



St. Anne's National School,
Shankill,
Co. Dublin.
Telephone: 2825565

Principal: John Fingleton
www.stannesshankill.com

School Tours / Excursions Policy

Introduction

This policy was drawn up by the staff and circulated to the Board of Management and Parents' Association for observations and feedback.

Rationale

The need for this policy arises due to children being exposed to a wide variety of different experiences while on school outings, the necessity to have a framework for good practice in place to cover all eventualities.

Aims and Objectives

- The objective of educational tours for schools is that they be of benefit to the intellectual, cultural and social development of the pupils.
- To provide an enjoyable educational experience for all children.

Insurance

It is advisable that teachers satisfy themselves that the pupils are adequately insured by the Board of Management and tour operators against loss or injury, which might occur.

Consent

When arranging a school trip a signed form will be obtained from parents or guardians indicating their consent to the pupil going on the trip, and also giving the teacher the right to authorise any medical or surgical procedure necessary. The consent note also informs of the cost, venue and date.

Tours

a) Frequency

The class teacher has discretion in relation to school tours. It is advisable that one tour per term for any class level is adequate.

b) Suitable Tours

A folder of suitable tours for all classes is available in the staff room.

c) Uniform

Teachers travelling together will decide whether uniforms or tracksuits shall be worn.

d) Conduct on Tours

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Chairperson of BOM: Mr. Justin Kilcullen
Principal: Mr. John Fingleton
Deputy Principal: Ms. Paula C. Kelly

Roll No: 19888H



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1. Children must obey their supervisors at all times.
 2. Children must remain seated, wearing their seatbelts, while the bus is in motion.
 3. Children must remain with their allocated grouping and supervisor at all times.
 4. Should a child have to leave the tour group for any reason then that child must be supervised by a teacher, SNA or other responsible designated adult until he / she returns to the group.
 5. Any parent accompanying a class outing must be fully vetted by the Gardaí.
 6. Children will line up in their individual groups on disembarking from the bus.
 7. Roll calls / head counts are taken when children return to the bus after each segment of the tour. The bus may not leave until the head count is complete.
 8. Eating crisps / popcorn / chewing gum is discouraged on school tours.
 9. 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 and principal may decide to refuse the child permission to travel. Parents will be advised of this in advance.
- e) Teachers will ensure that pupils are adequately supervised at all times on school tour.
- f) The school will make every effort to include pupils with special needs on school tours.
- g) The principal takes care of those children not travelling on school tours.
- h) If the need arises to contact parents regarding delay or accidents, emergencies etc. school will inform parents.
- i) It is at the class teacher's discretion to accompany 6th class on any **overnight** trip.
- j) Consent and insurance guidelines also apply to pupils travelling on inter school fixtures e.g. soccer matches, etc.
- k) At least two adults will escort pupils in each class group to the Church for Sacrament preparation, Faith Friends and any school event.

Success Criteria

- Positive experiences for all
- Children having a safe enjoyable experience.

Review

This policy will be reviewed annually.

Ratified by the Board of Management.

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