

Scoil Aodán Naofa

Carnew

School Tours/Outings Policy

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.

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

Transport

The transport organiser of the tour will ensure that:

- (a) Tenders are sought for all tours
- (b) A form of transport, appropriate to the distance and the numbers traveling will be chosen.
- (c) The bus Company/suppliers and drivers accept the following conditions.

Conditions and Hiring

- (a) 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.
- (b) The driver will be used to dealing with children and have a thorough knowledge of and follow the itinerary and timetable of 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 safety of the children is compromised.
- (c) The group will have access to the bus for the full day, where feasible.
- (d) If the weather conditions are unfavourable the group will have the use of the bus for sheltering or for eating lunch.
- (e) The incidental 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.
- (f) Buses will be left as they were found. Rubbish will be collected at the end of the trip.

Tour Kit

- (a) Leaders will take a tour kit on all outings. These will be available from the office. The kit will contain:
 - i) First aid materials, refuse and illness bags, newspaper, kitchen roll.
 - ii) Money to buy parent / volunteers tea/ coffee while on tour
 - iii) Change of clothing in event of toileting accidents (trousers, underwear, socks)
- (b) Thank you cards will be provided by the office to send to parent supervisors.

Cost

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

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 in the 2nd term. Teachers will be conscious of the likely "busier" days.

Not more than two classes will travel together, unless venue and transport arrangements warrant otherwise. Where more than one class travels, one teacher will accept the role of "leader".

The teacher will be "au fait" with venue, with particular references to educational opportunities afforded, and services available (phone, toilets, emergency facilities). Where no phone facilities exist, the leader will have a pre-arranged plan to deal with emergencies. Toileting stops will be planned for along the route for longer journey.

Weather Conditions:

Rain and head gear will be essential for all children and a change of clothes may be necessary, depending on the venue.

Tour list:

A list of suitable tours for all classes will be available. Classes may choose a venue suitable for their own level or lower but not from levels above. Teachers will ensure that venues are suitable for pupils with special needs.

Uniforms:

Teachers travelling together will decide whether uniforms should be worn.

Reports

Where problems arise either with venue or transport teachers will report back to the transport/tour organiser who will in turn discuss it with the principal.

Conduct on Tours

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 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 teachers 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 bus, risks posed by particular venues (e.g. adventure playgrounds etc.)

The minimum supervision ratio will be 15:1(adult)

Informing Parents

Teachers will ensure that Parents are given sufficient notice of:

- (a) Itinerary and Timetable
- (b) Cost
- (c) Special clothing necessary and packed lunch (no glassware)