

**DROM NATIONAL SCHOOL**  
**SCHOOL POLICY PLANNING**

# **SCHOOL EXCURSION POLICY**

## **INTRODUCTION**

Considering the age and interests of the students and the curriculum being covered, school excursions will be arranged by the school to provide the students with additional learning experiences and opportunities in an environment other than that of the school and the immediate locality. For the purposes of this policy, school excursions refer to any educational excursion that involves the transportation of the students on a bus to and from the venue. It does not include the transportation of students to sporting competitions and events.

## **RATIONALE**

This School Excursion Policy was formulated by the Board of Management and staff of Drom National School following a risk assessment of child safeguarding procedures which highlighted the need to develop clear procedures around school excursions.

## **AIMS**

- To provide a clear framework for school excursions.
- To reduce any risk to the students of Drom National School on school excursions.
- To provide an enjoyable educational experience for all students.

## **CONTENT**

### **ORGANISATION**

- Educational excursions will generally be limited to one per term to prioritise tuition time.
- Excursions are chosen to provide students with additional learning opportunities and experiences in line with the Primary School Curriculum.
- To ensure maximum educational value, preparatory and follow-up work will be done in the classroom.
- Tours will be arranged by the class teacher in consultation with the Principal and the Board of Management where necessary.
- The class teacher will familiarise himself / herself with the venue, with reference to educational opportunities afforded and services available. To ensure equality of access, the class teacher will ensure that venues and transport facilities are suitable for pupils with special needs, physical disabilities or other individual considerations.

### **TRANSPORT**

In organising transport for school excursions, the teaching staff of Drom National School will ensure that:

- A quote will be sought from the bus company prior to engaging the services of same.
- Bus size will be appropriate to the number of students travelling.
- The bus company and drivers accept the following conditions:

#### Conditions of Hiring

- All transport supplied by the bus company will be fit for purpose and well-maintained. School staff have the right to refuse any bus they find unsuitable for the excursion. In any such case, the bus company agrees to provide a suitable replacement or refund any monies to the school.
- The driver will be suitably experienced and have a current licence to drive the vehicle. He / She is required to be familiar with and follow the timetable and itinerary for the excursion.
- Students will be under the supervision of school staff always whilst on the bus. Drivers are not permitted to supervise students under any circumstances.
- The bus company is responsible for the safe transportation of students to and from the venue but the school reserves the right to intervene in cases where the safety of the students is at risk.
- The group will have access to the bus for the duration of the excursion.
- If the weather conditions are unfavourable, the group will have the use of the bus for sheltering and / or for eating lunch.
- The incidental consumption of food and singing on the bus – at an acceptable level – will be at the discretion of school staff in consultation with the driver.
- Buses will be left as they were found.

**SUPERVISION**

At least two members of school teaching staff will attend every excursion. Additional adult supervision may be necessary depending on the nature of the excursion organised and the needs of the students attending e.g. Special Education Teacher, Special Needs Assistant. Only members of school staff will be permitted to supervise students on school excursions. The school reserves the right to cancel any excursion where it is not in a position to provide adequate supervision.

School staff will be extra vigilant when taking children out of the school environs. Special attention will be paid to the following:

- Road Safety
- Behaviour on bus
- Risks posed by particular venues (e.g. adventure playgrounds, areas of water etc.).

School staff must accompany their class throughout the excursion. Shared supervision will allow for staff lunch and toilet breaks.

Accidents or injuries to students sustained in the course of an excursion are dealt with in accordance with the school's Accident / Injury Policy.

**COST**

School staff will ensure that the cost of the tour is reasonable and represents value for money. Parents / Guardians will be afforded the opportunity to pay in instalments by specified dates for excursions costing over €20.

**NOTIFICATION TO PARENT(S) / GUARDIAN(S)**

Class teachers will ensure that parents / guardians are given sufficient notice of the following:

- Itinerary & Timetable
- Cost
- Requirements e.g. clothing, equipment, packed lunch.

Class teachers will also ensure that consent is provided by parents / guardians for all excursions.

**CONDUCT ON SCHOOL TOURS**

Conduct on tours will comply with the standard set down in the school's Code of Behaviour. The general rules to be observed are as follows:

- Students must obey their supervisors at all times.
- Students must remain seated with their seat belt on while the bus is in motion.
- Students must remain with their allocated grouping and supervisor at all times.
- Students will line up on disembarking from the bus.
- Roll calls / head counts are taken when students return to the bus after each segment of the excursion.
- Students are not permitted to bring electronic devices on school excursions.\*  
\* Students from 3<sup>rd</sup> to 6<sup>th</sup> Class are permitted to bring their mobile phones on school excursions to contact their parents / guardians to collect them at the end of the excursion. All phones will be collected at the start of the tour by school staff and returned at the end of the tour for this purpose. Students must label all phones prior to handing them to school staff.

In certain circumstances parents / guardians may be asked to agree to a Contract of Behaviour prior to the excursion. Where a student's conduct is deemed a safety risk or would inhibit the educational benefit for self or others, the school may refuse the student permission to travel. Parents / Guardians will be advised of this in advance.

**OTHER CONSIDERATIONS****SPENDING MONEY**

Teachers will agree and notify their group of the upper limit on spending money. This will be based on age and venue.

**WEATHER CONDITIONS**

Parents / Guardians should be cognisant of changing weather conditions and so should provide their child / children with the following items where necessary:

- Rain / Head gear
- Change of clothing / footwear / underwear
- Sun hat
- Sun cream: This must be applied by the parent / guardian of the child prior to departure. School staff take no responsibility for the application of sun cream under any circumstances.

## **UNIFORMS**

The school uniform or tracksuit as appropriate will be worn on all school excursions for the purpose of identification.

## **TOUR KIT**

Leaders will take a tour kit on all excursions. Suggested content includes:

- First Aid materials
- Refuse bags
- Illness bags / basin
- Newspapers / kitchen roll.
- Umbrella
- Mobile Phone to contact school or gain access to the school Text-A-Parent system
- Student contact details

## **RATIFICATION**

The policy was ratified by the Board of Management of Drom National School at its meeting held on 17<sup>th</sup> April 2018 and will be reviewed and updated where necessary. It will be implemented following ratification. The policy will be available to view on the school website or in hard copy upon request from the school office on (0504) 51688.