

# **SCHOOL TOURS/EXCURSIONS POLICY**

## **Introduction**

This policy was drawn up by the staff and circulated to the board of Management (BoM) and The 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, and the necessity to have a framework for good practice in place to cover all eventualities.

## **Aims**

- To ensure all practical possibilities are covered in reducing the exposure of children to risk on outings.
- To provide an enjoyable educational experience for all children.

## **Policy content**

The tours are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value. It has been recent school policy to limit shopping in shopping centres due to the unnecessary dangers children can be exposed to and the difficulty in providing adequate supervision.

No teacher is responsible for more than 20 pupils. This becomes possible as class teachers along with additional members of staff , and/or parents accompany classes on school outings.

- Children must obey their supervisors at all times.
- Children must remain seated while the bus is in motion.
- Children must remain with their allocated grouping and supervisor at all times
- Roll cards/head counts are taken when children return to the bus after each segment of the tour
- Eating crisps/popcorn/chewing gum is discouraged on school tours

**Success criteria**

- Positive experiences for all
- Children having a safe enjoyable experience
- Teacher/parent satisfaction

**Ratification**

Ratified by the Board of Management on \_\_\_\_\_

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

Review:\_\_\_\_\_