



School Excursions Policy

Introduction

This policy was drawn up by the staff and circulated to the Board of Management (BoM) for ratification. This policy is relevant to all school excursions: day trips, matches, outings, visits, and tours.

Rationale

The need for this policy arises due to children being exposed to a wide variety of different experiences while on school outings, and the necessity to have a framework for good practice in place to cover all eventualities. Considering the age and interests of the children, as well as the curriculum being covered, school excursions will be arranged by each class teacher at their own discretion.

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.

Health and Safety

- Permission for pupil's participation in activity received from parent/guardian at the beginning of the year on the Consent Form.
- Adequate number of supervisory adults present.
- Safety instructions provided to pupils including information on correct clothing and equipment required.
- Head count carried out before departure and before return journey by trip supervisor. The roll is completed on Aladdin before every trip.

Transport

All transport supplied will be suitable and well-maintained. All modes of transportation used must be used in compliance with the Road Traffic Act.

- Buses will be left as they were found.
- Safety belts must be worn where pupils are being transported by road. Safety belts must not be shared.
- Pupils must remain seated for the duration of the journey.
- Weather conditions assessed on the day and considered suitable for trip.

First Aid Kit/Emergencies

- Teachers/ staff will take a stocked first-aid kit on all outings.
- Supervisor(s) has a fully charged mobile phone.
- Pupils made aware of action to take if separated from group.
- Emergency phone numbers must be held by trip supervisor for each trip and available to all supervisors where the need arises.
- Information on particular medical conditions has been received and recorded by the school. Any emergency medication held by school for specific children will be carried

by supervisor.

Cost

The staff/ BoM will ensure that the cost of the tour is reasonable and represents value for money.

Venue

Educational trips during the year are selected at the teacher's discretion. End of year tours will be booked early for a date in the third term. The venue will be chosen by the staff at a meeting between class bands.

Weather Conditions

Wet gear may be essential for all children and a change of clothes may be necessary, depending on the venue. Similarly, in the case of hot weather, children may need sunscreen, sun hats, etc.

Uniforms

Staff will decide whether uniforms should be worn and will notify parents in advance.

Conduct on Excursions

Pupils' behaviour on excursions will comply with the standard set down in the school's Code of Behaviour. In advance of a school excursion, where a child continuously breaches the Code of Behaviour and 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.).

When adventure/outdoor activities are provided by a company it is good practice that the group leader has obtained assurances in writing from the provider that:

- Risks have been assessed and that the provider's employees are competent to instruct and lead participants of the group's age range on the activity.
- The equipment is appropriate and that its safe condition is checked before each use.
- There are emergency procedures (including arrangements for alerting the group leader).
- Adequate number of supervisory adults present.

Informing Parents

Teachers will ensure that parents are given sufficient notice of:

- Itinerary
- Cost
- Special clothing necessary and packed lunch

Success Criteria

- Positive experiences for all
- Children having a safe enjoyable experience
- Staff satisfaction

Review

The policy will be reviewed as the need arises.

Ratified by the Board of Management on the 6th March 2023.

Signed: Linda McMahon Date: 6th March 2023

Principal

Derek Whitcroft

Chairperson of the Board of Management