

Scoil Seanáin Naofa School Tour/Excursions/Fieldtrips Policy

Introduction

Taking into account the age and interests of the children and the curriculum being covered, school tours/outings/field trips/local outings 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.

School tours/trips/fieldtrips will be organised / arranged at the discretion of the class teacher/Principal.

Dual grade classes will accompany their mainstream cohort.

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 and age appropriate educational experience for all children which is related to the primary school curriculum.

Policy Content

Transport

The organiser of the tour will ensure that;

- A form of transport, appropriate to the distance and the numbers travelling will be chosen
- The bus company/suppliers and drivers accept 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 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 that the safety of the children is compromised.

- The group will have access to the bus for the full day/half day dependent on excursion (seat belts to be worn).
- If the weather conditions are unfavourable the group will have the use of the bus for sheltering or for eating lunch.
- The consumption of food (snacking) and singing on the bus – at an acceptable level – will be at the discretion of the teacher in consultation with the driver
- Buses will be left as they were found.

Tour Kit/Equipment/Resources for activities/Investigative Materials

Leaders will take a tour kit on all outings.

The kit will contain

- First aid kit, refuse and illness bags, newspapers, toilet roll and emergency contact numbers.

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. The cost of the activity may be subsidised at the discretion of the B.O.M.

Spending Money

Teachers travelling together will agree and notify their group of the upper limit on spending money. This will be based on age and venue.

Venue

Tours will be booked early to secure suitable dates. Teachers will be conscious of the likely “busier” days. The teacher will be “au fait” with venue, with particular reference to educational opportunities afforded, and services available (phone, toilets, emergency facilities), In the case of local activity e.g. the Canal Walk, the teacher is expected to have visited the site prior to the visit to maximise the educational benefit for the children.

Weather conditions

Rain and head gear will be essential for all children and a change of clothes may be necessary, depending on the venue. Parents will be notified in advance if it is deemed necessary to bring extra/appropriate clothing.

Uniforms

Wearing of **full** uniform is encouraged for all school related activities. However if the activity requires more appropriate clothing this will be facilitated e.g. outdoor related field work/activity where P.E / Summer uniform could be used.

Conduct on Tours

Pupils behaviour on tours will comply with the standard set down in the school Code of Behaviour. If extra supervision is deemed appropriate by the teachers, provision will be made to source ancillary staff to assist/accompany.

As outlined in our Mobile Phone policy – mobile phones and all electronic devices are strictly prohibited from school outings / tours.

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 centres, playgrounds etc.) The minimum supervision ratio will be 15:1 (adult).

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 experience

Ratification and Communication

- This policy was ratified by the Board of Management on 26.06.18.
- The policy will be added to the school website.
- This policy will be brought to the attention of all parents

