

Caherline National School

School Tours/Excursions Policy

Introduction

This policy was drawn up by the staff and circulated to the Board of Management 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

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

- a) Junior Classes - Normally Infants to 1st class (depending on how classes are divided up)
- b) Senior Classes - From 2nd to 6th

This may vary depending on the type and content of the tour organised. The tours are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value.

Procedures

- ❖ The overall organisation, planning and co-ordination of school tours is the responsibility of one of the Special Duties Teachers.
- ❖ Tours generally take place in the month of June
- ❖ A list of recent destinations for school tours is available from the Special Duties Teacher.
- ❖ Parents/Guardians are informed of the destination, itinerary, costing, clothing and food requirements in advance of tours.
- ❖ A consent form for school trips is signed at the start of the school year.
- ❖ Pupils behaviour on tours is expected to comply with the standard set down in the school's Code of Behaviour. In certain circumstances parents/guardians may be asked to agree a contract on behaviour. Where it is felt that a child's conduct would pose a safety risk or inhibit the educational benefit for other children, the school may refuse the child permission to travel. Parents/guardians will be advised of this in advance.
- ❖ A list of reminders in relation to safety, behaviour, first aid etc. is circulated to teachers in advance of school tours.
- ❖ No teacher is responsible for more than 20 pupils. It is school policy to assign individual groups of 10 children approx. to individual teachers. This becomes possible as Learning Support, Resource Teachers and SNAs accompany mainstream classes on school outings.
- ❖ Children must obey their supervisors at all times.
- ❖ Children must remain seated with seat belt on while the bus is in motion.
- ❖ 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.
- ❖ Roll calls/head counts are taken when children return to the bus after each segment of the tour.
- ❖ Anyone hiring a bus must make sure that the bus operator has a Road Passenger Operator Licence as issued by the Department of Enterprise.

Success Criteria

- Positive experiences for all
- Children having a safe enjoyable experience
- Teacher/Parent Satisfaction.