

School Tours Policy

Introductory Statement and Rationale:

This policy was formulated by our staff and board of management under the guidance of the principal. It is intended to guide staff in their individual planning of trips away from the school grounds and to ensure the safety and wellbeing of all involved.

Vision and Aims:

Taking into account the age and interest of the children and the curriculum being covered, School Tours and outings will be arranged by our school to present the children with a new environment in which they can observe, investigate and relate their findings to their own environment. Where some trips will be on foot others will require transport (see guidelines)

Guidelines:

Transport:

The teacher on the tour will ensure that:-

- (a) Tenders are sought for all tours
- (b) A form of transport, appropriate to the distance and the numbers travelling will be chosen.
- (c) The bus company/suppliers and drivers accept the following conditions.

Conditions of Hiring:

- (a) 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.
- (b) The driver will be used to dealing with children and have a thorough knowledge of and follow the itinerary and timetable for the tour. 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
- (c) The group will have access to the bus for the full day.
- (d) If the weather conditions are unfavourable the group will have the use of the bus for sheltering or for eating lunch.
- (e) The incidental 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.
- (f) Buses will be left as they were found

Tour Kit:

Teacher will take a tour kit on all outings. The kit will contain:-

- i) first aid materials, refuse and illness bags, newspapers, kitchen roll.
- ii) mobile phone, maps and leaflets
- iii) money to buy refreshments while on tour.
- iv) tip for driver (teachers will use their own discretion).

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: If needed, the teacher travelling will agree and notify the pupils of the upper limit on spending money. This will be based on age and venue.

Tours list:

A list of suitable tours for all classes will be available. Classes may choose a venue suitable for their own level or lower but not from levels above. Teachers will ensure that venues are suitable for pupils with special needs.

Uniforms:

The teacher travelling will decide whether uniforms should be worn.

Reports:

Where problems arise either with venue or transport teacher will report back to the Principal.

Conduct on Tours:

Pupil's behaviour on tours will comply with the standard set down in the School's Code of Discipline.

In all circumstances parents will 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 or others, the teacher may refuse the child permission to travel. Parents will be advised of this in advance.

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.)

Fieldwork

Teachers planning Fieldwork outside the school's grounds will seek approval from the Principal. The Principal will ensure that adequate precautions have been taken to protect all children. As we are in an urban setting opportunities will arise for children to visit the local Museum and Library. Children will follow a predetermined route to the town centre at all times using pedestrian crossings where available. Some routes will require the teacher to cross without traffic lights. In these situations one teacher will take a prominent position on the road and ensure that all traffic is stopped before the children cross. It is school policy that at least two adults escort the children one of these being the class teacher. SNA's may be deployed when required. This policy of supervision applies to all football teams etc.

Child Protection

See Child Protection Policy

Informing Parents:

Teachers will ensure that Parents are given sufficient notice of:

- (a) Itinerary & Timetable
- (b) Cost
- (c) Special clothing necessary and packed lunch (no glassware).
- (d) Parents must complete and sign the permission slip.

After Tour:

Report back

Send thank you messages to relevant parties.

Tours will be arranged at the discretion of the teacher and principal.

Success Criteria:

The success of any tour or trip away is measured by the enjoyment felt by its participants, the acquisition of new knowledge and the safe return of all involved.

The quality of follow up work undertaken by the pupils will also be a measurement of a trip's success and relevance to their teaching and learning.

TOUR CHECKLIST

Before the tour

- venue booked
- transport booked
- timetable organised
- parents informed by standard letter - itinerary
 - timetable
 - cost
 - lunch arrangements
 - clothing necessary

permission slips must be signed by parents before tours.

agreement on

- spending money
- acceptable behaviour on bus
- extra supervisors

Day of Tour

Tour leader will ensure - tour kits are available for bus

- cheques for venues
 - cheques for bus
 - money for coffee
 - tip for drivers
- tour kits contain - first aid materials, refuse sacks, illness bags
 - newspaper/kitchen rolls
 - mobile phone, maps or leaflets
 - list of phone numbers