



School Tour Policy
St. Anthony's Special School
Humbert Way
Castlebar

Version	Revision Date	Reason	Approved by	Approved on
1	29/9/26	New Policy		

School Tours/Outings/Trips

Introduction

This policy was drawn up by staff of St. Anthony's Special School in consultation with and ratified by Board of Management. It is also available to read on the school's website by parents / guardians of the children. The objective of educational tours should be of benefit to the intellectual, cultural and social development of the pupils. The purpose of the policy is to document current and future practice on school tours. The policy will be reviewed annually.

Rationale

Our objectives in devising a policy on school tours include:

- To benefit the intellectual, cultural and social development of our pupils.
- Ensuring children have a variety of school tour experiences during their time in school by presenting the children with a new environment in which they can observe, investigate and relate their findings to their own environment.
- 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.
- Ensuring that tours are organised to the highest possible safety standards & approved by the BOM
- Arranging the provision of educational experiences not possible within the school setting.

School Tour Procedures & Planning

Annual school tours are organised by class teachers and all class staff

- Tours should be planned well in advance of tour dates. The full cost of the tour should be communicated to parents before tour date. Every effort should be made to ensure that the cost involved does not prevent any pupil or group of pupils participating in the tour.
 - SNAs will travel with pupils
 - Teachers may request parents to come on tours as supervisors where necessary. However the Class Teachers retain overall responsibility for the children.
- The school's Code of Behaviour applies to School Tours and we reserve the right to exclude from a school tour any pupil whose behaviour is such as to cause concern for his/her own or others safety.
 - All accidents and incidents on tours are dealt with in line with our school's safety statement.
 - We will ensure to the best of our ability that all buses are equipped with seat belts. Each child should have his/her own belt. No tour will take place unless all children are secured.

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

Policy of Inclusion: It will be our policy to include all children in school tours. Decisions on any exclusions rests with the class teacher in consultation with the principal.

Transport:

The transport organiser of the tour will ensure that:-

- Best value is got in relation to transport, tenders may be sought from different bus companies
- A form of transport, appropriate to the distance and the numbers travelling will be chosen. The bus will be booked through the office as long as sufficient time has been given to do so.
- The bus company must agree to the following;
 - Where possible the school bus will be used for school tours and cost of diesel included in the tour cost

Conditions of Hiring:

- All transport supplied will be suitable and well-maintained
- All transport must have seat belts for each child.
- 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 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 safety of the children is compromised.
- The group will have access to the bus for the full day. If the weather conditions are unfavourable the group will have the use of the bus for sheltering.
- Buses will be left as they were found (This also applies to the school bus if used for the tour)

Tour Bag:

All class teachers must bring the following on tour:

- Mobile phone with credit where necessary
- Contact numbers of staff on tour and parent supervisors.
- All staff should have phone numbers of the school and emergency services saved in their phones.
- Copy of pupils' parents contact numbers for staff members only
- First aid kit bag and surgical gloves.
- Refuse bags, kitchen paper, wipes.

- Medical needs/special requirements of pupils will be taken into consideration and all necessary requirements including emergency action plan consulted in relation to the outing. (Medicines as necessary for any children with allergies/medical conditions/ inhalers) Parents may be asked to travel with their child if medical support may be required.

Spending Money:

St. Anthony's Special School to the best of our ability will avoid tours whereby spending money is required. Children are only permitted to bring spending money if it is stated in their permission letter to parents. If spending money is allowed, a maximum amount will be stated in Tour Permission Letter. Under no circumstances does the class teacher and/or school take responsibility for any monies lost or stolen on field trips.

Informing Parents:

Teachers will ensure that Parents are given sufficient notice of the school tour. The initial letter to parents should contain;

- Itinerary & Timetable
- Deadline for registering and payment of deposit
- Cost
- Special clothing necessary and packed lunch (no glassware)
- Permission Slip to be signed by parent / guardian and returned to class teacher. Children will not be permitted on any transport without permission. In special circumstances e.g. when a child has been absent, the school will make every effort to contact parents/guardians to ask them to sign permission slip before departure.

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
- Roll calls/head counts are taken when children return to the bus after each segment of the tour.
- A record must be kept of all incidents.
- All incidents must be recorded on return to school
 - Adequate insurance coverage must be in place- student insurance + insurance in places that school tour is taking place

Rules for children:

School's Code of Behaviour applies to all school related activities, including school tours.

- Children must obey their supervisors at all times.

- Children must remain seated while the bus is in motion with seatbelts fastened.
- 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.
- Eating chewing gum is not allowed on school tours.

Plan for dealing with Emergencies:

For sick / injured children while on school trip: Please follow same procedures as outlined in Accident and Injury Policy

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

Fieldtrips/Outings

Fieldtrips which relate to a particular curricular area are encouraged. These trips can range from simple walks around the school, to the beach, town field trips, SET visit to shop, class visit to library, visit to neighbouring school for concert, debates, sporting events, to organised trips to relevant places of interest.

The principal must be informed in advance if it is proposed that a class leave the school grounds.

Teachers are encouraged to plan and prepare children in advance of the trip and to carry out some follow up work in the classroom following the fieldtrip.

Teachers should ensure adequate supervision at all times. All class staff including SNA's will accompany the class on the trip.

Children should be appropriately dressed for the fieldtrip e.g. raingear, suitable footwear etc.

Roles and Responsibilities: Board of Management:

- To approve the policy
- To consider reports from the Principal on the implementation of the policy.
 - The BOM should be informed of planned school tours before communicating with students/guardians

Principal and Deputy Principals

- To ensure that the policy is developed and evaluated from time to time.
- To establish structures and procedures for the implementation of the policy

- To monitor the implementation of the policy.

Teachers/ Organisers of the School Tour/Outings:

- To implement the policy and provide feedback to management that may assist the review process. Teachers who organise the tour should prepare a summary for the Principal upon return from the tour
- To instruct students as to what is expected of them in relation to preparing for and participating on the school tour.
- To keep accurate records of the above.
- All money received should be given to the school office prior to departure.

Receipts must be issued for all money collected (Any deficit or borrowing to support a school tour must be avoided. All tours should be self-financing and exposing the school to any liability associated with the tour must be avoided.

Parents:

- To support the school policy in all aspects.

Pupils:

- To accept the policy and abide by the conditions

Implementation:

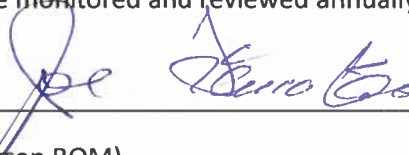
- Management and all members of the school staff who are in charge of students on a tour will monitor the implementation of this policy.
- The full co-operation of students and parents/guardians is expected for all tour activities.
- Parents/ guardians must encourage their child to uphold the standards of behaviour required on all tours.

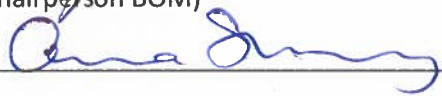
Success Criteria:

- Management, teachers, parents and students are satisfied with the effectiveness of the policy.
- The planning, organisation and carrying out of tours and outings have proceeded without issues.
- Any unforeseen event, which occurred, was dealt with promptly and in line with the guidelines in this policy.
- All staff members and students returned safely, having achieved a worthwhile learning experience.

Review: This policy was ratified by the Board of Management on 29/9/2020

This policy will be monitored and reviewed annually Ratified: by the Board of management and Principal.

Signed:  Date: 29/9/2020
(Chairperson BOM)

Signed:  Date: 29/9/2020
(Principal)

