

Saint Brigid's Girls' National School.



School Tours/Excursions Policy

Introduction

This policy was drawn up by the School ISM team and circulated to the staff members and the Board of Management (BoM) for observations and feedback. 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.**

Rationale

The need for this policy arises due to the necessity to have a framework for good practice in place to cover all eventualities of tours and field trips.

Aims

- To ensure all practical possibilities are covered in reducing the exposure of children to risk on outings
- To provide an enjoyable educational experience for all children

Policy Content

It is policy in Saint Brigid's GNS that school tours must provide educational value. Entertainment and recreational value are secondary to learning opportunities when choosing a tour.

School tours may be subject to cancellation in a school year if our school is obliged to close for exceptional circumstance, e.g. snow days.

Teachers are responsible for the pupils from their class while on tour. This responsibility can be shared with support teachers who may accompany a class on tour. SNA's are primarily responsible for the pupil they are normally assigned to. Parents may also help with supervision. However responsibility for pupils remains with the class teacher. Any parent/guardian accompanying a group on tour must have appropriate Garda vetting. It is school policy to assign groups of 10/15 children approximately to individual adults. Safety must be given paramount importance when choosing a venue. A first aid kit will be taken on tour.

- Children must obey their supervisors at all times
- Children must remain seated while the bus is in motion
- Children must remain with their allocated groups and supervisor at all times
- Children will line up in their individual groups on disembarking from the bus

- Roll calls/head counts are taken before leaving school and when children return to the bus after each part of the tour
- All school rules of behaviour apply when on school tour including those related to food and drink
- Pupils may not bring mobile phones and should not be given access to mobile phones on school tours by any adults accompanying the class.
- There will be **ONE** school tour only per year per class.

Success Criteria

- Positive learning outcomes
- Positive experiences for all
- Children having a safe enjoyable experience
- Teacher/Parent Satisfaction

Review

This policy will be reviewed in September 2021.

Transport

The transport organiser of the tour & field trips will ensure that:

- A form of transport, appropriate to the distance and the numbers travelling will be chosen
- Seatbelts are provided.
- The bus company/suppliers and drivers accept the following conditions:

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 will be supplied or the money refunded.
- The driver will be experienced in dealing with children and have a thorough knowledge of and follow the itinerary and timetable for the tour. **He/she should have garda vetting.**
- 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 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 or for eating lunch.
- The 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
- Buses will be left as they were found
- Buses will be equipped with seatbelts.

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

When booking tours teachers will be conscious of the likely "busier" days. Only two class groups may go on tour on the same day. A calendar of chosen dates will be used to ensure this.

Weather Conditions

Raingear will be essential for all children and a change of clothes may be necessary, depending on the venue. Sun screen & sun hats should be provided if the weather is hot and sunny. The supply of appropriate clothing and lunches is the responsibility of parents/guardians.

Uniforms

Teachers will decide whether uniforms or tracksuits 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 will discuss it with the Principal.

In the event of an accident to a pupil or teacher while on tour, standard reporting procedures apply - see policy on "Sickness/injury in school Policy."

Conduct on Tours

Pupils' behaviour on tours will comply with the standard set down in the School's Code of Behaviour. In certain circumstances parents may be asked to agree to a contract of 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 teacher may refuse the child permission to travel. Parents will be advised of this in advance. **Cameras may not be brought on tour** by pupils. Teachers and supervisors will not be responsible for pupils' personal items while on tour.

Written consent must be obtained from Parents/Guardians before a pupil may leave school to go on a tour. **Verbal permission over the phone will NOT suffice.** This consent form should contain permission for any medical procedure that might be needed in an emergency. In the case of an emergency, the class teacher will attempt to make contact with the emergency contacts as provided by Parents/Guardians on their child's school profile form. Teachers will keep these contact details with them for the duration of the tour. Medication may not be brought on tour without permission from the Board of Management.

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 maximum supervision ratio will be 10:1 (adult) for Infants and First classes, 15:1 for all other groups.

Informing Parents

Teachers will ensure that Parents are given sufficient notice of:

- Itinerary & Timetable
- Cost
- Special clothing necessary and packed lunch (no glassware).

Fieldtrips

Fieldtrips which relate to a particular curricular area are encouraged. These trips can range from simple walks around the school 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.

If walking to locations near the school, teachers should plan the safest route for their class. Examples of safest routes to be followed are detailed in appendix 1.

Teachers should ensure adequate supervision at all times. Where necessary, a parent / guardian should accompany the class on the trip. Parents/Guardians accompanying a class on a field trip must have appropriate Garda Vetting through St. Brigid's GNS ahead of taking part in the field trip.

Class teachers should ensure that they have checked the children's general permission form (purple page) to confirm that all children in their class have permission to participate in school outing/field trip.

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

No child is to be refused participation in any proposed field trip because of family inability to pay.

Field trips are confined to two per year per class, only in exceptional circumstances and with prior agreement of the school Principal may the number of fieldtrips be increased.

Ratified by the Board of Management on the 16th October 2019.

St Brigid's G.N.S. to SuperValu Complex

- Exit through school pedestrian gate.
- Cross the road at the junction of Woodfarm Drive and Turret Road.
- Walk up Turret Road.
- Continue until T-junction.
- Cross onto Wheatfield Road at electrical box/break in grass verge
- Walk up to pedestrian traffic lights on Wheatfield Road.
- Wait at the Silver Granite until all children are present.
- Cross with pedestrian green light.
- Use the pedestrian gap in the wall to enter the Supervalu complex.

St Brigid's G.N.S. to the Oval

- Exit through school pedestrian gate.
- Turn right.
- Stop at school carpark gate to wait for group to assemble.
- Continue straight and enter the Oval via pedestrian entrance.

St Brigid's G.N.S. to Waterstown Park

- Exit through school pedestrian gate.
- Turn right.
- Stop at school carpark gate to wait for group to assemble.
- Cross Turret Road opposite the Oval creche
- Continue straight.
- Cross Palmerstown Avenue
- Stop at pole or beginning of railway
- Continue on path and stop at bottom of flyover
- Walk over flyover and stop again at the bottom
- Walk past shops and stop at Old Lucan Road opposite Clarkeville florists.
- Cross on zebra lines to florists
- Walk past the Palmerstown House to Waterstown Avenue.
- Turn left on to Waterstown Avenue
- Enter Waterstown Park through pedestrian turnstyle

St Brigid's G.N.S. to St Philomena's Church

- Exit through school pedestrian gate.
- Turn right.
- Stop at school carpark gate to wait for group to assemble.
- Cross Turret Road opposite the Oval crèche.
- Continue straight.
- Cross Palmerstown Avenue.
- Stop at pole or beginning of railway
- Continue on path and stop at bottom of flyover
- Walk over flyover and stop again at the bottom
- Walk past shops and stop at Old Lucan Road opposite Clarkeville florists.
- Cross on zebra lines to florists
- Walk past the Palmerstown House.
- Stop at Waterstown Avenue and cross safely
- Stop at Robin Villas (laneway) and cross safely
- Stop at gates of St Philomena's Church
- Walk in to St Philomena's Churchyard

St Brigid's G.N.S. to Glenaulin Park

- Exit school through rear car park
- Go left out the gate and continue straight crossing over the road at Manor Road
- Continue straight on Woodfarm Drive.
- At the T junction take the left and continue straight on Glenmaroon Road.
- Cross the road just before the laneway on the left.
- Follow the footpath around to the right, passing a monument in the middle of the road to your left.
- Continue straight, crossing over the road at the junction with Wheatfield Road.
- Continue straight. The Park will be in front of you.

Best practise when walking from school to local amenities

- Walk at all times, NO RUNNING
- As a guideline, cross where adults are crossing
- Where there are no designated pedestrian crossings available the teacher at the start of the line moves to the middle of the road and ushers children across the road. The second adult relieves the first adult as the line moves along, the third relieves the second etc. The line does not move on until all children and adults are safely on the path.