

Policy on School Tours

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.

Guidelines:

1. School tours, educational visits, field trips or nature walks that involve teachers and children leaving the school grounds should be communicated to the Principal/Deputy Principal in advance.
2. It is necessary to have written consent for tours from parents for all our pupils. This is completed at enrolment and is held for the duration of the child's education at S.N. Muire na nGael. It is the responsibility of the parent to withdraw this permission in writing to the school principal if they wish to do so.
3. The responsibility of the school and the teacher in charge will extend throughout the whole course of the school tour and may extend beyond normal school time.
4. Parents may be requested to supervise on school tours, walks and field trips but must be advised of what is expected of them and should be placed under the overall general supervision of the class teacher.
5. The most senior teacher in the group will, in consultation with the Principal/Deputy Principal and other teachers on that tour, agree a destination, cost of entry fee, cost of bus hire and the total cost for the trip. (In the hiring of transport, the safety of the children will be paramount and take precedence over cost).
6. Pupils will be issued with an itinerary regarding tour destination, cost of trip, lunch arrangements, suitable attire etc. in advance of the tour. School tracksuits are generally worn on all school outings unless indicated otherwise by the class teacher in advance.

7. No spending money will be allowed.
8. The pupils will leave the school in an orderly fashion supervised by the class teacher.
9. The number of supervisors to be brought for each tour will be agreed with the Principal/Deputy Principal in advance.
10. Roll call/head counts are taken when children return to the bus after each segment of the tour.
- 11. The school's healthy eating procedure is relaxed for school outings. However children are not permitted to take foods containing nuts as part of their packed lunch.**
12. Our school mobile phone and Code of Behaviour policies will be adhered to on all school outings.
13. When travelling by bus, if practical, a teacher should sit adjacent to the emergency door of the bus. Children must remain seated while the bus is in motion.

Roles and Responsibilities:

- It is the responsibility of the Principal/Deputy Principal to oversee the implementation of this policy.
- It will be the responsibility of the class teacher to implement this policy in full when undertaking any school outing.

Success Criteria

- Positive experience for all
- Children have a safe enjoyable experience
- Teacher/Parent satisfaction

Ratification/Review

This policy was reviewed and ratified by the B.O.M on 13/03/2018.

Signed: Maighread Ní Ghallchóbhair (Chairperson B.O.M.)