

School Tour/Outings Policy of Scoil Mhuire Naofa, Rathfeigh

Taking into account the age and interest of the children and the curriculum being covered, school tours/outings 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/outings will be arranged at the discretion of the class teacher and in consultation with the principal.

The Principal of Scoil Mhuire Naofa, Rathfeigh has the discretion to cancel a school tour/outing or a sporting event for Health and Safety reasons or due to unforeseen circumstances. This would be reviewed at the next Board of Management meeting to review the decision taken.

Transport

- The teacher/organiser of the tour/outing will ensure that: -
- A form of transport appropriate to the distance and the numbers travelling will be chosen
- The Bus Company and drivers accept the following conditions:

Conditions of Hiring

- All transport supplied will be suitable and well maintained.
- 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 will have knowledge of and follow the itinerary and timetable of the tour/outing. The driver is responsible for driving the bus safely. However, as the teacher has overall responsibility for the children's safety on a school trip s/he has the right to intervene if it is felt that the safety of the children is compromised.
- The consumption of food on the bus will be at the discretion of the teacher and in consultation with the driver.
- Buses will be left as they are found.
- The driver should provide the teacher with a contact mobile phone number.
- The teacher will check that all children, once seated, put on their seatbelts.

Cost

- The teachers will ensure that the cost of the tour is reasonable and represents value for money.
- Spending money: The amount of spending money to be brought on a school tour/outing will be at the discretion of the class teacher and parents/guardians/pupils will be informed of this in advance of the tour.

Teachers will choose a venue suitable for their own classes and will ensure that venues are suitable for pupils with special needs.

Venue

Children are not permitted to have chewing gum on a school trip. The school and teachers will not be responsible for pupils' belongings. Mobile phones are not permitted on school trips. The class teacher will contact parents/guardians in case of an emergency.

Safety and Supervision

Teachers will be extra vigilant when taking children out of the school. Special attention will be paid to: -

- behaviour on the bus
- risks posed by particular venues

The ratio of adults to children is to be decided on an individual basis and is dependent on the venue and the supervision provided there, but must be a minimum of 1:15.

Teachers' checklists

Before the tour.

Teacher will ensure:

- Appropriate venue is booked
- Transport is booked
- Timetable organised
- Adequate supervision and pupil-teacher ratio calculated
- Parents informed by standard letter and consent form signed.

Include:

- Itinerary and information
- Cost
- Lunch arrangements (if applicable)
- necessary clothing (including sunhats where necessary)
- contact mobile phone number

Day of Tour

Teachers will ensure that the following is brought on the trip:

- cheques for venues (as necessary)
- cheques for bus (as necessary)
- money
- contact numbers
- mobile phone for emergency
- any necessary medication for individual children

Tour Kits should contain:

- First aid materials
- Refuse sacks
- sunscreen

After tour

Report back to office

Thank parents/helpers as appropriate

This policy was ratified by the Board of Management of Scoil Mhuire Naofa, Rathfeigh on November 14th 2024.

Derek Kahan
Chairperson Board of Management

Date: 14/11/24

Seamus Tansley
Principal

Date: 14/11/24