



## Corpus Christi Primary School

### School Tours/Outings Policy

School tours will be arranged, taking into account the age and interest of the children involved and curriculum being covered. In Corpus Christi Primary School, all classes go on a school tour. Where possible, this tour takes place during the months of May and June. Tours are organised by the class teacher. The class teacher informs the Principal or Deputy Principal about the school tour and what extra adult help is needed on the day. The minimum child:adult ratio is 10:1.

#### Venue

- Select a venue suitable for your particular class level/age.
- The teacher should be 'au fait' with the venue.
- Make sure the venue is not too far away. Long journeys are not recommended for younger children.
- Make sure the venue has required facilities.
- Make sure the venue is suitable for children with special needs.
- Where possible, not more than two classes will travel to the same venue, on the same day.

#### Cost

- Ensure the cost of the tour is good value for money and not too expensive. Be mindful that some families will have a number of children going on tour.
- Collect the money in advance.
- It is at the teacher's discretion, whether spending money is allowed. Decide on upper limit and inform children and parents. It is recommended that younger children, do not bring spending money with them.
- If a child is unable to pay for the tour, talk to the principal, as money is usually made available for these situations.

#### Transport

- Buses to be booked well in advance.
- Transport must be appropriate for the numbers travelling and distance.
- Transport must be well maintained.
- The bus company being used, must have insurance and must fulfil required health and safety requirements.
- The driver is to be informed of the itinerary and timetable.
- The driver is responsible for the safety of children, while travelling. He/she is expected to follow the rules of the road, be fit for the task and have the required licence.
- If the health and safety of the children are compromised, the teacher has the right and has a duty of care to intervene.
- Children are expected to leave the bus, as they found it.

#### What to take on tour

- First Aid Kit.
- Hand Towels.
- Plastic bags in case of illness.
- Medication for the children who receive medication. The most senior member of teaching staff on the tour, is responsible for administering the medication.

- School lunches if required.

### **Uniforms**

- Children wear their uniforms if possible.
- When uniforms are not being worn, the class teacher will inform children what to wear e.g. runners, tracksuit, jacket etc.

### **Food**

- The class teacher will inform the children and parents, if a packed lunch is needed. Guidelines will be given as to what to bring, type of food/drink, plastic containers, no glass etc.

### **Safety and Supervision**

- Teachers have a duty of care to all the children, while the children are in their care. The personal safety of each child is of utmost importance. At no stage, should children be unsupervised. Specific attention needs to be paid to road safety, behaviour on the bus, behaviour throughout the day, risks posed by certain venues e.g. adventure parks, playground, water activities etc.
- The class teacher is to discuss and explain to the children, the behaviour that is required and expected. Children are to be informed of the specific rules and requirements of the tour.
- The minimum pupil:adult ratio is 10:1.

### **Behaviour**

- Children are expected to behave on the school tour, as they do in school, complying with the standard set down in the school code of discipline.
- It is school policy to include all children in school tours. Nonetheless, if a child's behaviour poses health and safety risks, in consultation with the principal, this child will not be allowed go on the school tour. Parents/guardians will be informed, if this decision is reached.

### **Plan for dealing with serious emergencies**

- Seek immediate medical attention and call an ambulance, if deemed necessary.
- Contact the principal who will contact the injured/sick child's parents/guardians.
- One teacher will accompany the child in the ambulance, if parent/guardian is unavailable to do so. This teacher will remain in hospital with the child, until the parent/guardian arrives.
- The other teacher/SNA will remain with the rest of the class and ensure they return safely to the school.

### **Parents/Guardians**

- Teachers are expected to inform parents about the school tour, well in advance.
- Parents should be informed about:
  - venue,
  - itinerary,
  - departure time,
  - arrival back time,
  - cost,
  - requirements on the day food, clothes etc.
- A consent form is required for each child signed by their parent/guardian.

### **Tour Information**

- Tour information that comes to the school, is put in the Staff Information Box, in the staffroom.

### **On return**

- Report to the Principal.
- Incidents to be noted (accidents/behaviour).

- If there was a problem with the venue or transport provider, please inform the Principal.

#### **Tour Checklist**

- Tours take place where possible in May and June.
- Details of tour to be filled in on the chart in the staffroom.
- Ensure you are familiar with school tour policy (available on Aladdin).
- Venue and transport booked.
- Parents informed.
- Consent obtained.
- First Aid Kit, hand towels, plastic bags, medication taken on the day.
- Report to Principal on return.