

School Tour 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 so as 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.

School Tour Procedures & Planning

- Members of staff must inform the Principal of the planned tour and why/how the destination was chosen.
- The Board of Management/ Principal must approve each tour which is arranged.
- Tours should be planned well in advance of tour dates and preferably four weeks before tour date.
- The full cost of the tour should be communicated to parents at least two weeks before tour date.
- Every effort should be made to ensure that the cost involved does not prevent any pupil or group of pupils participating in the tour.
- Letter to parents about school tour should be sent to parents well in advance, detailing tour destination, activities, cost etc.
- Supervision on a school tour carries increased responsibility and we have agreed the following arrangement: One adults to every 10 children.
- Teachers may request parents to come on tours as supervisors where necessary. However the Class teachers retain overall responsibility for the children.
- The school's Code of Behaviour applies to School Tours and we reserve the right to preclude from a school tour any pupil whose behaviour is such as to cause concern for his/her own or others safety.
- All accidents and incidents on tours are dealt with in line with our school's safety statement/accident & injury policy.
- We will ensure to the best of our ability that all buses are equipped with seat belts. Each child should have his/her own belt. No tour will take place unless all children are secured.
- Tours will be arranged at the discretion of the class teacher.

- School checklist for tours/outings must be completed prior to departure, with a copy given to the office before exiting the school grounds (Appendix 1).

Policy of Inclusion:

It will be our policy to include all children in school tours. Decisions on any exclusions rests with the class teacher in consultation with the principal. Children with special educational needs may require parental support on the class trip.

Transport:

The transport organiser of the tour will ensure that:-

- Tenders are sought for all tours.
- A form of transport, appropriate to the distance and the numbers travelling will be chosen.
- The bus will be booked through the office as long as sufficient time has been given to do so.
- The bus company must agree to the following;

Conditions of Hiring:

- ✓ All transport supplied will be suitable and well-maintained.
- ✓ All transport must have seat belts for each child.
- ✓ 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 the safety of the children is compromised.
- ✓ The group will have access to the bus for the full day. If the weather conditions are unfavourable the group will have the use of the bus for sheltering or for eating lunch.
- ✓ The incidental consumption of food 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 Bag:

Class Teachers ensure a checklist (see appendix 1) is filled out in the days prior to the school trip.

All class teachers must bring the following on tour:

- ✓ Mobile phone with credit where necessary
- ✓ Contact numbers of staff on tour and parent supervisors should be shared beforehand
- ✓ All staff should have phone numbers of the school and emergency services saved in their phones.
- ✓ Copy of parents contact numbers for staff members only

- ✓ Medicines as necessary for any children with allergies/medical conditions/ inhalers.
- ✓ First aid kit and surgical gloves.
- ✓ Refuse bags, kitchen paper, wipes.
- ✓ Bottled water
- ✓ Map of area (where necessary)

Spending Money:

St. Oliver's N.S. tries, to the best of our ability to avoid tours whereby spending money is required.

Children from Junior Infants to second class are not permitted to bring spending money with them on any tour at any time.

Children in 3rd to 6th class are only permitted to bring spending money if it is stated in their permission letter to parents. If spending money is allowed, a maximum amount will be stated in Tour Permission Letter.

Under no circumstances does the class teacher and/or school take responsibility for any monies lost or stolen on field trips.

Informing Parents:

Teachers will ensure that Parents are given sufficient notice of the school tour.

The initial letter to parents should contain;

- Itinerary & Timetable
- Deadline for registering and payment of deposit
- Cost
- Special clothing necessary and packed lunch (no glassware)
- Permission Slip to be signed by parent / guardian and returned to class teacher.
Verbal permission is not sufficient. Children will not be permitted on any transport without written permission. In special circumstances e.g. when a child has been absent, the school will make every effort to contact parents/guardians to ask them to sign permission slip before departure.
- Information regarding payment in instalments over a period of time.
- Link to school website where copy of school tour policy can be read.
- Letter should also state to parents that the organiser reserves the right to make minor changes to the itinerary.
- A record should be kept of all money received.

Safety and Supervision:

Teachers will be extra vigilant when taking children out of the school. Special attention will be paid to:

- Children deemed as flight risks
- Road Safety
- Behaviour on bus
- Risks posed by particular venues (e.g. adventure playgrounds etc.)
- The minimum supervision ratio
- A suitable toilet procedure should be in place before leaving

- Roll calls/head counts are taken when children return to the bus after each segment of the tour.
- A record must be kept of all incidents.
- All incidents must be recorded on return to school.

Rules for Children:

- Children must obey their supervisors at all times.
- Children must remain seated 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.
- Eating crisps/popcorn/chewing gum is not allowed on school tours.

Plan for Dealing with Emergencies:

Sick / Injured Children while on School Trip:

1. Seek immediate medical attention, call an ambulance.
2. Contact the injured child's parents.
3. Phone the school contact the principal / deputy principal/ designated teacher.
4. Teacher should accompany the child in the ambulance to hospital

Roles and Responsibilities:

Board of Management:

- To approve the policy
- To consider reports from the Principal on the implementation of the policy.

Principal and Deputy Principal:

- To ensure that the policy is developed and evaluated from time to time.
- To establish structures and procedures for the implementation of the policy
- To monitor the implementation of the policy.

Teachers/ Organisers of the School Tour:

- To implement the policy and provide feedback to management that may assist the review process.
- To instruct students as to what is expected of them in relation to preparing for and participating on the school tour.
- To keep accurate records of the above.
- To ensure that all information given to students at meetings prior to departure is documented for parents.
- To insure all permission slips are received and filed.
- Record all money received.
- School Outing checklist must be completed prior to departure.
- All money received should be given to the school office prior to departure.
- All incidents must be recorded on return to school.

Parents:

- To support the school policy in all aspects.

Students:

- To accept the policy and abide by the conditions

Implementation:

Management and all members of the school staff who are in charge of students on a tour will monitor the implementation of this policy.

- The full co-operation of students and parents/guardians is expected for all tour activities.
- Parents/ guardians must encourage their child to uphold the standards of behaviour required on all tours.

Success Criteria:

- Management, teachers, parents and students are satisfied with the effectiveness of the policy.
- The planning, organisation and carrying out of tours and outings have proceeded without issues.
- Any unforeseen event, which occurred, was dealt with promptly and in line with the guidelines in this policy.
- All staff members and students returned safely, having achieved a worthwhile learning experience.

Review

This policy will be implemented after ratification in October 2014.

This policy will be monitored and reviewed when necessary.

This policy was ratified by the Board of Management on _____

Signed: _____

Chairperson

Principal

Appendix 1:

CHECKLIST FOR SCHOOL OUTINGS St. Oliver's N.S.

Date: _____

Outing: _____

Classes: _____

Teacher: _____

Other staff supervising:

- Mobile Phone – Charged & with Credit
- School Contact Number
- Class list Contact Details
- First Aid Kit
- Paper towels / napkins
- Plastic bag for rubbish
- Plastic bags as precaution for travel sickness
- Bottle of water
- Change of trousers / underwear
- Camera

Please take note of any medical conditions / allergies pupils in your class may have.
Please note any precautions you need to make because of this:
