



**St. Patrick's School. Drumcondra, D09XH2**

**Scoil Phadraig, Droim Conrach, Ath Cliath D09 XH52**

**Email: [secretary@saintpats.ie](mailto:secretary@saintpats.ie) Telephone: (01)8373714**

**Charity number:20116453**

## **School Tours Policy**

### **Introduction**

This policy was drawn up by St. Patrick's BNS and ratified by the Board of Management (BOM). Taking into account the age and interests of the children and the curriculum being covered, school tours will be arranged by the school to enrich the educational experience and school life of the children.

Tours will generally be arranged at the discretion of the class teacher(s) but at times may also be organised by support teachers or the principal. All trips should be approved by the Principal in advance and noted in the school diary.

Attendance on Tours is a privilege which is dependent on good behaviour. The school's Code of Behaviour applies to all school activities both during and outside of normal school hours, i.e. when on school related activities/outings/tours where students are identified or identifiable as pupils of St Patrick's B.N.S.

This policy should be read in conjunction with the school Code of Discipline and Sanction list, Child Safeguarding Statement, Health and Safety Policy and the Administration of Medicines Policy.

### **Rationale**

The need for this policy arises due to the necessity to have a framework for good practice in place in relation to the organisation of tours. Also to ensure the smooth operation of tours away from school and to ensure the safety of the children and staff is maintained.

**Aims:**

1. To provide an enjoyable, educational experience for all children.
2. To ensure all practical steps are taken in reducing the exposure of children and staff to undue risk on outings.
3. To give guidance on the planning and operation of school tours.
4. To benefit the intellectual, cultural and social development of our pupils.
5. To arrange for the provision of educational experiences not possible within the school setting.

**Procedures:****Planning for a tour:**

1. Teachers should consider the educational and/or other benefits that the pupils will derive from the tour.
2. Tours should be planned well in advance of tour dates and requests for approval should be made (by email) at least two weeks before the tour date. (Notice of trips to Croke Park, Botanic Gardens, Albert College or Na Fianna will be given within a week of the trip.)
3. Details of the proposed tour to be emailed to the Principal should include:  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Destination: \_\_\_\_\_  
Class(es): \_\_\_\_\_  
No. of students: \_\_\_\_\_  
Name(s) of teachers/SNAs involved: \_\_\_\_\_  
Other volunteers: \_\_\_\_\_
4. Confirmation should be sought by the organising teacher of a 'Child Safeguarding Statement' or equivalent from the tour operator and presented .
5. The tour shall not be deemed to have been authorised for advertising until the Principal has formally approved the tour by return email.
6. Once approved, tours will be noted in the office calendar by the Principal/ Secretary to ensure that they don't co- inside with other events.
7. Notes regarding school tours should be shown to the Principal in advance of being sent to parents. A copy of the note will be filed in the office.
8. Notification of the tours will be uploaded to Aladdin to share with Parents. Permission, via Aladdin, or in writing must be sought for any tour out of school except "Local Trips", where a general permission will be received in writing in September of each year.
9. Payment for tours should be set up through Aladdin.

10. The full cost of the tour should be communicated to parents at least two weeks before the tour date.
11. The cost of the tour should be reasonable and represent value for money. Every effort should be made to ensure that the cost involved does not prevent any pupil or group of pupils participating in the tour.
12. Any medical needs /food requirements should also be notified to the Venue and planned for by school staff and parents/guardians prior to departure.
13. For class trips the class teacher retains ultimate responsibility for the class on tour and should be present at all times.
14. Arrangements must be put in place to ensure that no teacher on a tour away from school is responsible for supervising more than 16 pupils. For Junior and Senior Infants, the ratio will be 1 teacher/adult to 10 pupils.
15. Teachers may invite parents to come on tours as supervisors where necessary. In this case parents need to be garda vetted for the school. The Class Teachers retains overall responsibility for the children
16. In the case of a child with a specific need and/or access to an SNA, arrangements should be put in place in advance of the tour, to support this child. When on tour an SNA will assist with the child to whom they are assigned. Depending on need, a maximum of three SEN children will be supervised by an SNA at any one time.
17. Where a child has a significant additional need, parents should be consulted regarding the tour and accommodations made where possible. This includes where there may be a medical need. Depending on the needs of the child, parents may be required to accompany the child on tours.

Where an SNA is required on a school tour, it is vital that the SEN Co-ordinator is consulted as arrangements may need to be made to ensure other children are not affected.

When a Special Education Teacher is travelling with a class/group it is important that the needs of other children whom the teacher works with are facilitated. I.e: timetable rescheduled to provide time for those pupils later in the week Fellow staff members who the Special Education Teacher work with should be informed in advance of the change to timetables/provision on the day in question.

The class should be briefed on the tour prior to going, e.g. timetable for the day, what is to be expected, behaviour, educational aspects.

Depending on the nature of the school tour, uniforms or practical clothing may be worn. Pupils should be advised to dress appropriately or to bring a change of clothes where necessary.

In rare circumstances, a tour may be cancelled or amended at short notice by the Principal, and parents will be advised as early as possible.

**When on tour:**

1. Any Child Protection concerns will immediately be notified to the Designated Liaison person (DLP) or Deputy Designated Liaison Person (DDLDP).
2. Teachers have a duty of care and must be available at all times.
3. The school's Code of Behaviour applies to School Tours and we reserve the right to preclude from a school tour any pupil whose behaviour is such as to cause concern for his/her own or others safety.
4. Any medicines needed by a child should be brought e.g. Epipen (subject to the Administration of Medicine Policy)
5. Private buses used will be equipped with seat belts. Each child should have his own belt. No tour will take place unless all children are secured.
6. Children will be expected to bring their own lunches and drinks on tours. (no cans or glass bottles . No fizzy drinks or chewing gum allowed. Healthy eating policy applies, unless otherwise stated in the tour note. Treats are permitted on the end of year tour.
7. To the best of our ability we will avoid tours whereby spending money is required. Children from Junior Infants to second class are not permitted to bring spending money with them on tours. Children in 3rd to 6th class 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 the Tour Permission Letter. Under no circumstances does the class teacher and/or school take responsibility for any monies lost or stolen on tours.
8. The teacher will have access to a class list and contact numbers.
9. Children must always follow the instructions of accompanying adults
10. Children must remain with their allocated grouping and adult while on tour.
11. On arrival at the place where the tour takes place contact should be made with the appropriate guide.
12. While the tour provider often provides staff to organise and supervise activities teachers should always be present
13. Roll calls/head counts are taken regularly, as appropriate.
14. Timekeeping is important and every effort should be made to keep the tour on schedule.
15. Where problems arise either with venue or transport, teachers will report back to the principal.

**Transport:**

The organiser of the tour will ensure that:

1. A form of transport, appropriate to the distance and the numbers travelling will be chosen.
2. The bus will be booked by the organising teacher
3. All transport supplied will be suitable and well-maintained.
4. All transport must have seat belts for each child.

### **Dealing with Emergencies:**

In the event of an emergency, the same procedures followed in school will apply:

1. Seek immediate medical attention, call an ambulance.
2. Contact the injured child's parents.
3. Contact the Principal / Deputy Principal.
4. A supervising adult may accompany the child in the ambulance to hospital

### **Overnight Tour:**

Consideration of an overnight trip is at the discretion of the Teacher. If an overnight tour is booked, it will apply to 6th class only and the following additional points will apply:

1. At least three months' notice of the trip will be given to parents/guardians.
2. Pupils' mobile phones are allowed only for a short, specified time in the evening and will be kept by the class teachers otherwise. Where pupils take phones on such a tour, teachers are not liable for any loss/damage which may occur.)

### **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:**

1. 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.

2. Any unforeseen event, which occurred, was dealt with promptly and in line with the guidelines in this policy
3. All staff members and students returned safely, having achieved a worthwhile learning experience

**Review and Ratification:**

This policy was ratified in May 2020 and will be reviewed in 2022 or before as may be necessary.

Signed:

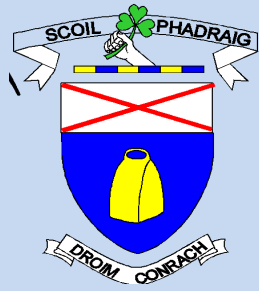
Anne Looney (Chairperson)

Natasha Bassett (Principal)



June 2020

Appendices follow



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Dear Parents/Guardians,

During the course of the year children from St. Patrick's BNS visit various places in the immediate local area for a variety of reasons. To make the running of these trips and walks a bit smoother we will be collecting a general permission for children to undertake localised outings under school supervision.

Places that may be visited in a given year include Griffith Park, Drumcondra Library, St. Patrick's College Grounds, Clonturk Pitch , Drumcondra Village, Na Fianna, Albert College Park, Croke Park, Botanic Gardens. (For Na Fianna, Albert College Park, Croke Park, Botanic Gardens, notice will be provided within a week of the trip.)

Could you please provide consent via Aladdin, or sign and return the consent form to the class teacher, in order for your child to attend such trips during the year.

Yours faithfully,

\_\_\_\_\_  
(Class Teacher )

\_\_\_\_\_  
Ms. Natasha Bassett  
(Principal)

I give permission for \_\_\_\_\_ to go on local walks and trips under school supervision.

Signed: \_\_\_\_\_