

Cost

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

Venue

The teacher will research the venue, with particular reference to educational opportunities afforded, and services available (phone, toilets, emergency facilities). Where no phone facilities exist, the leader will have a pre-arranged plan to deal with emergencies.

Weather Conditions

Parents should be aware of changing weather conditions depending on the time of year. Rain and head gear may be essential for all children and a change of clothes may be necessary, depending on the venue. Likewise suncream should be applied by parent before children depart on tour.

Equality of Access

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, physical disabilities or other individual considerations. Teachers should consult with the Principal about choice of venue if there are any queries of accessibility for individual children.

Uniforms

Teachers travelling together will decide whether uniforms or tracksuits should be worn by all.

Reports

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

Conduct on Tours

Pupils' behaviour on tours will comply with the standard set down in the School's Code of Behaviour. 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 or others, the teacher may refuse the child permission to travel. Parents will be advised of this in advance.

School Rules for tours & excursions

- Children must obey their supervisors & teachers at all times
- Children must remain seated with buckled seatbelt while the bus is in motion
- Children are not allowed to eat/drink on the bus nor are they allowed to bring electronic devices with them
- Children should not bring money with them
- Children must remain with their allocated grouping and supervisor at all times

- Children should never attend a bathroom alone.
- Roll calls/head counts are taken when children return to the bus or centre after each segment of the tour
- Eating chewing gum is not allowed on school tours. While one treat is allowed, this should be at the parent's discretion.

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, areas of water etc.). Teachers must accompany their class throughout the tour. Shared supervision will allow for teacher's lunch and toilet breaks.

In cases of accident or emergency, a teacher will accompany an injured child to hospital, while the remaining teachers, SNAs & volunteers shall remain with the rest of the children. In the case where there is only one class teacher with accompanying parent volunteers, a parent will accompany the injured child to hospital while the teacher remains with his/her class in loco parentis. All procedures under our Health & Safety and Critical Incident policies will be adhered to.

Informing Parents

Teachers will ensure that Parents are given sufficient notice of;

- Itinerary & Timetable
- Cost
- Special clothing necessary and packed lunch

Success Criteria

1. Positive experiences for all
2. Children having a safe enjoyable learning experience
3. Teacher/Parent Satisfaction

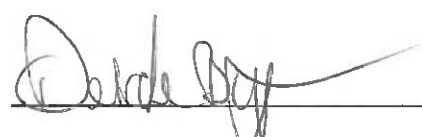
Ratification and Review:

This policy was ratified by the BoM in June 2024. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than Term 3 2027

Implementation:

The policy was ratified by the BOM and has been implemented since June 2024.

Signed: 
Chairperson BOM


Principal

APPENDIX 1

TOURS CHECKLIST

Before the tour

- Venue booked
- Transport booked
- Timetable organised
- Parents informed by standard letter
 - itinerary
 - timetable
 - cost
 - lunch arrangements
 - clothing necessary

Agreement on

- Leader
- Acceptable behaviour on bus & in venue
- Departure and return times
- Extra supervisors (minimum 2 + leader)

Day of Tour

- *Tour kits are available for each bus
- Cheques for venues
- Emergency contact lists

**check tour kits contain*

First aid materials, refuse sacks, illness bags, water

Newspaper/kitchen rolls

Directions, correspondence