



ST. PATRICK'S BOYS' NATIONAL SCHOOL

School Policy Document

School Trips, Tours and Excursions

Brian Horan

Document No: SP0036



St. Patrick's Boys' National School

Portrane Rd., Donabate, Co. Dublin

Ph/Fax: 8436168

Scoil Naomh Pádraig (Buachailli)



Principal: Brian Horan

www.stpatsbns.ie

Roll No: 16267G

School Tours/Excursions Procedures

Introduction

Taking into account the age and interests of the children and the curriculum being covered, school tours will be arranged by St. Patrick's Boys' National School to present our pupils with a new environment in which they can observe, investigate and relate their findings to their own environment.

Rationale

The need for these procedures is 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 eventualities.

Aims

Our objective is to devise procedures on school tours which aim to provide each child with an enjoyable, inclusive experience which broadens the child's learning and life experience beyond the normal school setting.

Educational tours should be of benefit to the intellectual, cultural and social development of the pupils.

We aim to organise tours/outings for our pupils which:

- Provide an enjoyable educational experience for all children.
- Benefit the intellectual, cultural and social development of our pupils.
- Ensure children have a variety of school tour experiences during their time at St. Patrick's Boys' National School by presenting the children with a new environment in which they can observe, investigate and relate their findings to their own environment.
- Provide school tours or trips taking into account the age and interest of the children and the curriculum being covered.
- Provide all children with the opportunity to go on school tours/outings with their peers.
- Provide educational experiences not possible within the school setting.

We also aim to ensure that:

- Tours are organised to the highest possible safety standards.
- All practical possibilities are covered with the view to reducing the exposure of children to risk on outings



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Procedures for End of Year School Tours/ School Outings

1. Tours will be decided and booked in Term 1 or Term 2 of the school year.
2. The Board of Management/Principal must approve each tour.
3. Dates for booking tours will take into consideration other events taking place in the school, e.g. staff leave, standardised testing, sacraments, sports day, school concert, etc.
4. For the end of year school tour, ideally classes in the same year group go on the same tour on the same day.
5. No more than one tour should take place on a given day.
6. School tours must be suitable for each class level and must take into consideration all children in the year group.
7. The full cost of the end of year tour should be communicated to parents in good time before the tour date. The teachers will ensure that the cost of the tour is reasonable and represents value for money.
8. On enrolment, all parents sign consent for their child to go on school tours/outings. Parents will be advised of planned tours.
9. Supervision on a school tour carries increased responsibility, adequate supervision arrangements will be in place. Depending on the additional needs of the child, parents may be required to accompany their child on tours. SNAs cater for the needs of the child/children and are not included in the supervision ratio.
10. Teachers may request parents to come on tours as supervisors. Accompanying parents must always be Garda vetted through our school and so will need adequate time to arrange such vetting. Accompanying parents may be required to act in a supervisory capacity for a designated group, and not just their own child. Class teachers retain overall responsibility for their pupils.
11. The school's Code of Behaviour applies to School Tours and we reserve the right to preclude from a school tour any pupil whose behaviour is such as to cause concern for his own or others safety.
12. A class list and a First Aid kit should always be brought on a tour. Any specific medication required for a particular child in the group should also be brought.
13. The office should be notified of parent volunteers going on the tour
14. Venues providing school tours should have a Child Safeguarding Statement and must confirm that their staff are Garda vetted.
15. A review must be completed upon return (Appendix 1) with the aim of ensuring suitability of tours for future consideration. This review should be completed, scanned and emailed to school office.



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Expectations from Pupils

We are very proud of our pupils at St. Patrick's Boys' National School. Our pupils are always commended for their excellent behaviour by visitors to our school and whenever our pupils are on school outings/trips.

When on school tours/trips we continue to expect the high standards of good behaviour and positive and respectful interactions that permeate school life at St. Patrick's Boys' National School.

All pupils are expected to:

- Follow direction from their teachers and supervisors at all times, including being attentive and cooperating for roll calls/head counts throughout the day.
- Remain with their allocated grouping at all times.
- Follow transport safety; e.g. remain seated while bus is in motion, wear seat belt, avoid eating/drinking on buses.
- Wear full school uniform/tracksuit unless in circumstances where this is not feasible, and as advised by class teacher.
- Adhere to our school policies, such as Code of Behaviour, Anti-Bullying, Use of Electronic Devices, etc. (Phones/cameras/electronic devices are not permitted on school tours, exception is made only for a phone which is used as a medical device and in consultation with school personnel; arrangements will be made depending on the medical need and in consultation with parents. Exceptions may also be made for 6th class students, on the instructions of their teacher and, with the approval of the Principal.



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Transport:

The school secretary will ensure that:

- Tendering is reviewed regularly; companies will be chosen based on reliability, suitability and value for money.
- A form of transport, appropriate to the distance and the numbers travelling will be chosen.
- Bus/buses will be booked through the office as long as sufficient time has been given to do so.

Conditions of Hiring:

-The bus company must agree to the following;

- All transport supplied will be suitable and well-maintained.
- All transport must have seat belts for each child.
- If a teacher has a concern about suitability of transport on the day, they should consult with the Principal/Deputy Principal/ISM team, who will decide on whether a replacement should be requested.
- It is the responsibility of the bus company, which will have been provided with the itinerary, to ensure that the driver has been briefed.
- 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 the safety of the children is compromised.



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Informing Parents:

Teachers will ensure that parents are given sufficient notice of the school tour.

Parents should be advised of the following;

- Details re trip/outing, including departure and arrival time.
- Details re cost of trip.
- Information regarding payment.
- Consent for pupils to go on school trips/outings is sought on enrolment.
- Specific information re each tour, e.g. Special clothing necessary and packed lunch (in line with healthy eating and health and safety).
- Specific reminder to be included regarding nut-free products, sunscreen, etc. (notice of specific requirements sent close to tour date).

In special circumstances e.g. when a child has been absent, the school will make every effort to contact parents/guardians in advance of the school trip.

Safety and Supervision:

Teachers will be extra vigilant when taking children out of the school. Special attention will be paid to:

- Children deemed as flight risks.
- Road Safety, including use of public transport.
- Behaviour on bus.
- Risks posed by particular venues (e.g. adventure playgrounds etc).
- Primary care needs and accessibility for children with additional needs.
- A suitable toilet procedure should be in place, subject to venue.
- Roll calls/head counts are taken each time children board the bus and at each segment of the tour throughout the day.

Plan for dealing with emergencies: sick / injured children while on school trip:

1. If appropriate, seek immediate medical attention, call an ambulance.
2. Contact the school / Principal / Deputy Principal.
3. Contact the injured/sick child's parents if school has not already done so.
4. It is worth noting that on tours and outings, the teacher is in the role of loco parentis, and as such may be called on by paramedics in an emergency situation to make the decision as to whether or not a student should be brought to hospital.
5. Teacher/SNA should accompany the child in the ambulance to hospital.



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Roles and Responsibilities:

Board of Management:

- To approve these procedures
- To consider reports from the Principal on the implementation of these procedures.

Principal and Deputy Principal:

- To ensure that these procedures are reviewed and evaluated from time to time.
- To establish structures and support for the implementation of these procedures
- To monitor the implementation of these procedures.

Teachers

- To implement these procedures and provide feedback to management that may assist the review process.
- To inform students as to what is expected of them in relation to preparing for and participating on the school tour.
- To keep accurate records of the above.
- To ensure that all information given to students prior to departure is documented for parents.
- All money received should be logged on Aladdin.
- Where possible, school will be invoiced directly. If this is not possible, this must be communicated with administrative staff at least a week in advance of tour.
- Any incidents must be recorded in an Accident Report Form on return to school. Incidents/accidents must be reported to the Principal/Deputy Principal who will communicate with tour provider/venue if necessary.
- Where a member of staff deems an injury to be of significance this incident/accident must be recorded by the tour provider.

Parents:

- To support the school's procedures.

Pupils:

- To accept and follow the school's procedures.

Success Criteria

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



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Field trips/Local Area

Field trips which relate to a particular curricular area are encouraged. These trips can range from simple walks around the school to organised trips to relevant places of interest.

The Principal must be informed in advance if it is proposed that a class leave the school grounds.

Teachers are encouraged to plan and prepare children in advance of the trip and to carry out some follow up work in the classroom following the field trip.

Teachers should ensure adequate supervision at all times, with a minimum of two adults per class group.

Child Safeguarding Statement and Risk Assessment

In accordance with St. Patrick's Boys' National School's Child Safeguarding Statement and Risk Assessment, all teachers and staff will be aware of the school's Child Protection Statement and of the potential risks of harm when on school tours/outings.

As per our Safeguarding Statement, all volunteers are requested to sign a form stating they have read and understood our school's Child Safeguarding Statement and Risk Assessment. Where deemed appropriate, venues are required to furnish the school with their safeguarding and vetting procedures.

These procedures were adopted by the Board of Management on 6th February 2025

These procedures will be reviewed regularly by staff and the Board of Management.

Mary Brooks, Chairperson, Board of Management

Brian Horan, Príomhoide



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Appendix 1 – Educational Tours/Outings Review

Class Group	
Class Teacher (s)	
Date	
Tour Destination	
Was the tour satisfactory?	Please circle Yes No
Was the bus satisfactory? (If no please give details)	Please circle Yes No
Was the venue satisfactory? (If no please give details)	Please circle Yes No
Were the staff at venue satisfactory? (If no please give details)	Please circle Yes No
Were there any safety concerns on the tour? (If yes please give details)	Please circle Yes No
Was the tour accessible to all/Inclusive of all our students? (If no please give details)	Please circle Yes No
Was this tour suitable for age group? (If no please give details)	Please circle Yes No
Was this tour enjoyable? (If no please give details)	Please circle Yes No
Was this tour good value for money (If no please give details)	Please circle Yes No
Any other comments	

Please scan and send to office