



## School Outings Policy

### Introductory Statement

This policy was drawn up by the staff and circulated to the Board of Management (BoM) and randomly selected parents for observations and feedback. Taking into account the age and interests of the children and the curriculum being covered, school tours and outings will be arranged by the school to present the children with a new environment in which they can observe, investigate and relate their findings to their own environment. In our school it is important that all our pupils feel happy and safe wherever they are and whatever activities they are involved in. In view of this and because our children are regularly involved in a wide variety of school outings, it is essential to have in place a framework for good practice to cover all eventualities while not on school premises. Particular cognisance of the requirements of the Children's First Act and implications for child safeguarding are foundational to this. Outings and Tours are arranged by class teachers with the permission of the school principal. Outings will include trips to the shop, walk, café, school tour, the Pantomime, swimming, and any occasion in which a number of students leave the school. Staff will include teachers, Special Needs Assistants (SNA's), parents (who are Garda vetted) and members of the Special Education Teachers Team (SET) if applicable.

### 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
- To ensure tours are low cost for parents.

Every effort will be made to ground our school trips in our ethos so that:

- Navan ETNS trips are consistent with our school values
- Navan ETNS trips are local when possible and appropriate
- Navan ETNS trips are affordable

## **Policy Content**

It has been the policy of Navan Educate Together N.S. that students are provided with numerous opportunities in the school year to participate in community outings as well as those in a wider setting where possible, as appropriate to their age. All outings and tours are structured in such a way as to provide an educational aspect in addition to an entertainment and recreational value. Tours must be booked/organised early in the school year. However, weather conditions usually determine the outcome/venue.

Parents must be informed and the opportunity given to pay in instalments set up to cover the costs over a period of time.

It is school policy to assign a minimum number of adults (ratio of 1/16 in mainstream classes and 1/2 in special classes) to each class on tour. This ratio will vary depending on the nature of the trip, the age of the students travelling, Special Educational Needs and safety requirements. This becomes possible as SNAs and members of the SET team, and parents if required (subject to Garda Vetting), accompany classes on school outings or tours.

- Children must obey the supervisors at all times
- Children must remain seated while the bus is in motion with seat belts fastened at all times.
- 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 when children return to the bus after each segment of the tour and the bus must be checked by the lead teacher after all children have disembarked.
- No other children, other than Navan Educate Together N.S. students, are allowed to go on school excursions.
- Chewing gum is not permitted on school tours.
- Student Mobile phones are not permitted on school outings or tours. Class teacher will be responsible for collecting all mobile phones and keeping them safe on school premises in locked drawers and collected on return from outings or tours.

## **Success Criteria**

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

## **Transport**

The transport organiser of the tour will ensure that:

- Tenders are sought for all tours, where practicable.
- A form of transport, appropriate to the distance and the numbers travelling will be chosen

- If public transport is being used, the teacher should complete a risk assessment prior to tour.
- In the case of late return to school as a result of traffic etc. the lead teacher will contact the school to inform parents.

### **Conditions of Hiring**

The bus company/suppliers and drivers accept the following conditions

- All transport supplied, will be suitable and well-maintained.
- Teachers have the right to refuse any bus they find unsuitable for their outing.
- If the bus proves unsuitable a replacement will be supplied or the money refunded.
- The driver will be used to dealing with children and have a thorough knowledge of and follow the itinerary and timetable for the tour.
- The driver is responsible for the safety of the children while they are travelling, but teachers have the right to intervene if it is felt that the safety of the children is compromised.
- Seat belts must be provided for each child/adult
- The consumption of food (snacking) and singing on the bus - at an acceptable level - will be at the discretion of the teacher in consultation with the driver
- Buses will be left as they were found

It is advisable to obtain a mobile phone number from the coach driver (with his/her agreement) in order to liaise regarding meeting times or emergency situations.

### **Informing Parents:**

Once a trip or tour has been provisionally booked teachers should ensure that parents are given sufficient notice of:

- a. The itinerary & timetable
- b. The cost involved
- c. Appropriate clothing (including a change of clothes if necessary), footwear, catering arrangements (bringing drinks in re-sealable, non-glass, containers etc.)

For each trip/outing permission will be sought from all parents/guardians via the Aladdin app.

Where it is considered that a child's particular needs/challenges are such that an outing may not be appropriate for them to attend, parents will be advised of and given the opportunity to discuss this with relevant members of staff.

### **Venue:**

Staff will research the venue, with particular reference to educational and recreational opportunities afforded, any potential risks, on-site staff supervision and facilities available (phone, toilets, shelter, emergency facilities, appropriate changing facilities, etc.).

## **Day of Outing / Tour Considerations: Prior to Departure:**

Staff should ensure that the following have been sourced and ready to take on the outing / tour:

- A class list
- A first aid kit
- Any medication or support materials that may be required by specific children (e.g. Epi Pens)
- Record of any allergies/conditions etc. (if necessary)
- School or personal mobile phone (with sufficient charge and credit)
- School contact numbers
- Anything else deemed necessary (payment for the venues etc.)
- Pre - stocked bag with supplies in case of illness.

## **Accident /Incident**

An Accident/Incident Report Form must be completed for all accidents or incidents which may have occurred on the trip. (See Appendix). In the event of a serious accident or injury, the Management should be informed as soon as possible. The Management will contact the parents if necessary. If a visit to the Accident and Emergency Department is required, adequate supervision must be organised for remaining students.

While every effort will be made to adhere to arranged times on trips, in particular the arrival time back at school, the school cannot guarantee such times. For trips that extend beyond normal school hours, it is the responsibility of parents/guardians to organise alternative transport to/from the school.

The organising teacher will notify School Management if they are returning to school later than planned. Management will inform parents of this. An Aladdin message will be sent to relevant parents enroute home to notify them of approximate return time.

The organising teacher must phone/text the Principal or Deputy Principal after returning from a trip to inform them that all students have been safely collected by parents/guardians. If parents/guardians do not arrive to collect students, Management must be phoned immediately.

## **General Guidelines for School Competitions**

Each teacher is responsible for taking a properly equipped first-aid kit to his/her match/competition.

If a minor accident occurs a staff member with first aid training will treat it immediately. In the event of a serious accident the teacher will ring an ambulance directly. Any accident is recorded on an accident report form, a copy of which is submitted to the Principal/Deputy Principal. The organising teacher must organise transport to and from all matches.

When an away match is organised during school hours, the number of staff traveling must be dependent upon the staffing requirements of the activities in school.

Generally, two adults will travel with a team. It is school policy that all students are encouraged to participate in team competitions. However, the school recognises that it is the parents'/guardians prerogative how often their child shall be involved in such competitions.

### **On Returning from Outing:**

If the time of return is before the end of the normal school day, children will be escorted back to their classrooms by staff. If the return time is outside of school hours parents/guardians will have been informed of this and arrangements made and agreed for the collection of each child from the school premises. In the event of an unexpected delay, staff will either notify the school or parents/guardians directly. Details of any incidents, injuries or other causes of concern should be reported and appropriate follow up procedures put in place in response to this.

### **Implementation Date**

This policy will be implemented in the school from Sept 2024

It will be reviewed by the Board of Management within 4 years.

Ratified by Board of Management on 29/5/24

Signed: 

Chairperson of Board of Management

Date: 29/5/24

Signed: 

Principal/Secretary to the Board of Management

Date: 29/5/24

**Appendix:**



# Accident/Incident Report Form



Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Pupil Name: \_\_\_\_\_

**Nature of Injury:**

- |                                    |                                 |                                |  |
|------------------------------------|---------------------------------|--------------------------------|--|
| <input type="radio"/> Abrasion     | <input type="radio"/> Faint     | <input type="radio"/> Sprain   | <input type="radio"/> Wound                  |
| <input type="radio"/> Bruise       | <input type="radio"/> Nosebleed | <input type="radio"/> Strain   | <input type="radio"/> Cut                    |
| <input type="radio"/> Burn         | <input type="radio"/> Seizure   | <input type="radio"/> Swelling | <input type="radio"/> Concussion (suspected) |
| <input type="radio"/> Other: _____ |                                 |                                |  |

**Body Part Injured:**

- |                                    |                             |                                |                                 |
|------------------------------------|-----------------------------|--------------------------------|---------------------------------|
| <input type="radio"/> Head         | <input type="radio"/> Teeth | <input type="radio"/> Knee     | <input type="radio"/> Arm       |
| <input type="radio"/> Eye          | <input type="radio"/> Back  | <input type="radio"/> Ankle    | <input type="radio"/> Wrist     |
| <input type="radio"/> Ear          | <input type="radio"/> Chest | <input type="radio"/> Foot     | <input type="radio"/> Hand      |
| <input type="radio"/> Nose         | <input type="radio"/> Leg   | <input type="radio"/> Shoulder | <input type="radio"/> Finger(s) |
| <input type="radio"/> Face         |                             |                                |                                 |
| <input type="radio"/> Other: _____ |                             |                                |                                 |

**Description of Accident/Incident:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Action taken:**

First Aid Administered	<input type="radio"/> Yes	<input type="radio"/> No	
Doctor/Emergency Services Contacted	<input type="radio"/> Yes	<input type="radio"/> No	
Parents/Guardians Notified	<input type="radio"/> Yes	<input type="radio"/> No	Name/s: _____
Class Teacher Informed	<input type="radio"/> Yes	<input type="radio"/> No	Name: _____

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reported to Principal/Deputy on: Date: \_\_\_\_\_ Sign: \_\_\_\_\_

**Guidelines to consider when planning Educational Tours/Outings**

**Proposed date:**

**Proposed departure and return time:**

**Proposed itinerary Content**

**1. What are the Aims/Objectives of the outing?**

**2. What are the long/short term activities planned to achieve these aims/objectives?**

**3. What activities are planned for the centre(s) visited:**

**4. What follow-up activities are planned?**

**Cost**

**1. What is the cost involved:**

**(a) Transport €...**

**(b) Visits**

**(c) TOTAL €... .**

**3. What provision has been made for those who can't afford the cost?**

**Supervision**

**1. What ratio of supervision is necessary? (minimum 16/1 mainstream – 6: 3 Rainbow Rooms)**

**2. Have additional supervisors been approached?**

**Who?**

**3. What arrangements have been made for additional needs children (if any in class)?**

