



## **Policy In Relation To Going Off-Site, Tours and Excursions, Field Trips and Sports Events**

This policy was reviewed by the staff of San Carlo S.N.S. in consultation with and ratified by Board of Management and circulated to staff and parents/guardians of the children in May 2023. The purpose of the policy is to document current and future practice on school tours. The policy will be reviewed on a regular basis and in the light of events affecting tours.

### **General Policy**

The Board of Management of San Carlo Senior Primary School supports and encourages school tours, excursions and field trips.

Taking into account the age and interest of the children and the curriculum being covered, school tours and field trips 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. The frequency, duration and destination of tours will be arranged at the discretion of the class teacher and in consultation with the principal.

Off-site activities fall into the following categories:

- Matches and sporting activities.
- Local trips to church and library
- Educational visits such as theatres, cinemas, museums, art galleries, science fairs.
- SESE field trips such as nature walks and environmental trails, OPW and historical sites, heritage trails.

- Adventure sport activities
- End of year school tours

Safety is taken very seriously during all excursions away from the school grounds, whether local or further afield and teachers will be extra vigilant.

Special attention will be paid to:

- Road safety
- Getting on and off buses or trains
- Risks posed by particular venues or activities

With the exception of local church and library, teachers may have assistance from accompanying adult/adults to help supervise. This may be another teacher, SNA, instructor, or garda-vetted parent as appropriate.

Supervision will be considered for each excursion individually.

### **Choice of Venue**

Tours will be booked as early as possible, up to a year in advance if possible, with one standard school tour per year and field trips as appropriate.

A list of suitable venues for tours is kept in the school and tours are matched to particular class levels and curriculum content.

As far as possible, tours will be to venues that have a proven track record with the school. For any new venue, teachers will conduct a safety assessment, particularly if it involves adventure sports and activities.

When adventure/outdoor activities are provided by a company, the school will get assurances in writing or by direct contact that risks have been assessed and the provider's employees are competent to instruct and lead pupils on the activity; that the equipment is appropriate and its condition is checked before each use and that emergency procedures are in place.

The outdoor/adventure company should also be registered with the relevant governing body for that sport.

Where problems arise either with the venue or with transport, teachers will report

back to the school and discuss with principal.

Any pupil injuries must also be reported.

### **Informing Parents**

Teachers will ensure that parents are given sufficient notice of the school trip.

Parents should be given information about:

- Cost
- Details of the itinerary and destination
- Reminder of collection arrangements if tour is to return after 3 o'clock
- Special clothing requirements as necessary
- Packed lunch requirements as necessary
- Need for sunscreen, extra water, inhalers, etc.

### **Consent**

Parents are required to give consent for each child travelling. This can be recorded on Aladdin if payment is made electronically or by returning a consent form to the class teacher.

The teacher in charge will bring contact telephone numbers on the school tour along with a mobile phone so that contact can be made with the school or parents as necessary.

If the tour ends after 3 o'clock, parents will be asked to indicate if the pupil will be collected or will go home independently.

Children cannot be brought on tour without parental consent.

### **Conditions of Hiring**

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 may be supplied or the money refunded.

The driver will be used to dealing with children and 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.



The incidental consumption of food 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. The bus hired for the trip must be equipped with seatbelts, one for each child, except in cases where double decker buses are hired from Dublin Bus or where children travel on public transport. The driver should provide the teacher with a contact telephone number.

### **Tour Kit**

Teachers should take a tour kit on all outings containing:

- Basic First Aid materials
- Refuse bags
- Charged mobile phone
- List of pupil names and contact telephone numbers
- Any medication/inhalers/anapen required by specific children

### **School Uniform**

Teachers travelling will decide whether school tracksuit or other appropriate clothing should be worn depending on the type of tour concerned.

### **Policy of Inclusion**

It is our policy to include all children in school tours. Decisions on any exclusion rests with the class teacher in consultation with the principal, where the behaviour of the pupil may pose a danger to himself/herself or to others.

### **Conduct on Tours**

Pupil behaviour on tours must comply with the standards set in the school's Code of Behaviour.

In the event that a child's behaviour doesn't comply with the school's Code of Behaviour on a school trip, the teacher will immediately contact the principal and parents to advise them of this. If feasible, the parents will be asked to collect the child. If this is not practicable, the child will be required to remain with the teacher in charge for the remainder of the trip and will not be allowed to take part in activities that might endanger him/herself or others.

Children are not permitted to have chewing gum on a school trip.

The school and teachers will not be responsible for pupils' belongings.

Children are not allowed to bring cameras or mobile phones. If a child needs to be contacted, the school will relay the message to the teacher on tour.

**Supervision Ratio:** The adult-pupil ratio will depend on the venue and on the specific needs of each class. However, the class teacher will be accompanied by at the very least one other adult/staff member.

### **Safety and Supervision/Teacher Checklists**

#### **Before the tour teachers will ensure that:**

Appropriate venue is booked

Transport is booked

Timetable is organised

Adequate supervision and pupil/teacher ratio is calculated

Parents have been informed of:

Itinerary, timetable, cost, clothing necessary, lunch arrangements, expected time of return.

Contact phone numbers have been confirmed.

Reminder has been given to children to have inhalers, sunscreen, appropriate clothing etc.

#### **Morning of tour**

Teachers will:

Make supervision arrangements for children who may be late or who are not going on the trip.

Bring a tour kit (First Aid, officially sanctioned medication for individual children, refuse sacks, contact list, mobile phone)

Instruct children on safety, behaviour, etc. pertaining to the tour.

Carry out a head count.

#### **During/After Tour**

Teachers will:

Maintain vigilance of pupils getting on and off buses/trains

Ensure children's safety and well-being by monitoring equipment and instructors as far as practicable

Inform instructors of any special requirements of pupils

Carry out head counts as necessary

If tour ends after 3 o'clock, teachers will check that pupils have been collected or have gone home as arranged or indicated on consent form.

### Swimming

- Teachers will inspect and supervise the changing rooms in as far as is practicable.
- Children may not run and must not enter the pool until the instructor gives permission.

(See School's Child Protection policy.)

### Matches

See PE policy

### Accident/Illness/Emergency

In the event of a child becoming ill or injured the teacher/s will

- Seek immediate medical attention, call an ambulance/doctor
- Contact child's parents
- Contact the principal/deputy principal/ designated teacher by phoning the school
- Accompany the child in the ambulance to hospital

### Ratification

This policy was reviewed by staff in May 2023 and ratified by the Board of Management in June 2023.

 27/06/23  
Chairperson of the Board