

# St Kilian's Junior School

Castleview, Kingswood, Dublin 24  
Tel: (01) 452 1009 Fax: (01) 451 9473  
Email: [postkjns@eircom.net](mailto:postkjns@eircom.net)  
Website: [www.stkiliansjns.ie](http://www.stkiliansjns.ie)



Roll Number: 19556F  
Registered Charity Number: 20120054

Principal: *Kate Sweeney M.Ed.*  
Deputy Principal: *Noreen Coll B.Ed.*

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## School Tours Policy

### Introduction

Taking into account the age and interests of the children and the curriculum being covered, school tours will be arranged by the school to present the children with a new environment in which they can observe, investigate and relate their findings to their own environment. Tours will be arranged at the discretion of the class teacher.

### 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.

### Aims

- To provide an enjoyable educational experience for all children
- To ensure all practical possibilities are covered in reducing the exposure of children to risk on outings.

### Transport

The transport organiser/teacher of the tour will do his/her best to ensure that;

- The price is competitive
- A form of transport, appropriate to the distance and the numbers travelling, will be chosen
- The bus Company/suppliers and drivers accept the following conditions;
  - 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.
  - Seat belts must be provided.
- The driver will be used to dealing with children.
- S/he must be familiar with the tour itinerary and timetable, and must adhere to these, unless an issue regarding safety arises.
- 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 that the safety of the children is compromised.

- The group will have access to the bus for the full day or as agreed with the teacher organising the tour.
- If the weather conditions are unfavourable the teacher and driver will agree in advance if the bus can be used for sheltering or for eating lunch.
- Buses will be left in the condition they were found.

### **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.

- 1) Children must obey their supervisors at all times.
- 2) Mobile phones are not to be brought on tours/outings by pupils. Teachers will have their own mobile and can contact the school, should the need arise.
- 3) Children must remain seated while the bus is in motion. Seat belts must be worn.
- 4) Children must remain with their allocated grouping and supervisor at all times.
- 5) Children will line up in their individual groups on disembarking from the bus.
- 6) Roll calls/head counts are taken when children return to the bus after each segment of the tour.

### **Safety and Supervision**

Teachers are 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.).

The tours are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value.

Teachers will ensure that venues are suitable for pupils with special needs.

We aim to have a 10:1 adult to pupil ratio when pupils are on outings. If children with SEN are attending, the SNA accompanying them is excluded from this ratio. **It is necessary to ask parents previously garda vetted through the school to assist on school tours.** This should be organised well in advance.

Ensure that medication is brought for all children with medical needs.

Ensure that a class list is taken with all contact numbers for all pupils travelling.

Pupils and staff may be photographed / digitally recorded on school tours, by school personnel only, on school devices, for school purposes. Parents attending as helpers are not permitted to use their personal devices to take images of children.

### **Cost**

The teachers will ensure that the cost of the tour is reasonable and represents value for money. The current guideline is €20 to €25 in total.

## Venue

Tours will be booked early in the school year for a date as early as possible in the 3rd term. Check both the proposed date and the venue with the office before booking.

Teachers booking will be "au fait" with the venue, with particular reference to educational opportunities afforded, and services available (phone, toilets, eating facilities especially if weather is wet).

All tours should return to the school at 1.30p.m./2.30p.m. as per normal school time.

## Weather Conditions

Rain and head gear will be essential for all children and a change of clothes may be necessary, depending on the venue.

## Uniforms

Teachers will decide whether uniforms/tracksuits should be worn. Appropriate footwear is necessary.

## Reports

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

## Informing Parents

Teachers will ensure that Parents are given sufficient notice of;

- Itinerary & Timetable
- Cost
- Special clothing necessary and packed lunch (no glassware)
- Time of return to the school, 1.30p.m./ 2.30pm and where pupils are to be collected
- A parental consent slip must be signed for every pupil attending arranged well in advance

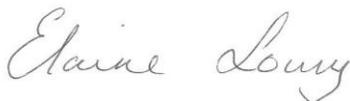
**Under GDPR, all school tour consent forms are to be kept until year end and then submitted to the school office.**

## Success Criteria

- Positive educational experience for all
- Children having a safe enjoyable experience
- Teacher/Parent Satisfaction.

## Implementation

This policy was drafted in August 2018 and ratified by the Board on 25<sup>th</sup> September 2018



Signed:

Chairperson, BoM