



Scoil Mhuire Policy on Tours/Outings

Introduction

This policy was devised to ensure a uniform approach to school tours and to maximise the benefits, both educational and recreational, from these activities.

Aims

- To ensure all practical possibilities are covered to reduce the exposure of the children to risk while out of the school environment.
- To provide an enjoyable educational experience for all children.

Tour Destinations

- **All classes** from Junior Infants to 6th class will go on school tours.
- School tours will be arranged at the discretion of the **class teacher**, in consultation with the Principal.
- A list of suitable tours for all classes is available in the staffroom. Teachers will ensure that they choose a **toursuitable for their class** (age appropriate, linked to the curriculum for that class, of interest to the class, suitable for pupils with special needs, a tour that the class have not previously visited).
- **6th class** are permitted to go on tour to recreational facilities eg. Adventure Centres.
- Tours will be **booked early** in the second term for a date in the third term (usually the end of June). Teachers will be conscious of the likely “busier” days - Fridays in June, end of term etc.
- No more than **two class** groups will go on tour on the same day so that adequate supervision can be provided from S.E.T team etc, unless venue and transport arrangements warrant otherwise.
- The teacher will be **familiar with the venue**, with particular reference to educational opportunities afforded, and services available (toilets, somewhere to eat lunch, emergency facilities etc).

Cost

- Teachers should ensure that the cost of the tour is reasonable and represents value for money.
- Senior children will be actively encouraged to save towards the cost of the tour.
- In general, children will not bring spending money on tour with them. If, on rare occasions, spending money is permitted, the maximum amount allowed will be determined by the teacher(s)/Principal

Transport

- The class teacher will organise the transport for the tour with the assistance of the secretary.
- A form of transport, appropriate to the distance and the numbers travelling will be chosen (public transport/coach/mini bus)
- The bus company/suppliers and drivers will be asked to accept the following conditions:

Conditions of Hiring

- a) All transport supplied will be suitable and well-maintained. If the bus proves unsuitable a replacement will be supplied or the money refunded.
- b) All buses must have individual working seat belts for all adults and children on the bus.

- c) The driver will be used to dealing with children and have a thorough knowledge of the tour route and follow the itinerary and timetable for the tour.
- d) The driver is responsible for the safety of the children while they are travelling on the bus but teachers have the right to intervene if it is felt that the safety of the children is compromised e.g. driver using mobile phone, exceeding speed limit etc.
- e) The group will have access to the bus for the full day.
- f) If the weather conditions are unfavourable, the group will have the use of the bus for sheltering or for eating lunch.
- g) Children will not eat or drink on the bus except where it is agreed with the driver beforehand but not when the bus is in motion.
- h) The driver of the bus must be garda vetted.

Clothing

- Children may wear their P.E. **tracksuit** unless the venue requires specific clothing.
- Parents are advised that their children should bring **rain gear** and a change of clothes may be necessary, depending on the venue.
- Parents are advised that their children should wear **sunscreen** on summer tours. On very warm days, children will be permitted to wear shorts but they must wear their school tracksuit top and polo shirt.

Behaviour on Tours

- Children's behaviour on the tour will comply with the standard set out in the school's Code of 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 school may refuse the child permission to travel. Parents/guardians will be advised of this in advance.

Health and Safety/Supervision

- Teachers will be extra vigilant when taking children out of the school.
- Special attention will be paid to road safety, behaviour on bus, supervision and risks posed by particular venues (e.g. adventure playgrounds etc.)
- The minimum supervision ratio will be 10:1 (child : adult)
- Where problems arise either with venue or transport, the Principal will be informed as soon as possible of the problems encountered.
- Teachers will bring a first aid kit and sick bags with them on the tour.
- Children are not permitted to bring mobile phones, cameras, IT equipment or any electronic device on the tour.
- Teachers will bring contact details for each child so that parents can be contacted in an emergency situation.
- Teachers will bring medication for particular children with medical conditions.

Child Protection

- The teacher will be responsible for the safety and welfare of the children in his/her class while on the school tour.
- The minimum supervision ratio will be 10:1 (child : adult)
- All volunteers must be Garda Vetted before they accompany a class on a school tour.
- All volunteers will be given a copy of the school's Child Safeguarding Statement before they accompany a class on a school tour. All volunteers must sign to say they have read same.
- Volunteers will work under the supervision of the class teacher at all times. No volunteer will be left alone with a child.
- If a volunteer has a welfare concern about a child, they should report it to the DLP (the Principal) or the Deputy DLP (the Deputy Principal) when they return to the school.

Notifying Parents

Teachers will ensure that parents are given sufficient notice of the following, by way of letter:

- a) Itinerary & Timetable (Buses will depart at the stated time and late comers will not be accommodated)
- b) Cost
- c) Special clothing required
- d) Packed lunch.
- e) Parent(s) / Guardian(s) will be asked to give written permission to allow their child to go on the tour. (see tour letter template)
- f) Parent(s) / Guardian(s) will be asked to state how their child is to go home on return to school after the tour if it is outside school hours (see tour letter template)

Tours Checklist

Before Tour

- Venue booked
- Transport booked
- Individual parents informed of travelling embargo on disruptive pupils
- Timetable organised
- Parents informed by standard letter (see attached)
- Money collected and sent to the office

Day of Tour

- First Aid Kit
- Sick bags
- Wipes
- Change of clothes (esp for younger children)
- Sanitary Kit (for older children)
- 2 x plastic bags for rubbish
- Contact details for parents
- Medical equipment for particular children
- School camera

After Tour

- Report your return to the office
- Report how tour went to the Principal
- Send thank you note to volunteers

Ratification and Communication

This policy has been agreed by the staff and was ratified by the Board of Management of Scoil Mhuire on

22/3/18.

Chairperson of BOM: Ann O'Maack Date: 22/3/18

Principal: Noona Mescel Date: 22/3/18.

12-15 16/4/18.



Date _____

Dear Parent(s) / Guardian(s),

The following are the details regarding your child's school tour:

Date: _____

Venue: _____

Depart: _____

Return: _____

Cost: _____

Parents are advised that children should bring a healthy packed lunch and a drink in a re-sealable drink container on the tour. Children have permission to bring one treat. Children should wear their school tracksuit and bring a raincoat and sunblock if it is a sunny day.

Parents are advised that children should not bring spending money on the tour and are not allowed to bring mobile phones or electronic devices.

Please note that the bus will depart at the stated time and late comers will not be accommodated.

Please complete the following permission slip and return to the teacher with the money for the tour in an envelope marked with the child's name on it.

Yours sincerely,

Class Teacher.

Class Teacher.

Please detach and return

I give / do not give permission to _____ to go on the school tour to **Venue / Address & full date.**

_____ will be collected / will go home on his/her own on returning from the tour.

Signed: _____ **Parent/Guardian.**