



Tours/School or Class Trips Policy

- The overall, organisation, planning and co-ordination of school tours is the responsibility of the class teachers.
- School tours generally take place in the end of school year but can be at any time of year.
- Parents/guardians are informed of the destination, itinerary, costing, clothing and food requirements in advance of tours.
- A signed consent form permitting the pupil to go on the tour and giving the teacher the right to authorise any emergency medical or surgical procedure necessary must be obtained for each child.
- Pupils' behaviour on tours is expected to comply with the standard set down in the School's Code of Behaviour. In certain circumstances parents/guardians may be asked to agree to a contract on behaviour. Where it is felt that a child's conduct would pose a safety risk or inhibit the educational benefit for other children, the school may refuse the child permission to travel. Parents/guardians will be advised of this in advance.
- A list of reminders in relation to safety, behaviour, first aid etc. is circulated to teachers in advance of school tours.
- The level of supervision required on tours is the same as for other off-site school activities: a minimum of 1 Adult to 8 children. Parents who help with supervision are always accompanied by a teacher.
- Hiring of Bus Transportation must be carried out in line with LCETB Procurement Systems.

Signature: _____

Date: _____

Principal Teacher

Signature: _____

Date: _____

Chairperson, Board of Management



School or Class Trips - Health and Safety Document

The purpose of this document is to outline the requirements for conducting School trips whether for the entire school or Class groups and covers the procedures required for day or overnight trips including walking trips, regular or ad hoc.

Any failure to comply with rules by any person on the Trip must be recorded and dealt with accordingly.

Should the Event go ahead?

The trip should only go ahead if the attached pre-event and essential personnel checklist are fully and satisfactorily completed.

Reasons for not going ahead.

The Trip should not go ahead if:

1. There are insufficient accompanying adults to ensure the children's safety on the trip or walk (number to be assessed according to trip content, duration and location)
2. There are insufficient drivers (where required) with the necessary valid driving and vehicle documentation to accommodate the children safely
3. Where relevant Car Seats are not available for all children requiring them.
4. Red Weather warning predicted during the duration of the trip.

Preparation prior to trip.

1. Volunteer parents will be sought for accompanying (and driving where relevant) in advance of the event. (Number dependent on nature, duration, and location of the trip)
2. All Volunteers must complete the Pre Trip Volunteer Information Sheet as regards up to date Garda Vetting and, in the case of drivers, valid driving and vehicle documentation.
3. All parents of children with regular medication, dietary or behavioural needs will be contacted to accompany their child and/or put in place appropriate provisions with the school.
If a child is not able to self-administer their own medication, he/she will have to be accompanied by a parent.

N.B. In all events the teacher/school management has the final say as to the children required to have parental assistance in either category based upon their own understanding of the child's needs.

4. In the event of local road crossing being necessary, the local Guards will be asked to attend if deemed necessary.
5. Each accompanying parent will be allocated a specific group of children, the size of which will depend on the trip content, duration, and location. In the case of an overnight, all parents of children attending the trip will be provided with the name and contact number of the parent responsible for their child.
6. All parents will be provided in advance with a list of required food/clothing/ancillary items, including car seats where relevant, needed for the trip.
7. In the case of road crossing at any stage during the trip, accompanying adults will be asked to wear 'High Visibility' vests and the same will be available for a reasonable proportion of the children.

Procedure During the Trip

1. The Relevant Class Teacher will be responsible for maintaining overall control of the group and monitoring numbers and behaviour.
2. The accompanying responsible parent is responsible for the safe transport of, monitoring the whereabouts of and is available to the children in their charge in the event of concern or incident. They are responsible to communicate with the relevant Class Teacher as to any incident. The parent is NOT responsible for the behaviour or emotional state of the child.
3. In the event of unacceptable behaviour by anyone, the Class Teacher will contact the parent whether on the trip or not, to remove the child from the trip or walk and make the necessary arrangements for the child concerned to be separated from the group immediately.

Given the unique situation around a class trip or walk, the procedures laid out in the school Code of Behaviour Policy will not necessarily be followed in terms of temporary suspension, but all incidents will be processed as the school sees fit in the circumstances on returning to the normal school environment.

4. In the event of any accident or emergency the relevant school policies and procedures will be followed as outlined in the Ancillary Safety Statement.
5. In the event that a child does not have the right equipment/clothing for the safe &/or appropriate participation in an event, the child will be required to sit out of/ miss the event (if the necessary arrangements can be safely made for this eventuality) or the parent will be contacted to remove the child from the trip/event.

6. Accompanying adults are expected to behave in an appropriate manner on the trip around areas including but not exclusively, language, smoking, listening to instruction. Alcohol is absolutely prohibited as is smoking in front of the children.

Failure to act in an appropriate manner will result in the Accompanying Adult in question being asked to leave the trip and being removed from the list of available adults despite being in receipt of a valid Garda Vetting.

N.B. Given the unique situation of School Trips, in the event of any issues the Lead Teacher responsible has the final say in this matter. Once back in normal school routine, the Accompanying Adult involved has the right to appeal.

7. The School Photographic policy and all other School Policies are applicable on Class, School trips and Walks.
8. While walking on public roads during the trip, the children are strictly to remain in their accompanying adult groups and walk in the formation appropriate to the environment. At all times, there is an adult at the front and the very back and the adults always walk on the outside of the children between them and the traffic.
9. All Road Safety principles are applied when using the public roads including but not exclusively, safe crossing places and group size.
10. With regards to the use of changing rooms/showers etc, children will arrive at the event in the appropriate attire to participate. During overnight/camping trips, changing will be supervised by two accompanying adults of the same gender, where possible, in accordance with child protection procedures.

Signature: Alan Tuohy
Principal Teacher

Date: 25/06/2024

Signature: Pearse O' Shiel
Chairperson, Board of Management

Date: 25/06/2024

School/Class Trip Pre-Event Checklist.

	Tick to confirm Compliance
Sufficient Accompanying Adults	
Sufficient Transport Provided	
Satisfactory Volunteer Checklists received (inc : current Vehicle and Driver documentation, & Garda Vetting for all non school staff)	
Accompanying Adult child group allocated (& informed in the case of overnight)	
Food/clothing/equipment requirements provided to parents	
Sufficient Sunscreen/Water if necessary	
Basic First Aid Kit	
Sufficient High Visability Vests	
Contact details for all parents (where trip extending either side of school office hours)	

Class / School Trip:

Date of Trip:

Overall Lead Teacher

Name:

Signature:

Date:

Essential Personnel Checklist. – All essential members (or nominated replacement must be present for event to go ahead.)

Role	Persons Name	Attendance
Class Teacher/s		
SNA for : (Enter Child's Name/s)		
Parental Attendance for : (Enter Child's Name/s)		
Sufficient Accompanying Adults :		
First Aider:		

Class / School Trip:

Date of Trip:

Overall Lead Teacher

Name:

Signature:

Date:

Pre Trip Volunteer Information Form

To Be completed by any individual intending to accompany a School/Class trip or Event

School/Class Trip Volunteering For:

Date of Trip:

Name:

Signature:

Date:

For Volunteer Accompanying Adults		
Garda Vetting Number:		
Garda Vetting Expiry:		

For Drivers for School or Class Trips – Compliance		
	Yes	No
Car is Insured:		
Car has up to date NCT Cert:		
Car has up to date Road Tax Cert:		