



School Tours Policy

Introduction

The following policy has been formulated by the staff and Board of Management of Gaelscoil Bhun Cranncha.

Taking into account the age and interests of the children and the curriculum being covered, school tours will be arranged by the school to present the children with a new environment in which they can observe, investigate, learn and socialise.

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

Categories of trips

For the purpose of this policy and recognising different requirements for different tours, the school has categorised trips into the following:

- **Category A:** This category relates to regular local trips only e.g. nature walks in Swan Park. These trips do not require transport, will take place during school hours only and have no cost. Parents will be informed by the class teacher or school secretary via Aladdin. Parental permission will not be sought for this category.
- **Category B:** Trips in this category may or may not include a cost, a requirement for transport and may involve a whole class group or a group of students e.g. school sports team. Examples of trips in this category include swimming, GAA blitzes, events that support the school ethos, attending events in other schools such as dramas, quizzes and chess tournaments. Parents will be informed by the class teacher or school secretary via Aladdin. Due to the varied nature of events in this category, a risk assessment will be completed for all trips in this category in line with the School Safeguarding Statement & Risk Assessment and parental permission will be requested via Aladdin.
- **Category C:** These whole-class or multi-class trips involve a cost to families and transport will be needed. Examples of this category include trips involving travelling outside of normal school hours, trips to the Gaeltacht, trips to large venues (e.g. Zoo, Bowling Alley). A risk assessment will be completed for all trips in this category in line with the School Safeguarding Statement and parental permission will be requested via Aladdin.

Field Trips

Field Trips are a separate category of trip which relate to a particular curricular area and these are encouraged. These trips can range from simple walks around the school grounds to organised trips to relevant places of interest.

- The principal (or most senior member of staff present) 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. Where necessary, an SNA or parent / guardian should accompany the class on the trip.
- Children should be appropriately dressed for the field trip e.g. rain gear, suitable footwear etc.
- No child will be refused participation in any proposed activity because of family inability to pay.

Ensuring Safety & Managing Risk

The risk involved with a school trip will be assessed within the context of the school Child Safeguarding Statement. The class teacher will seek advice from the Deputy Principal in relation to risk/risk assessment for a trip, tour or field work. Appropriate measures will be put in place to ensure student safety at all times.

Supervision

Supervision of students will be provided by the class teacher(s), other school staff (SNA, Special Education Teacher, Principal, Secretary etc.) and by parent/guardians on occasion.

- Children must obey their supervisors at all times
- Children must remain seated with their seat belts on while travelling
- Children must remain with their allocated grouping and supervisor at all times
- Children will line up in their individual groups on disembarking from the bus
- Roll calls/head counts are taken at regular intervals throughout the tour and on returning to the bus

Success Criteria

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

Not taking part

If for any reason a student will not be taking part in any tour or field trip, the school will make other arrangements for that student for the duration of that tour/field trip. It is the responsibility of parents to let the class teacher know ahead of time. The school will give advance notice to parents via Aladdin about upcoming trips or events.

Spending money

Teachers will inform parents prior to the trip whether spending money will be allowed.

Weather Conditions

Appropriate clothing is essential on all trips and a change of clothes may be necessary, depending on the venue.

Additional Needs

Teachers will ensure that venues are suitable for pupils with additional needs.

Uniform

Students will wear their school uniform on all school tours unless directed otherwise.

Reports

Where problems arise teachers will complete reports and communicate with the school principal within 24 hours of the incident. Teachers will also notify the relevant parents/guardians.

Conduct on Tours

Pupils' behaviour on tours will comply with the standard set down in the School's Code of Behaviour. Where it is felt that a child's conduct would pose a safety risk or inhibit the educational benefit for self or others, the teacher may refuse the child permission to travel. Parents will be advised of this in advance.

Further Info / Other Policies

This policy is not a stand alone document. Further detail on school procedures applicable to School Tours can be read in our Code of Behaviour, Child Safeguarding Statement & Risk Assessment, Anti-Bullying and Acceptable Usage policies.

Safety & Supervision

Teachers will be extra vigilant when taking children out of the school. Special attention will be paid to - Road Safety, Behaviour on bus, Risks posed at particular venues (e.g. adventure playgrounds etc.).

Informing Parents

Teachers will ensure that Parents are given sufficient notice of the trip, cost (if applicable) and details.

Implementation & review

This policy was ratified on 25/02/26 and implemented immediately. This policy will be reviewed regularly as deemed necessary.

Signed:

Colm Ó Tuathaláin

Chairperson

Pól Mac Daibhéid

Principal

Appendix 1: TOUR CHECKLIST

Before the tour

- Risk Assessment carried out (if applicable)
- Venue and transport booked
- Individual parents informed of travelling embargo (if applicable)
- Timetable organised
- Parents informed via Aladdin
 - itinerary
 - timetable
 - cost
 - lunch arrangements
 - clothing necessary

Agreement on

- Leader
- Spending money
- Acceptable behaviour on bus
- Extra supervisors

Day of Tour

Tour leader will ensure;

- Tour kits are available (First aid, bin bags, illness bags, wet wipes)
- Payment for venues (if applicable)
- Payment for bus (if applicable)
- Money for coffee etc.

After Tour

- Report back to office