

KSP POLICY ON SCHOOL TOURS AND OUTINGS

Introduction

This policy has been formulated by Kilkenny School Project N.S. to assist in the organisation of school tours and outings. It has been drawn up by the staff and shared with the Board of Management (BoM) and Parent Teacher Association. School tours and outings are arranged by the school to benefit the intellectual, cultural and social development of the pupils. They are arranged at the discretion of the class teacher, taking into account the age and interests of the children and the school curriculum.

Rationale

The school provides a range of activities, visitors, and experiences within the school environment. School tours, field trips etc. outside school are designed to provide opportunities for the children to observe, investigate and relate to a wide variety of environments outside of the school, and this policy aims to provide a framework for good practice in organising and undertaking such outings.

Aims

- To provide guidance for the children to engage in enjoyable educational experiences outside school alongside their peers
- To ensure that all practical matters are considered in reducing the exposure of children to risk on such outings

General Principles

- The Board encourages the organisation of school tours and outings for the educational, artistic, sporting and social benefit of pupils
- This policy is devised in line with the school's Safety Statement, Child Safeguarding Statement, Code of Behaviour and Anti-Bullying Policy to ensure the safety and wellbeing of all pupils.
- All school rules and policies apply on school tours and outings.
- Parental agreement to pupil participation in school tours/outings must be indicated at the beginning of each school year by completion of a consent form on Aladdin ("Permissions" section).
- Tours are organised in as cost effective a manner as possible, taking into account quality and value for money. If the cost to parents is high, advance notice will be given to allow for budgeting.

- The number of adults to accompany a group will be influenced by factors including the number and age of pupils travelling, location and nature of the tour, level and type of supervision provided at the location, type of transport used, and requirements of children with additional needs. As a general rule more than one member of staff should accompany any tour or outing.
- For a class/school tour using transport, parents will be notified in advance and all relevant details provided (venue, activity involved, transport details, times, cost, requirements etc.)
- Class/school outings which involve walking to a local venue (e.g. to the library/Castle park/ on a nature walk), will be notified in advance to parents/pupils. This may be through the Homework Diary, the Bulletin or Aladdin Connect.
- In each and every case, the health and safety of pupils and staff is of paramount importance.
- For this reason the school management reserves the right to disallow a tour or a pupil from participation in a school tour where, in their opinion, the health and safety of the pupil or other pupils or staff is at risk. The behaviour record of a pupil in school may be taken into account in deciding whether to allow a pupil participate in a school tour.

Guidelines for Teachers

1. School tours, educational visits, field trips or nature walks which involve teachers and children leaving the school grounds must be communicated to the Principal/Deputy Principal in advance.
2. Annual school tours should be discussed with, and have the approval of, the Principal.
3. When providing details of an outing to parents, the notice may highlight the importance of children having appropriate sun protection or outerwear suited to (weather) conditions.
4. Any medication (inhalers, auto-injectable devices that delivers the drug epinephrine such as Epipens etc.) normally stored in the classroom must be brought on the tour. If deemed necessary, a First Aid kit will be brought by the class teacher.
5. The class teacher must have an up to date copy of the class list which includes contact numbers or access to the list on Aladdin, for each child on the school tour. The Aladdin system may be used to inform parents of any unexpected illness or change to the itinerary, such as a delay in return time.
6. The number of supervisors to accompany each tour will be agreed with the Principal/Deputy Principal beforehand. If parents are requested/invited to accompany a school tour/walk/field trip, they should be advised what is expected of them under the overall /general supervision of a teacher.

7. Only school staff may take photographs. As a general rule, pupils are not allowed to bring mobile phones on a tour. Any exception to this must be agreed in advance with the Principal/Deputy Principal.

8. The mainstream class teacher of a pupil with additional needs will liaise with that child's support team in order to arrange support for his/her participation in the tour or outing.

10. In the hiring of transport, the safety of the children will be paramount. It is advised that details of venue, transport etc. be confirmed by phone one week before the tour.

11. In general, spending money will not be allowed. Any exception to this must be agreed in advance with the Principal/Deputy Principal.

Roles and Responsibilities

- It is the responsibility of the Deputy Principal and Principal of the school to oversee the implementation of this policy.
- It is the responsibility of the class teacher to implement this policy in full when undertaking any school outing.
- It is the parent's responsibility to ensure their child is prepared for all weathers, and to drop and collect him/her on time according to the itinerary.
- Pupils will behave in accordance with all relevant school policies (Code of Behaviour, Anti-Bullying Policy, Mobile Phone Policy, and Healthy Eating Policy)

This policy was ratified at the KSP Board of Management meeting of

Signed _____

Date _____