First aid materials, refuse sacks, illness bags, water*
 - *Newspaper/kitchen rolls*
 - *Umbrella per teacher, directions, correspondence*
-

Signed: Faith Bush Date 22/1/25
(Chairperson of Board of Management)

Signed: Fiona Bourke Date 22/1/25
(Principal)
