

Scoil Eoin Balloonagh Primary School

School Tours/Outings/Excursions Policy

Introduction

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

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 adults accompany a teacher when leaving the school grounds. This number varies depending on the activity, the age group of the children and the needs within a class- as per the Table attached.

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.

Weather Conditions

Parents should be aware of changing weather conditions depending on the time of year. Rain and head gear may be essential for all children and a change of clothes may be necessary, depending on the venue. Likewise suncream should be applied by parent 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. Teachers should consult with Principal

about the choice of venue if there are any queries about accessibility for individual children.

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.

Safety and Supervision

Teachers will be extra vigilant when taking children out of school. Special attention will be paid to – Road Safety, Behaviour on buses, and 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 teachers' 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.

ASD/Réalta Classes

Excursions and outings occur frequently as a strategy for developing and fostering life skills for the children in the Réalta classes. The class teacher undertakes a Risk Assessment prior to each outing and submits it to the principal for approval.

Informing Parents

Teachers will ensure that Parents are given sufficient notice of;

- Itinerary & Timetable
- Cost
- Special clothing necessary and packed lunch

Success Criteria

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

APPENDIX 1

TOURS CHECKLIST

- Venue booked
- Transport booked
- Timetable organised
- Parents informed regarding
 - itinerary
 - timetable
 - cost
 - lunch arrangements
 - clothing necessary
- medication where necessary organised (in line with our Administration of Medicine Policy)
- School Tours Checklist completed by Class teacher and submitted to principal for approval. (see attached Template)

This policy was approved by the Board of Management on Wednesday March 15th 2023.

Signed:

Chairperson BoM

TABLE-2

	Infants	1st/2nd	3rd/4th	5th/6th	ASD
Trips to Park, Church, Siamsa Museum, Walks Sponsored Walk etc	2 adults per class plus SNA if specifically designated to a child	2 adults per class	2 adults if one class going multiple class outing 1 extra teacher	2 adults if one class going multiple class outing 1 extra teacher	ASD is the only area where there is clarification from DoES in line with pupil teacher ratio i.e 3adults : 6 children.
Swimming	n/a	3 class teachers plus SNA if there is medical requirements	3 class teachers plus designated resource teacher	3 class teachers plus 1 extra adult	
Football/ Basketball Games etc	n/a	n/a	2 adults (at least 1 female adult for girls teams and 1 male adult for boys teams)	2 adults (at least 1 female adult for girls teams and 1 male adult for boys teams)	If there is a greater need at any time it can only be approved via application to SENO
School Tours	2 adults per class plus SNA if specifically designated to a child	2 adults per class	2 adults per class	2 adults if one class going multiple class outing 1 extra teacher	
P.E Cuman Iosaf	n/a	n/a	Class Teacher	Class Teacher	
Overnight stays	n/a	n/a		3 adults per class (mix of male and female adults)	

SCHOOL TOUR

CLASS _____

Departure Time: _____

VENUE _____

Estimated Return to school time: _____

<ul style="list-style-type: none">• Extra supervision – list teachers	<ol style="list-style-type: none">1. .2. .3. .4. .5. .
<ul style="list-style-type: none">• Are all supervision personnel briefed on the structure of the day/activity and expectations with regard to behaviour?	
<ul style="list-style-type: none">• Are teachers clear about the procedures to be adopted if a hospital visit is required eg who will accompany the child/ren? Is one person sufficient to accompany the child/ren? How will they get to the hospital? How will parents be contacted?• Do parents sign a consent form in advance, authorizing medical attention, if required?	
<ul style="list-style-type: none">• What pupil information will be brought on the tour eg phone numbers for parents/information on allergies/ other..?	
<ul style="list-style-type: none">• Will teachers or others on supervisory duty have mobile phones?	
<ul style="list-style-type: none">• Pupils and use of mobile phones?	
<ul style="list-style-type: none">• Are precautions in place for bringing a sick pupil home?	
<ul style="list-style-type: none">• Collection procedures on arrival back at school	