

# 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 must be communicated to, and have the approval of the Principal at least two weeks in advance. Notice of the school trip must also be displayed on the notice board.
2. Written consent must be obtained 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.
3. It is the parent's responsibility to ensure their child is prepared for all weathers.
4. Any medication (inhalers, epi pens etc.) normally stored in the classroom must be brought on the tour. A first aid kit should be brought by the class teacher.
5. The responsibility of the school and the teacher in charge will extend throughout the whole course of the school tour.
6. 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.
7. The most senior teacher in the group will, in consultation with the other members:
  - 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 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.

8. Children will be issued with a written consent form, which must be returned to the school signed, in order for a pupil to participate.
9. School uniforms must be worn at all times unless by prior permission of the Principal.
10. A packed lunch will be brought by each child on the day if appropriate.
11. No spending money will be allowed.
12. The children will leave the school in an orderly fashion led by the class teacher.
13. The number of staff to be brought for each tour will be agreed with the Principal/Deputy Principal beforehand.
14. The pupils will be returned to their classroom by the teacher before being dismissed home.

## **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.