



Taunagh N.S., Riverstown, Co. Sligo.  
071-9165605 taunaghns@gmail.com  
Uimhir Rolla: 13196R



## **School Tours/Excursions Policy**

### **Introduction**

This policy was drawn up by the staff and circulated to the Board of Management (BoM) for ratification.

### **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 of having a framework for good practice in place to cover all eventualities. Taking into account the age and interests of the children and the curriculum being covered, school tours will be arranged by each class teacher at their own discretion.

### **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.

### **Transport**

- All transport supplied will be suitable and well-maintained. Teachers have the right to refuse any bus they find unsuitable for their outing. If the bus proves unsuitable a replacement will be supplied or the money refunded.
- The driver will be used to dealing with children and will have a thorough knowledge of (and follow) the itinerary and timetable for the tour. The driver is responsible for the safety of the children while they are travelling, but teachers have the right to intervene if it is felt the the safety of the children is compromised.
- Children should be seated at all times the bus is in motion.
- Seat belts must be worn while the bus is in motion.
- If the weather conditions are unfavourable the group will have the use of the bus for sheltering or for eating lunch in consultation with the driver.
- The consumption of food (snacking) and singing on the bus (at an acceptable level) will be at the discretion of the teacher in consultation with the driver.
- Buses will be left as they were found.

### **First Aid Kit**

Teachers/ staff will take a tour kit on all outings. The kit will include:

- First aid materials
- Refuse and illness bags
- Water
- Kitchen roll.
- Mobile phone
- Any additional medication needed by an individual child (according to our Policy on the Administration of Medicine).



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- Emergency contact list

### **Cost**

The staff/BoM will ensure that the cost of the tour is reasonable and represents good value for money.

### **Spending money**

Teachers travelling together will agree and notify their group of the upper limit on spending money. This will be based on age and venue.

### **Venue**

Tours will be booked early for a date in the 3rd term. Teachers will be conscious of what days the venue is likely to be busier and will take this into account when booking. The venue will be chosen by the staff at a meeting.

### **Weather Conditions**

Wet gear may be essential for all children and a change of clothes may be necessary, depending on the venue. Similarly, in the case of hot weather, children may need sunscreen, sun hats, etc.

### **Uniforms**

Staff will decide whether uniforms should be worn and will notify parents in advance.

### **Conduct on Tours**

Pupils' behaviour on tours will comply with the standard set down in the School's Code of Discipline. In advance of the school tour, where a child continuously breaches the code of discipline and 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.

### **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 the bus.
- Risks posed by particular venues (e.g., adventure playgrounds, water activities, etc.).

### **Informing Parents**

Teachers will ensure that Parents are given sufficient notice of;

- Itinerary/timetable.
- Cost.
- If special clothing or a packed lunch will be necessary.



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### **Consent**

Prior to the tour, written consent will be sought from the parents/guardians of each pupil for their child(ren)'s participation in it. If written consent is not returned to the school by the date required, the pupil in question will not be able to be part of the tour.

### **Policy Content.**

- School tours will be arranged by the staff depending on the number of pupils and the needs of the pupils.
- It is school policy to ensure that there will be a minimum of two staff members on any tour/excursion.
- Depending on the needs of the group and the venue and activities of the tour, another appropriate adult (who is Garda Vetted) may accompany the group on the tour as additional supervision. This will be at the discretion and choice of the Principal.
- Children must obey their supervisors at all times.
- 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.

### **Success Criteria**

- Positive experiences for all.
- Children having a safe and enjoyable educational experience.
- Teacher/parent satisfaction.

### **Review**

The policy will be reviewed annually.

Ratified by the Board of Management on the 3<sup>rd</sup> May, 2022.

### **Signed:**

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*Principal*

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*Chairperson*

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*Date*