

CBS Primary School,

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School Tour Policy

Introduction

This policy was drawn up by the staff of CBS Primary School, Dundalk, in consultation with and ratified by the Board of Management and circulated to staff and parents/guardians. The purpose of this policy is to document current and future practices on school tours.

Aims

This policy aims to provide a framework for staff and parents to guide the rationale behind the organisation of school tours/trips. Tours will be arranged at the discretion of the Class Teacher and the Principal for the following purposes:

- To benefit the intellectual, cultural, and social development of our pupils.
- To present the children with a new environment where they can observe, investigate, and relate their findings to their own environment.
- To provide school tours or trips, considering the age and interest of the children and the curriculum being covered.
- To afford all children the opportunity to go on a school tour with their peers.

Cost

The organising teachers will ensure the cost of the tour is reasonable and represents value for money. Children will be actively encouraged to save towards the cost of their tour. If a parent finds themselves in a difficult position to fund the tour support may be available in limited circumstances. This is solely at the principal's discretion.

Spending Money

In general, there will be no need for spending money. However, if the need for spending money arises, the organising teachers will agree and notify their group of the upper limit on spending money. This will be based on age and venue.

Uniforms

School uniform or school tracksuit shall be worn on school tours. Occasionally children will be asked to wear their own clothes. Teachers will notify parents of which will be required. They will also inform parents if a change of clothes will be required.

Transport

The teacher/organiser of the tour will ensure that: -

1. A form of transport appropriate to the distance and the numbers travelling will be chosen
2. The Bus Company and drivers accept the following conditions:

Conditions of Hiring

- All transport supplied will be suitable and well maintained.
- The bus hired for the trip must be equipped with seatbelts, one for each child, except in cases where children travel on public transport.
- The driver is responsible for driving the bus safely. The driver will have knowledge of and follow the itinerary and timetable of the tour. However, as the teacher has overall responsibility for the children's safety on a school trip, they have the right to intervene if it is felt that the safety of the children is compromised.
- The consumption of food and singing on the bus-at an acceptable level – will be at the teacher's discretion and in consultation with the driver.
- Buses will be left as they are found.
- The driver should provide the teacher with a contact mobile phone number.
- The teacher will check that all children, once seated, put on their seatbelts.

The Bus company is responsible to ensure that they have adequate insurance and that they will be held responsible should there be an accident involving their transport.

Tour Kit

Teachers will take a tour kit on all outings. The kit will contain: -

- Basic first aid materials
- Refuse bags
- Mobile phone
- List of pupils' names, consent forms and contact telephone numbers

Weather Conditions

Parents should ensure that their child is equipped for all weather conditions depending on the time of year. Rain and headgear may be essential for all children, and a change of clothes may be necessary, depending on the venue. Likewise, sunscreen should be applied by parents before children depart on tour. Staff may apply sun cream to a child if required.

Policy of Inclusion

Teachers will ensure that venues are suitable for their own class and for pupils with additional needs, physical disabilities, or other individual considerations. Teachers should consult with the SET coordinator or principal about the choice of venue if there are any queries about accessibility for individual children.

Use of cameras and mobile phones

Children are not allowed to have mobile phones on school tours. (Please refer to the Acceptable Use Policy)

Conduct on school outings

Pupil's behaviour on outings must 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 themselves or others, the teacher, in consultation with the principal, may refuse the child permission to travel. The child will come to school as usual on that day. Parents will be advised of this in advance.

In the event that a child's behaviour doesn't comply with the school's code of behaviour on a school trip, the teacher will immediately contact the principal and parents to advise them of this. If feasible, the parents will be asked to collect the child. If this is not practicable, the child will be required to remain with the teacher in charge for the remainder of the trip and not be allowed to participate in activities that might endanger themselves or others.

Safety and Supervision

Teachers will be extra vigilant when taking children out of school. Special attention will be paid to: -

- behaviour on the bus
- risks posed by the venue

The ratio of adults to children is to be decided on an individual basis. It is dependent on the venue, age, and pupil cohort.

Dealing with Emergencies

In case of a medical emergency on tour, the accompanying teacher should follow the following procedures:

1. Seek immediate medical attention and call an ambulance if necessary.
2. Contact the injured child's parents.
3. Phone the school and contact the principal/deputy principal/designated teacher.
4. The teacher should accompany the child in the ambulance to the hospital.

Informing Parents

Teachers will ensure that parents are given sufficient notice of:

- (a) Itinerary and Timetable
- (b) Cost
- (c) Special clothing necessary and packed lunch (no glassware)
- (d) Permission Slip to be sought on Aladdin.

Fieldtrips

Field trips which relate to a particular curricular area are encouraged. These trips can range from simple walks around the school to organised trips to relevant places of interest.

The principal must be informed in advance if it is proposed that a class leave the school grounds. The book must be signed and a return time must be filled in on return to the school.

Teachers should always ensure adequate supervision is provided. It is advisable that at least two members of staff attend, once a group leaves the school grounds. Where necessary, an SNA, SET teacher or parent/guardian should accompany the class on the trip.

Children should be appropriately dressed for the field trip, e.g., raingear, suitable footwear etc.

Reports

Where problems arise either with the venue or the transport, teachers will report back to the school and discuss it with the principal. All pupil injuries must also be reported and documented.

Form for the Board of Management

The organising teacher must make sure the Board of Management form is filled in for the school tours see Appendix 1. Permission must be sought from the board before the trip is undertaken. See full information from FSSU on the following link <https://www.fssu.ie/app/uploads/2024/10/09-25-Financial-Guideline-School-Tours-incl.-Irish.pdf>

The date from which the policy will apply is the date of adoption by the BoM. The Principal of the School will monitor the implementation of the policy.

Implementation and Review

The Board of Management adopted this reviewed policy on February 2023.

Signed: Deirdre Kerr, Chairperson, BOM Date: February 2026.

Signed: Eileen Hart, Principal, Date: February 2026.

Date of next review: February 2029

Appendix 1

CBS Primary School/Dundalk

Class Summer Tour 2026

<i>Date of Tour</i>	
<i>Teacher Names & Assistants</i>	
<i>Classes</i>	
<i>Tour Name & Location</i>	
<i>Number of students Attending</i>	
<i>Number of teachers & (non-teachers) accompanying the students</i>	
<i>Financial Summary</i>	
<i>Any Issues Encountered?</i>	

