

School Tours/Excursions Policy

Introduction

This policy was drawn up by the staff at a Staff Meeting in February 2012.

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;

- Junior Classes (JI – 2nd)
- Senior Classes (3rd - 6th)

The tours are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value. It has been recent school policy to limit shopping with a limit set on the amount of spending money.

No teacher is responsible for more than 20 pupils. It is school policy to assign individual groups of 10 children approximately to individual teachers. 2 Adults with Junior and Senior classes. This becomes possible as support and special class teachers accompany mainstream classes on school outings.

- Children's behaviour on tour will comply with the standards set down in the Code of Behaviour
- Children must obey their supervisors at all times
- Children must remain seated and wear seat belts 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
- Eating crisps/popcorn/chewing gum is discouraged on school tours
- Where a child's conduct would pose a safety risk for self or others the teacher may refuse the child permission to travel.
- A tour kit is available for any tour comprising
 - First aid materials,
 - refuse sacks,
 - illness bags
 - Wipes, kitchen roll

- Change of clothes
- Parents phone numbers
- Mobile phone
- camera

Success Criteria

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

Review

This policy will be reviewed in 2015.

Ratified 21 March 2012

G Miney
Chairman
Board of Management