Policy On School Tours



# Rationale

Teachers responsible for school tours, educational visits, field trips and nature walks continue to be in loco parentis. It is well recognised that supervision is more difficult in these circumstances. While accidents may occur during the best organised and supervised tours, careful planning and reasonable supervision is essential so as to avoid foreseeable injury to pupils.

# Aims

* To make teachers aware of their overall responsibility to the pupils in their care at all times.
* To facilitate the enjoyment of school outings by the pupils while maintaining their safety, in so far as is possible, while partaking in same.

# Guidelines

1. School tours, educational visits, field trips or nature walks that involve teachers and children leaving the school grounds should be communicated to the Principal/Deputy Principal in advance.
2. Annual school tours should be notified to and have the approval of the Board of Management.
3. It is prudent to have written consent from parents, which should also include consent to any medical treatment that may be required for all of our pupils, as they are under 16 years. This consent form will highlight the importance of all children having appropriate sun protection: hat, long lasting suncream etc.
4. It is primarily the parent’s responsibility to ensure their child is prepared for all weathers. If a teacher notices a child is in need of suncream it will be applied.
5. Any medication (inhalers, epi pens etc.) normally stored in the classroom must be brought on the tour. A first aid kit will be brought by the class teacher.
6. The responsibility of the school and the teacher in charge will extend throughout the whole course of the school tour and may extend beyond normal school time.
7. Newly qualified teachers and substitute teachers should be accompanied by an experienced member of staff on all outings for the first school year or in the event of nature walks, receive permission of Principal/Deputy Principal.
8. Parents may be requested to supervise on school tours/walks/field trips but must be advised of what is expected of them and should be placed under the overall general supervision of an experienced teacher. All parents must sign our school volunteer form. Parents will be given a guideline sheet in advance of the tour. (Appendix 1)
9. Mainstream class teachers are to inform the teachers in the ASD Classes, of the time, date and place of school tours which their students will be attending. Any notes pertaining to these tours are to be given to the teachers in the ASD Classes.
10. Senior Infants, 1st and 2nd classes will undertake at least one educational school tour per year.
11. The most senior teacher in the group will, in consultation with the other members:

Liaise with the Principal / Deputy Principal

Choose a date (only one year group on any one day)

Agree a destination.

Agree to hire transport.

Agree a price to include the total cost to each pupil.

(In the hiring of transport, the safety of the children and compliance with child protection guidelines will be paramount and take precedence over cost)

The details of the tour: venue, transport etc. should be confirmed by phone one week before the tour.

1. Children will be issued with an itinerary and written consent from, which must be returned to the school signed, in order for a pupil to participate.
2. School uniforms must be worn at all times.
3. Each child will wear an identifying mark/sticker issued by class teacher. These may be colour coded to facilitate easy identification by volunteers. No name tags will be used.
4. A packed lunch will be brought by each child on the day.
5. No spending money will be allowed.
6. The children will leave the school in an orderly fashion led by the class teacher.
7. The number of parental supervisors to be brought for each tour will be agreed with the Principal/Deputy Principal beforehand.
8. The pupils will be returned to their classroom by the teacher where a rolla will ne taken before being dismissed home through their usual exit doors. Children should not be released to parents from the bus.

Roles and Responsibilities.

* It is the responsibility of the Deputy Principal of the school to oversee the implementation of this policy.
* The Deputy Principal shall remain in the school until all children from a school tour have been safely dispatched from the school building.
* It will be the responsibility of the class teacher to implement this policy in full when undertaking any school outing.
* It will be the responsibility of the class teacher to provide an up to date copy of the class list including contact numbers for each child to the Deputy Principal on the morning of the school tour. Each teacher is to have the Deputy Principal`s mobile number and school number in case of emergencies.
* The Principal is to be informed at all times of all school outings.

## Policy will be reviewed periodically: Policy was reviewed in May 2022



Ray Murphy Edel Blake

Chairperson BOM Principal

31/05/22 31/05/22

**Appendix 1**

**Guidelines for School tour volunteers**

1. St. Cronan’s JNS. has a no smoking policy. There is no smoking permitted around any children from our school.
2. Only a school camera operated by school staff may be used on the tour. No other person has permission to take photos on the tour.
3. The class teacher has ultimate responsibility for the children. Parents must always consult the teacher prior to any decision being made.

The school tour policy can be viewed on the school website: www.stcronansjns.ie