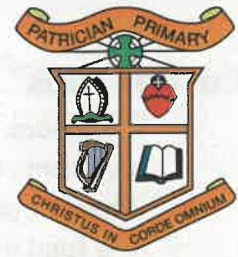


Patrician Primary School

Policy on School Trips and Tours



Introduction

“The objective of educational tours for schools should be that they be of benefit to the intellectual, cultural and social development of the pupils taking part in them, and any activity, in connection with a tour, which is in conflict with this objective is to be avoided”

DES Circular 12/79

Purpose

- 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.
- Note: For the purpose of this policy, a ‘school tour’ is traditionally made by each class at the end of the final term to a specific location. A ‘trip’ may happen on multiple occasions across the year at school discretion. ‘Trips’ may include sporting matches, trips to local secondary schools, visits to the park or library or other local amenities etc.

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

Scope

- This Policy applies to the staff, parents and students of Patrician Primary School.
- New staff will be made aware of this policy when they are inducted

Approval

- Board of Management approval is required for each annual school tour for insurance purposes.
- The Board of Management approves the supervising teacher for the administering of First Aid and / or take a child to hospital in the case of an emergency (see Administration of Medicine policy for full details.) The accompanying teacher will carry a list of all parent/guardian/emergency-contact details.
- Shorter trips during the school year (e.g. sports matches, trips to the library, trips to local secondary schools etc.) must be approved by the principal on behalf of the Board of Management)

Cost of Trips

- The school will ensure that the cost of school tours and trips is reasonable and represents value for money.
- Where appropriate, the Parent Association may be asked by the school to part or fully fund a trip.

Frequency and timeframe of Trips

- A school tour / trip may last for the duration of a whole school day or for part of a school day.
- Trips / tours may sometimes go past regular hometime. In this event, parents/guardians will be pre-informed. In the event where a trip/tour return is delayed due to traffic etc., parents/guardians updated using the Aladdin system.
- As is the case with regular school days, it is the responsibility of parents/guardians to collect their children in a timely fashion or to make the appropriate arrangements for their children to get home safely.
- As is the case with regular days, the school cannot be responsible for children once they start making their way home on foot or on their bikes etc.

Attendance

- Except in exceptional circumstances, pupils will gather at the school on the morning of each tour and their attendance will be recorded on Aladdin.
- If, in rare circumstances, it is not possible for the pupils who participate in the tour to be present at school in the morning, a separate roll of their attendance will be taken and added to the school records.

Appropriate Destinations

- All tours organised by the class teacher / principal will be age appropriate. Sometimes all pupils in the school will participate in an excursion. On other occasions trips will be organised for individual classes.

Supervision

- The pupils will be accompanied by teachers/SNAs who will be responsible for the adequate supervision of the pupils on behalf of the Board of Management. The level of supervision is the same as for other activities, in and out of school.
- In some instances, staff at the trip/tour destination may also play a role in supervision. The school will require in advance a written/email declaration that all venue staff are Garda vetted.
- In some instances, the school may invite parents/guardians to assist in supervision on trips/tours. This supervision should always be accompanied by a teacher. These parents/guardians will also have to be Garda vetted through the school.
- Overall responsibility for the pupils rests with the school staff as it would on a normal school day. The principal in conjunction with the class teacher will decide on the number of extra supervisors required for the trip in question. This will be determined by the nature of the excursion (e.g. sport / adventure / show).
- There will be at least two staff present on big and small trips with the exception of local walking trips with 3 students or less.

Code of Conduct

- School rules apply to all pupils and accompanying teachers/ parents while on an excursion.
- Unless otherwise informed participating pupils should wear their school tracksuit.
- **Children are not permitted to bring mobile phones, smart devices or cameras on school activities.**
- **Unless otherwise stated by class teacher, children should not bring pocket money on school activities.**
- In certain circumstances a pupil and parents may be asked to sign a promise of good behaviour prior to the tour. **If it is felt a child's conduct would pose a safety threat for self or others the school may refuse that child permission to travel.**

Transport

The school will endeavour to ensure that a mini-bus is provided for all non-walkable occasions, even smaller group/single class trips (e.g. visits to churches, football matches, interschool debating competitions etc.)

- Other than private arrangements between families, school staff are not insured to bring pupils in their own vehicles for trips, tours or any other school business.

Roles and Responsibilities

People who have particular responsibility for aspects of this policy are:

- BOM are responsible for ratifying and reviewing this policy.
- Principal and class teachers are responsible for ensuring implementation of policy at whole school level.
- Each pupil is responsible for co-operation with the policy.
- Parents/ Guardians are responsible for supporting the implementation of the policy

Related Documentation

This Policy should be read in conjunction with:

Substance Use Policy
Critical Incidents Policy
Health and Safety Policy
Smart device Policy

Policy Communication, Ratification and Review

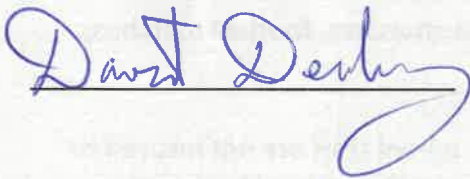
- This policy was developed with the staff and shared with representatives of the Parent Association before being ratified.
- The policy will be shared with all staff and parents/guardians. It will be available on the school website and on request.
- This policy was ratified at the meeting of the Board of Management in May 2024
- This policy will be reviewed as part of the school policy five-year review plan or before if necessary

Signed:




Brian Mulvey (chairperson of BoM)

Date: 29/5/24



David Dempsey (principal)

Date: 20/5/24

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