



SN Tulach Uí Chadhain

School Tour & Excursions Policy

Introduction:

This policy was drafted by the whole staff of Scoil Naomh Bríde, Tulach Uí Chadhain. The policy outlines the procedures in place for all school trips, tours and outings. School tours usually take place annually at the discretion of the teacher, principal and Board of Management of the school. In the course of a typical school year various other trips or outings may be organized by the teachers subject to the approval of the Board of Management.

Rationale:

Bringing children away from the school grounds on outings and trips brings with it obvious risks. It is necessary to have a policy that outlines a framework of practices and procedures that best protects against those risks.

Aims:

This policy aims:

- To outline the procedures and practices in place for all school outings
- To ensure that teachers and school staff are fully prepared and aware of school policy in relation to the organisation of tours
- To ensure that staff are prepared to avoid if possible and respond appropriately if necessary to a variety of incidents that could happen when on tour

Scope of this Policy

This policy covers all school trips, tours and outings. These are defined as any time children leave the immediate environs of the school in the company of school staff and will be referred to as outings in this policy. This includes but is not restricted to: School Tours, sports events, attendance at local community events and attendance at religious services and ceremonies.

Organisation of Outings

- All school outings are subject to approval by the Board of Management of the school
- In the case of minor outings such as sports outings religious or educational outings involving one or more class during the school year the Board of Management delegates responsibility to the Principal to approve such outings.
- Annual School Tours will always be subject to approval of the Board of Management

- All students attending school outings must adhere to the Code of Behaviour and Anti Bullying Policy of the school for the duration of such outings regardless of whether they start or finish outside of traditional school hours.
- At least 2 adults will accompany children on all school outings.
- A ratio of adults to children of 20:1 will apply to all school outings.

Preparation for Outings

- Class teachers will organise any outings involving their own class. Class teachers may collaborate with other teachers in the organisation of outings involving multiple classes. Any sports outings will be organised by the teacher with responsibility for coordinating those teams' attendance and participation in the event.
- The organiser should ensure that the cost of any outings is reasonable. No child should miss out on a school outing because of an inability to pay.
- The organiser should ensure that they communicate plans to other members of staff as necessary and ensure that any necessary arrangements for cover are put in place.
- The written consent of parents is required for all outings and it is the responsibility of the organiser to ensure that all students attending school outings have the necessary permission. This permission can be obtained from parents either through a written note or digitally.
- The organiser should ensure that all parents/guardians are aware of all relevant details well in advance of the outing such as destination, itinerary, items needed by pupils, whether or not school uniform is necessary etc.
- If the outing will finish after school hours the organiser should ensure that parents indicate arrangements for their child to go home afterwards.
- Payments by parents for school outings should be made where possible using the online payments system. The school secretary/principal will set up the necessary payment on the payments system.
- If a cheque or cash is required for the outing it should be requested well in advance.
- The organiser should make every effort to ensure that they are aware of any specific physical disability or medical conditions that may apply to any child that will be in attendance and that the necessary precautions have been taken and any school-based medication is prepared and available.

Day of Outing

Prior to departure the organiser should ensure that the following are packed:

- A list of all students attending with necessary contact details.
- A first Aid Kit.
- Any school-based medicines pertaining to a child with a medical condition.
- Any additional equipment necessary for any child with physical impairments.
- Any equipment needed (footballs, sliotars etc).

The organiser should also ensure:

- A list of all students attending the tour has been left with the principal/secretary.
- Arrangements are in place to accommodate those not attending.

- Children abide by school rules, code of behaviour and anti-bullying policy.
- Children abide by any rules set down by the tour venue or bus company.
- Children are not left unsupervised at any time.

Ratification and Review

This policy was adopted by the Board of Management on 21/06/2021 and will be reviewed every 3 years. The latest review was completed on 06/02/2025. The policy has been made available to school personnel, published on the school website and provided to the Parent's Association.

Signed



Date: 06/02/2025

Chairperson, Board of Management

Signed



Date: 06/02/2025

School Principal