



LUCAN EDUCATE TOGETHER

SCHOOL OUTINGS POLICY

Rationale:

In our school it is important that all our pupils feel happy and safe wherever they are and whatever activities they are involved in. In view of this and because our children are regularly involved in a wide variety of school outings, it is essential to have in place a framework for good practice to cover all eventualities while not on school premises. Particular cognisance of the requirements of the Children's First Act and implications for child safeguarding are foundational to this.

Aims:

- To ensure all practical eventualities are planned and prepared for in reducing the exposure of children and staff to risk on school outings.
- To provide an enjoyable educational experience for all children wherever and whatever they are involved in while taking part in out-of-school activities.

Policy Content:

Outings and 'tours' are an established and valuable part of the educational experience of the children in our school. Always taking into account the age, interests and needs of the children and the curriculum being covered, such outings are arranged to present the children with new contexts and experiences in which they can learn about the local and wider world and relate this to their current knowledge and understanding. They also have opportunity to learn new or develop existing skills while enjoying the company of their peers, making new acquaintances and having fun together.

Preparation and Planning:

Whatever the purpose of an outing, we recognise that careful preparation and planning is essential to ensure, as far as possible, the safety and enjoyment of all is maintained throughout the time they are not on school premises.

Pre-outing Preparations:

Transport:

While teaching staff will plan most aspects of an outing or tour they should liaise with the school administrator in relation to the booking of appropriate transport. A form of transport, suitable to the distance and the numbers travelling will be chosen. Cost will be minimised as far as is possible.

Informing Parents:

Once a trip or tour has been provisionally booked teachers should ensure that parents are given sufficient notice of:

- a. the itinerary & timetable
- b. the cost involved
- c. appropriate clothing (including a change of clothes if necessary), footwear, catering arrangements (bringing drinks in resealable, non-glass, containers etc.)

In the case of outings beyond the local area, permission will be sought from all parents/guardians via a returnable permission slip attached to the information letter.

Where it is considered that a child's particular needs/challenges are such that an outing may not be appropriate for them to attend, parents will be advised of and given opportunity to discuss this with relevant members of staff.

Venue:

Staff should have researched the venue, with particular reference to educational and recreational opportunities afforded, any potential risks, on-site staff supervision and facilities available (phone, toilets, shelter, emergency facilities etc.).

Day of Outing / Tour Considerations:

Prior to Departure:

Staff should ensure that the following have been sourced and ready to take on the outing / tour:

- A class list
- A first aid kit
- Any medication or support materials that may be required by specific children
- Record of any allergies/conditions etc (if necessary)
- School or personal mobile phone (with sufficient charge and credit)
- School contact numbers
- Anything else deemed necessary (cheques for venues etc.)

Conduct on Tours:

Pupil behaviour on tours will comply with the standard set down in the School's Code of Behaviour. This will be reinforced to all children before the outing commences.

Safety and Supervision:

Staff should be particularly vigilant when taking children out of the school. Special attention will be paid to:- road safety, potentially injurious behaviour, risks posed by particular venues (e.g. adventure playgrounds etc.) and interaction with and supervision by other adults.

A minimum of two adults will accompany a class on an outing/tour. Parent/guardian help is welcomed (subject to appropriate garda-vetting clearance).When necessary support and special class staff will also accompany mainstream classes on school outings (particularly where children with special needs are included).

To ensure that everyone is kept as safe as possible the following will be observed throughout any outing or tour:

- Children will be expected to follow adult instruction and direction at all times.
- Children will remain seated while on any form of transport (bus, train, car etc.) and wear seat belts.
- Children should remain with their allocated grouping and adult supervisor at all times unless given permission otherwise. They should always be accompanied by, where possible, an adult or at least one or more peers if they have to leave the group for whatever reason (e.g. use the bathroom, retrieve something from their belongings etc.).
- Roll calls/head counts should be taken regularly throughout an outing but especially when embarking and disembarking.

- Any incidents (injuries, episodes of illness etc.) should be recorded by staff as soon as possible after the event, in accordance with school procedure.
- If any children are not returning to school with their class, they must be signed out, in person, by a parent / guardian.

On Returning from Outing:

If the time of return is before the end of the normal school day, children will be escorted back to their class(es) by staff. If the return time is outside of school hours parents/guardians will have been informed of this and arrangements made and agreed for the collection of each child from the school premises. In the event of an unexpected delay, staff will either notify the school or parents/guardians directly.

Details of any incidents, injuries or other causes of concern should be reported and appropriate follow up procedures put in place in response to this.

Success Criteria:

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

Activity:	Date:
Reviewed:	
Ratified by Board of Management:	
Effective from:	
Next Review Date: *	

*** Unless reviewed at an earlier date if deemed necessary by a change in law, Department policy, or to reflect changing school circumstances.**

Signed: _____

Chairperson:

Signed: _____

Principal:

OUTINGS/TOURS CHECKLIST

Before the tour

- venue booked
- transport booked
- individual needs identified/discussed/planned for
- timetable organised
- parents/guardians informed by standard letter:
 - itinerary
 - timetable
 - cost
 - lunch arrangements
 - clothing necessary
 - acceptable behaviour
 - extra supervisors
- Permission slips received from all parents/guardians

Day of Tour

- Staff will ensure
 - Class list is accessible
 - First aid kit is available for group
 - any medication/support equipment is available
 - parent and school contact numbers are accessible
 - a charged phone is available
 - cheques for venues
 - cheques for transport

After Tour

- report back to office re any incidents
- return first aid box to office press