



Swords Educate Together

National School

Roll Number 20145 O

School Tour Excursions Policy

January 2025

Introduction:

- School tours have the potential to provide the children with experiences that complement the curriculum and develop their social skills. Tours can be purely educational, fun or a combination of both. Tours also enhance the collaborative relationships between teachers and pupils.
- This policy will cover planning, supervision and safety for school tours. It also addresses trips to Sports ~Activities outside of the school campus both during and after school time.
- It has been the policy of the school over the years to organise separate tour dates and destinations for all class standards from Junior Infants to 6th Class.
- Each year we will aim to provide both an educational tour and a recreational tour for each class level.

Rationale:

- The need for this policy arises from a duty of care to pupils who are exposed to a wide variety of different experiences while on school outings.
- We also aim to ensure that pupils are safe on trips. It is a necessity to have a framework for good practice in place to cover all eventualities.

Aims:

- To ensure all practical possibilities are covered in reducing the exposure of children to risk on outings
- To provide an enjoyable educational and recreational experience for all children
- To ensure safety procedures are adhered to on tours, excursions and sports activities.

Sport {Athletics, Football, Soccer, etc.} After School:

- Details of sporting events outside of school grounds are given in advance to parents and permission forms need to be signed and returned to the school.
- The organising teacher(s) should ensure that all tour/Sport venues:
 - Are age appropriate
 - Have a recognised health and safety policy
 - Offer a reasonable price for a tour
 - Have First Aid resources on site

Address: Swords Educate Together N.S.
Applewood, Swords, Co.Dublin.

Telephone: 01-8903899

Denominational Character: Multi-Denominational

Email: info@swordseducatetogether.ie

Website: www.swordseducatetogether.ie

Patron: Educate Together



Swords Educate Together

National School

Roll Number 20145 O

Transport:

- Tenders are sought for all tours
- Children are generally not insured to travel in staff cars
- Buses must be fully equipped with a safety belt for all adults and children travelling.
- They must be fully compliant with roadworthiness testing.
- All relevant documentation, e.g. licence and tax should be provided to the school if requested
- A form of transport, appropriate to the distance and the numbers travelling will be chosen
- If the bus proves unsuitable a replacement will be supplied or the money refunded.
- 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 consumption of food (snacking) will be at the discretion of the teacher in consultation with the driver.
- Buses will be left as they were found and pupils encouraged to be respectful and polite at all times.

Supervision:

- Recommended ratio is 1:10 pupils.
- Each class teacher will assess the individual needs of their class and may need to have lower numbers in ratio.
- Special Needs Assistants are responsible solely for their assigned pupil and are not to be counted as a general supervisor.
- Involvement of Parents/Guardians is encouraged but full Garda vetting is required if they are to be responsible for toileting at any time during the tour.
- A head count should be carried out at regular intervals after each segment of the tour.
- All supervisors should have fully charged mobile phones and each other's numbers and emergency numbers on their phones.
- Information on particular medical conditions will have been communicated to the person organising the activity.
- A stocked and checked First Aid Kit will be brought on all school and sport outings.

Procedural Matters:

- Parents/Guardians must receive a letter/Aladdin notice with the details of the trip and must consent to give their permission for the excursions.
- Tours/excursions usually take place within school hours. Parents should be notified if there are to be any changes in these times.
- There is no limit to the number of classes on tour on any one day.

Address: Swords Educate Together N.S.
Applewood, Swords, Co.Dublin.

Telephone: 01-8903899

Denominational Character: Multi-Denominational

Email: info@swordseducatetogether.ie

Website: www.swordseducatetogether.ie

Patron: Educate Together



Swords Educate Together

National School

Roll Number 20145 O

- All school tour dates are to be inputted in the school diary.
- Children should wear appropriate footwear and clothing.
- Children should arrive in school wearing sun cream if the tour involves outdoor activity.
- Children should bring adequate water/food.
- Children do not take money on tour unless otherwise communicated to the parents.
- Children do not take mobile phones/cameras on tour in accordance with our 'Mobile Phone Policy'.
- Please make allowances for poor travellers, illness bags, etc.
- Ensure that parents/guardians of children with allergies/medical conditions are aware of the risks involved: safety is a priority at all times. It may be necessary for the parent/guardian to accompany the child on tours.
- Members of the SEN team may be required to attend a school tour.

Conduct on Tours:

- Pupils' behaviour on tours will comply with the standard set down in the School's 'Positive Behaviour Policy'.
- In certain circumstances parents may be asked to agree to a contract on behaviour. Where it is felt that a child's conduct would pose a safety risk or inhibit the educational benefit for self and/or others, the school may refuse the child permission to travel. This will be done in consultation with parents/guardians.

This policy will be reviewed, as appropriate, and in response to emerging needs/new information.

Ratified by the Board of Management on _____

Signature: _____

Chairperson, BOM

Address: Swords Educate Together N.S.
Applewood, Swords, Co.Dublin.
Telephone: 01-8903899
Denominational Character: Multi-Denominational

Email: info@swordseducatetogether.ie
Website: www.swordseducatetogether.ie
Patron: Educate Together