



## **SCOIL NAOMH TREASA**

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### **School Tours and Outings Policy**

#### **Introduction**

The purpose of the policy is to document current and future practice on school tours. Taking into account the age and interests 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.

#### **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 benefit the intellectual, cultural and social development of our pupils.
- To provide school tours or trips taking into account the age and interest of the children and the curriculum being covered.
- To afford all children the opportunity to go on school tour with their peers.
- To provide an enjoyable educational experience for children.

#### **Policy Content**

School tours, educational visits, field trips or nature walks that involve teachers and children leaving the school grounds should be requested through the Principal for approval by The Board of Management.

#### **Safety and Supervision:**

As always the class teacher is responsible for his/her class. However, it is school policy to ensure a number of assistants accompany a teacher on a trip and assign individual groups of children to teachers or parental supervisors. The agreed minimum ratio of pupils to adults is 1:15 and 1:10 in Infants. Teachers must be extra vigilant when taking children out of the school. Frequent head counts should be made.

Parents/guardians who are asked to supervise on school tours/walks/field trips must be advised of what is expected of them and should be placed under the overall general supervision of a teacher. **Parents who are supervising are requested not to take photos/videos on any tours.**

### **Informing Parents and Consent:**

Using the Aladdin connect app, parents or guardians will be asked to give consent for their child to attend the planned tour. The page on the app will state:

- the venue and date
- departure and return times
- the correct clothing to wear and bring
- the type of lunch needed and if treats permitted(reminder nut free)
- the importance of sun protection
- where and when to collect children afterwards

### **Cost**

Teachers will ensure that the cost of the tour is reasonable and represents value for money. The preferred method of payment is online. Parents will receive a payment link from the school. However no child should be excluded from a tour if unable to meet the cost.

### **Conduct on Tours**

The School Code of Behaviour applies on all tours. In certain circumstances a pupil and parents may be asked to sign a promise of good behaviour prior to the tour. **If it is felt a child's conduct would pose a safety threat to him or herself or to others the school may refuse that child permission to travel.**

### **Uniforms**

Teachers travelling together will decide whether uniforms or tracksuits should be worn by all. Children should never wear name badges in public.

### **Tour Kit:**

- (a) Teachers will take a First Aid kit on all outings. The kits should contain: - First aid materials, refuse and illness bags, tissues and kitchen roll.
- (b) Any medication (inhalers, epipens etc.) that may be required
- (c) A set of spare clothing should be brought on infant tours in case of a toileting accident.
- (d) A print out from Aladdin of parents names and contact details
- (e) The school mobile phone

**Roll Call:**

In as far as possible the roll should be called prior to leaving the school. Teachers should have access to a list of names and contact details for each child.

**Spending Money:**

In general no spending money will be allowed, unless a prior agreed amount is communicated to parents.

**Plan for dealing with Emergencies - Sick / Injured children while on school trip:**

1. Seek immediate medical attention, call an ambulance.
2. Contact the injured child's parents.
3. Phone the school contact the principal / deputy principal/ designated teacher.
4. Teacher should accompany the child in the ambulance to hospital.

**Use of Cameras and Mobile Phones:**

Children are not allowed to have mobile phones on school tours. (Please refer to the Policy on the use of Mobile Phones and Electronic Devices). In the interests of protecting all children, use of cameras/videos or any recording device by parents/guardians and/or children/visitors, is strictly prohibited on the school premises or at school related events. Any photographs or recordings at school events taken by school staff are used for school purposes and parental/guardian permission is sought on enrolment in the school.

**Reports**

Where problems arise either with pupils, parents, venue or transport, teachers will report back to the Principal.

This **School Tours and Outings** policy was adopted by the Board of Management on **02/12/2021**

Signed: *Fr Mark English*

*Chairperson of Board of Management*

Signed: *Mr Aidan Mc Loughlin*

*Principal*