

Boyerstown National School

School Trips Policy 2016

This policy is drafted in the context of the Health and Safety at Work Acts 1989 and 2005, and Circular Letter M20/04 issued by DES.

1 INTRODUCTION

The organisation of out of school group activities has long been an integral part of school life at St. Joseph's N.S. Such activities may include attendance at sporting events, visits to appropriate exhibitions, conferences, libraries, field trips and educational tours. These events serve to significantly enrich both the academic curriculum as taught in school, and the social and personal development of those pupils participating in them.

2 OBJECTIVE

The objective of organising educational tours is to provide our pupils with opportunities to develop their educational, intellectual, cultural and social skills.

Educational tours and field trips should:

- reinforce classroom activities
- enhance the learning process of as many pupils as possible by providing educational experiences which the classroom alone cannot provide
- support the curriculum content of some subjects through field trips, tours, outings or other recreational activities
- develop interpersonal skills of the students

3 COSTS AND ACCOUNTABILITY

- The overall cost of the trip will be agreed in advance and will take into account the ability of parents to pay.
- The Parents council will on occasion, subsidise the cost of travel to/attendance at a particular event.

4 ROLE OF BOARD OF MANAGEMENT

- To ensure that the trip offers a worthwhile educational experience for the students.
- To consider the timing of the event so that there is minimum impact on the normal work of the school.
- To consider the number of proposed events to take place during the course of the year.

5 ROLE OF PRINCIPAL

- The Principal will seek the approval of the Board for trips to be undertaken.
- A tour leader, whose role will be to ensure that the tour is conducted according to agreed procedures and standards, will be appointed by the Principal and provided with detailed information on procedures
- The Principal will ensure that the following information is available in the school:
 1. A list of those taking part together with home contact details.
 2. The itinerary to be followed and contact details of those involved.
 3. School mobile contact number for tour leader and teachers.

6 CONTACT INFORMATION

- The Tour Leader will carry contact details for school management and parents in the event of an emergency.
- The Tour Leader will carry all relevant personal details regarding each member of the tour i.e. health information, home contact details, approval for medical attention etc.

7 PUPIL/TEACHER RATIO

The ratio of teachers to pupils will reflect the level of risk of the activity and should be increased as the degree of difficulty or danger increases. The following should be considered:

- The age and maturity of the pupils involved.
- The number of pupils travelling.

- The location of the trip.
- The length of the trip.
- Additional supervision which may be provided at the destination point.
- The type of transport used.

8 COMMUNICATION WITH PARENTS

- Parents/Guardians will be informed in writing of any off-site activity or tour.
- The content of the consent form will vary according to the type and duration of the trip.

9 CODE OF BEHAVIOUR

The Code of Behaviour to be observed during the course of the tour/field trip will be the school's Code of Behaviour as adopted by the Board of Management of Boyerstown National School. All pupils selected for sports teams and who travel as part of a class group represent Boyerstown National School.

- Parents/guardians will be notified of tours. They will be expected to sign the appropriate consent form. In this way, parents/guardians, pupils and teachers enter into a partnership promising good and appropriate behaviour at all times.
- The school management charge reserves the right to refuse any student they deem unsuitable for the tour. Those considered unsuitable would include:
 1. Pupils who in the past have proved unruly or undisciplined on tours.
 2. Pupils who have a poor discipline record in the school.
- In the event of a serious breach of the school's Code of Behaviour the staff in charge must contact the school management immediately.
- The participation by the pupils in all of the activities of the tour/trip is expected.
- Pupils are not allowed to bring Mobile phones and digital cameras on school trips.

10 SUPERVISION

- Pupils leaving on a day activity must have their attendance recorded on the Roll prior to departure.
 - Parents/guardians will receive a letter asking them to complete a parental consent form. This should be completed for each pupil in the group. Any relevant information pertaining to a child should be included on the consent form.
- Good practice will include:
 - Counting students on/off buses etc.
 - Having designated meetings times and places
 - Pupils always remaining in pairs/groups

11. HEALTH AND SAFETY

- In case of an accident, expert medical attention will be sought should it be deemed necessary.
- On return from, or during any trip, staff may advise a parent/guardian to seek medical advice.
- Where a serious accident occurs, staff will seek medical assistance as first priority and contact the school to inform the school management of events. Parents will be contacted by the school.

12 IN-SCHOOL ACTIVITIES

- Any teacher wishing to work with pupils after school hours or at the weekend in the school will seek written permission from parent/guardian and provide a list of those participating in the activity to the Principal.

13 CONDUCT OF PUPILS

- to be addressed by the Principal or Deputy Principal before departure.
- must be well behaved on public/private transport.
- are responsible for leaving their seats on buses and tidy.

14 INSURANCE AND INDEMNITY

- Every pupil in the school is covered by a 365 day, 24 hour a day school insurance provided by Allianz Insurance. Each tour/trip leader must also ensure that the group/company hosting the pupils has their own insurance covering such trips.

15 DRESS CODE

- Pupils will be required to wear clothes and footwear appropriate to the activities planned on the tour/trip. Possible inclement weather conditions must also be taken into account.

This policy is implemented from the date of ratification b the board of Management.

This policy will be reviewed in 3 years from its ratification by the Board of Management and/or in the event of incidences, department circulars or other guidelines/recommendations.

Ratification

Drafted Oct 2017

This policy was reviewed and adopted by the Board of Management on

Principal

**Chairperson
Board of Management**

