

School Tours Policy

Harold's Cross N.S.

Reviewed and ratified by the Board of Management on-

April 17th, 2018

Signed: Dr. Treasa Leahy, Chairperson,

SCHOOL TOURS POLICY

Rationale:

School tours are part and parcel of the programme of teaching and learning in every school. In Harold's Cross N.S. they are a special event in the school calendar which usually takes place in the last weeks of our school year.

Following completion of our Risk Assessment (February, 2018) this policy originally drawn up in 2006 and amended in 2011 was reviewed and amended to take account of concerns raised by staff in that assessment.

Aims:

- To provide school tours taking into account the age and interest of the children and the curriculum being covered.
- To provide a programme of teaching and learning which take into account the age, ability and interests of the children
- To benefit the intellectual, cultural and social development of the children.
- To present the children with a new environment in which they can observe, investigate and relate their findings to their own environment.
- To afford all children the opportunity to go on school tour with their peers.

Tours will be arranged at the discretion of the class teacher.

TRANSPORT:

The organizer of the tour will ensure-

- All staff is cognizant of Child Safe Guarding protocols and procedures
- That the form of transport used meets all health & safety requirements, ie seatbelts (private hire)/ that drivers are Garda vetted etc.
- That the form of transport chosen is appropriate to the distance and numbers of pupils.
- That pupils, staff and volunteers uphold the school's Code of Behaviour and other relevant policies while on tour.
- That the teacher will ensure that the safety of the children is paramount at all times.
- That the usual school lunch policy will apply on all tours. (be brought)
- That buses will be left as they are found.

The Taking of Photographs:

Only members of staff are allowed to take photo of the children and must use the school's I-Pad and camera in order to do so.

Pupils are not allowed to take photos.

TOUR KITS

Teachers will take the tour kit on all outings. The kit will contain

- first aid materials
- refuse and illness bags, newspaper, kitchen roll
- mobile phone

COST OF TOUR

Teachers will ensure that the cost of the tour is reasonable and represents value for money. All children will be encouraged to save for the tour.

SPENDING MONEY

Spending money and the amount allowed is at the discretion of individual teachers.

VENUE

- Tours may not take place during the assessment fortnight.
- No more than two classes will travel together, unless venue and transport arrangements warrant otherwise. When more than one class travels, one teacher will accept the role of "leader". The teacher will be "au fait" with venue, with particular reference to educational opportunities afforded, and services available. Teachers traveling together will decide whether uniforms/tracksuits should be worn depending on the type of tour. The leader will have a prearranged plan to deal with emergencies.

School Tour Checklist - see accompanying sheet.

BEHAVIOUR ON TOURS – INCLUSION/EXCLUSION

A pupil's behaviour on tours will comply with the standards set down in the **The School's Code of Behaviour and Discipline**. Where it is felt 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. Where possible it will be our policy to include all children in school tours. Decision on any exclusion rests with the class teacher in consultation with the principal.

TOURS LIST

A selection of suitable tours for all classes will be available. Classes may choose a

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venue suitable for their own level or below but not from levels above. Teacher will ensure that venues are suitable for pupils with special needs.

SAFETY AND SUPERVISION

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

- Road Safety.
- Behaviour.
- Risks posed by particular venues (e.g. adventure playgrounds etc.).
- School tracksuit and hi-vis to be worn

The minimum supervision ratio (unless otherwise stated by the venue) will be:

10:1 for all classes

Plan for dealing with emergencies - sick or injured children while on a school trip:

- Get the child as quickly as possible to a doctor or hospital depending on seriousness of situation.
- Phone the school as soon as possible to make contact with the child's parents

INFORMING PARENTS

Teachers will ensure that parents are given sufficient notice of:

- Itinerary
- Timetable
- Cost
- Special clothing necessary and packed lunch (no glassware)
- Permission slip

Implementation: This policy was originally drawn up in 2006. It was reviewed by the staff and Board in 2011. It was again reviewed and amended in April, 2018 following the adoption by the Board of the Children First, 2015 protocols and procedures.

Changes were ratified by the Board on April, 17th, 2018.

SCHOOL TOURS (Fieldtrips, outings) POLICY
HEALTH AND SAFETY POLICY

The Health and Safety Policy drawn up in 2004 (reviewed in 2005, 2007 and 2009) and amended yearly is available to all members of the school community. The policy deals with the safety and welfare of all while in class, yard and engaging in school related activities. Further guidelines on Health and Safety form part of the History and Science Policies and also the Schools Tours (Fieldtrips) Policy. All staff to ensure they are au fait with the guidelines and that they act in line with procedures. The following procedures will apply in relation to geography:-

- All staff must inform the Principal whenever it is proposed to engage in fieldwork.
- Letters informing parents and seeking their permission for their children to engage in fieldwork or leave the school grounds must be sent prior to such work/trips.
- During practical work teachers will be aware of the safety implication of any such explanatory or investigative work to be undertaken and such implications etc. should be brought to the children's attention.
- Sensible planning, good supervision and adherence to safety rules will ensure successful and enjoyable outcomes.
- Outdoor work will be based in areas that are accessible to children and staff and which are safe.
- It is recommended that staff visit sites prior to a field trip to ascertain potential hazards/risks.
- Certain pupils may be allergic to some animals and plants and staff should be mindful of this when choosing habitats for investigation.

Staff are to:

- Review Road Safety guidelines prior to embarking on fieldtrips outside the school with risk factors such as narrow pavements, heavy traffic, traffic lights, water/rivers, ponds, cliffs, dangerous animals etc. being highlighted.
- Care should be taken that tasks required of pupils do not expose them to danger.

Teachers are asked to refer to the Geography Teacher Guidelines – pages 74 to 77 when planning a fieldtrip.

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