**Procedures for School Tours and Outings**

**Scoil Cholmcille Junior,**

**Ballybrack**

**Roll No: 19641T**

While on school tours, children are exposed to a wide variety of different experiences. This necessitates having a framework for good practice in place to cover all eventualities.

The aim of a school tour is to provide an enjoyable educational experience for all children and tours are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value.

To ensure that the outing is a positive experiences for all, both staff and children a framework for good practice needs to be in place to cover all practical possibilities and thus reducing the exposure of health and safety risks to children on outings.

**Safety and Supervision**

The supervision ratio as recommended by the I.N.T.O. will be adhered to in Scoil Cholmcille Junior

* 1 adult for every 10-15 pupils in school years 4 to 6
* 1 adult for every 15-20 pupils in school year 7 onwards.

The most senior teacher on the school tour assumes the role of leader. However all teachers will be extra vigilant when taking children out of the school. Special attention will be paid to road safety, behaviour on bus and risks posed by particular venues such as adventure playgrounds etc. Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances.
They should:

* follow the instructions of the group leader and help with control and discipline;
* consider stopping the visit or the activity,
* notifying the group leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable.

**Accidents and Emergencies**

As stated in our First Aid Policy, the most senior teacher brings a well stocked First Aid kit on the trip as well as refuse sacks, illness bags and kitchen rolls and wipes. A spare tracksuit, socks and a change of underwear for a boy and a girl will also be brought.

A list of emergency contact numbers is supplied by the parents/guardians prior to the trip and held by the teacher.

If a serious accident occurs, the priorities are to:

* assess the situation;
* safeguard the uninjured members of the group;
* attend to the casualty;
* inform the emergency services and everyone contact parents/guardians.

Should a serious accident occur and the teacher is unable to contact the parents/guardians, she may act in loco parentis and deal with the situation.

Consent for this scenario is sought in the general consent forms issued in September each year.

**Hiring coaches and buses** **and use of Seat belts**
Scoil Cholmcille Junior ensures that coaches and buses are hired from a reputable company. Professional operators of buses and coaches are legally required to be licensed. When booking transport, we ensure that all minibuses and coaches are fitted with a seat belt for each child. The seats must face forward and seat restraints must comply with legal requirements. Double decker buses such as public buses, at present, legally don’t have to provide seatbelts. For the health and safety of our pupils, we will only hire buses that have individual seat belts. Teachers will ensure that all children use their seatbelts and are seated at all times while the bus is moving.

**Pupils Behaviour**

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. Occasionally, if a child’s behavior is deemed to compromise his or her health or safety or the health and safety of other children and/or staff, the principal, acting on behalf of the Board of Management may exclude the child from going on school outings or tours, as this puts too much risk and responsibility on staff. Parents will be advised of this in advance.

**Informing Parents**

The teachers will ensure that the cost of the tour is reasonable and represents value for money. Teachers will ensure that Parents are given sufficient notice of:

* Itinerary & Timetable
* Cost
* Special clothing necessary, such as rain gear and/or change of clothes depending on the venue
* Packed lunch

**SCHOOL TOUR CHECKLIST**

**Before the tour**

|  |  |
| --- | --- |
| Venue booked |  |
| Transport booked |  |
| Parents informed by standard letter |  |
| Timetable organised |  |
| Individual parents informed ofcontract of behaviour/exclusion from tour  |  |

**Day of Tour**

|  |  |
| --- | --- |
| Agreement on who is Tour Leader (most Senior Teacher) |  |
| First Aid kit available  |  |
| A spare tracksuit, socks and a change of underwear for a boy and a girl. |  |
| List of emergency contact numbers supplied by the parents/guardians |  |
| Cheques for venues |  |
| Cheques for bus |  |