St. Conleth’s NS.

POLICY ON TOURS / OUTINGS

**Introduction**

 This policy was drawn up during March 2008 by the teaching staff and circulated to the Board of Management for comment and feedback. It was reviewed in 2015 in preparation for ratification by the staff and the Board of Management.

**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.

Taking into account the age and interest of the children and the curriculum

being covered, school tours will be arranged by the school to present the

children with a new environment in which they can observe, investigate and

relate their findings to their own environment. Tours will be arranged at the discretion of the class teacher.

**Cost**

Teachers will ensure that the cost of the outings is reasonable and represents

value for money. All children will be actively encouraged to save towards the

cost of the tour. Teachers travelling together agree and notify their group of

the upper limit (based on age and venue) on spending money.

**Tours**

* The transport organiser of the tour will ensure that tenders are sought

for all tours and that a form of transport appropriate to the distance and the numbers travelling will be chosen..

* Tour leaders will take a tour kit containing first aid materials, refuse

and illness bags, etc.

* A list of contact phone numbers will be brought in case of emergencies
* An adequate number of adult supervisors (preferably teachers) will travel with the children.

**Conduct while on tour**

Pupil’s behaviour on tours will comply with the standard set down in the

School’s Code of Discipline. In certain circumstances, parents may be asked by

the Principal to agree to a contract on 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 teacher may refuse the child permission to travel. Parents will be advised of this in advance.

Appropriate arrangements will be made for supervision of the pupil in school.

**Safety and Supervision**

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

attention will be paid to road safety, behaviour on bus, risks posed by

particular venues. Other teachers and/or parents may be asked to help with

supervision. The maximum supervision ratio is 20 :1 (adult) for tours of substantial duration and distance. A greater supervision ratio may be permissible for shorter excursions around the immediate locality.

* 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.
* Roll calls/head counts are taken when children return to the bus after each segment of the tour.
* Eating crisps/popcorn is not allowed on buses during school tours.
* Chewing gum is not allowed on school tours.
* Seat belts must be provided for by the transport providers in accordance with road safety legislation.

**Hand Held Devices**

Children in classes from Junior Infants to Fourth Class are not permitted to bring devices with them on school tours except in exceptional circumstances. Children in Fifth and Sixth class have traditionally been allowed to carry portable personal music players and cameras on tour. With the advances made in smart phone technology children are permitted to bring their phones but must agree to use the camera/music/games functions only. Permission for such exceptions must be sought individually and will be at the discretion of the class teacher taking into account the responsibility shown by the student and undertakings that responsibility will be shown on tour. This amendment is on a trial basis and will be subject to review in the future.

**Any devices brought by children on tour will be done so at their own risk.**

**Informing Parents**

Teachers will ensure that parents are given sufficient notice of itinerary and

timetable, cost, special clothing necessary and packed lunch (no glassware) and

requested to sign permission slip and time of returning home.

**Success Criteria**

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