



## Scoil Maelruain Junior

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[www.scoilmaelruainjunior.org](http://www.scoilmaelruainjunior.org)

### School Tours/Outings Policy

Date	May 2023
Initial Draft	May 2023
Ratified by the Board of Management	Ratified 15th April 2024 Reviewed annually with any changes brought to the Board of Management for ratification

**This is a continuous working document**

#### **Rationale:**

Scoil Maelruain Junior school tours/outings may be arranged by class teachers and/or In School Leadership Team members, in consultation with the school principal/deputy principal.

While most tours will happen offsite, some onsite tours such as visiting attractions, will also be considered tours.

#### **1. General regulations regarding school tours/Outings:**

- Children wear their school uniform or school tracksuit.
- Children should come to school with sun cream applied on the day of the tour/outing.
- Children should wear or bring raincoats that are clearly labelled on the day of the tour/outing.
- Children should bring their school lunch as usual but may bring a small fun sized treat on the day of the tour/outing. Books, copies, pencils etc are not required on the day of a school tour.
- The school Code of Behaviour applies on tours/outings.
- The school policies on mobile phones, smart watches apply on tours.
- Children will travel according to the rules set out by the class teacher or coordinating teacher.
- For tours/outings offsite the school will seek Garda Vetted parents/volunteers with a ratio of one Garda Vetted adult to every 10 children. If there are more than

twenty children but less than thirty the 1:10 ratio means that there should be 3 accompanying adults.

- The buses will collect and return children to St Martin De Porres Car Park. Parents will be asked **not to accompany children from the school to the car park for health and safety reasons**. This will be communicated in the tours letter/Aladdin notification prior to each tour.
- When walking to a destination;
  - Children must travel in pairs
  - Children must walk at the same speed as the other students
  - Children must listen to and cooperate with the class teacher, adults travelling with them or the coordinating teacher to ensure safety of all children and staff
- When travelling by bus to a destination;
  - Children remain seated with their seatbelt fastened at all times when travelling on the bus.
  - Children are not permitted to eat on the bus.
  - The children tidy the bus before they leave it at the end of the tour.

## **2. Visiting the church:**

Children visiting the church will do so with their class teachers. They will walk to the church. Hi-Vis vests will be worn by the first and last child. They will remain under the supervision of the class teacher at all times and follow the relevant rules above.

## **3. Medicines:**

- If a child needs to bring medication on tour/outing an 'Administration of Medicines' form must be completed prior to the tour/outing date.
- Medicines must be clearly labelled and handed to the class teacher prior to the date of the tour.
- Parents must ensure that teachers have the appropriate training to administer medication well in advance of the tour/outing.

## **4. These items are not allowed on school tours:**

- Electronic/interactive gadgets/smartwatches
- Money
- Large treats such as bags of jellies, tubes of pringles etc

## **5. Informing Parents:**

Parents are notified in advance of the following:

- Itinerary & Timetable
- Cost
- Special clothing necessary
- Lunch

Teachers will not be responsible for any loss of childrens' valuables.

## **6. Permission for Tours/Outings:**

Permission for tours/outings will be sought through the Aladdin app. Parents must give their child permission to go on the school tour/outing prior to the day of the tour/outing or their child will not be allowed to attend the tour/outing.

## **7. Parents/Volunteers attending tours/Outings**

- Parents/Volunteers wishing to attend the tour must be Garda Vetted. This is done through initial documentation being presented and completed through the school office and sent to Archbishop's House for their approval. This process can take a minimum of six weeks.
- Parents/Volunteers attending the tours/outings do so under the guidance of the class teacher or coordinating teacher.
- Parents/Volunteers **do not have any permission** to take photographs while on tour, even if the photograph is of their own child, for GDPR and privacy reasons.

## **8. Payment:**

A request for payment is issued to parents through the 'Aladdin' payment system. Payment should be submitted before the tour date.

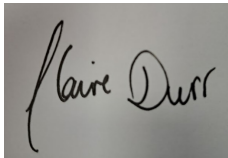
## **9. Staff Responsibilities:**

- The responsible member of the In School Leadership Team and/or class teacher, will ensure that each venue has completed/sent a risk assessment for the venue.
- The responsible member of the In School Leadership Team will instruct the bus company to collect and return children to St Martin De Porres Car Park and will liaise with the church to have the car park open to buses.
- Staff have responsibility for all children on the day of the tour/outing.
- Staff must ensure that they have the correct number of Garda Vetted Adults attending the tour/outing.
- Staff must assign parents/volunteers duties on the day of the tour. Duties may include:
  - Assisting supervision of a group of children;
  - Assisting movement of children from one location to another;
  - Helping children with lunches, bags and organisation of themselves and
  - Assisting supervision of children on the bus/walk to and from school to the tour/outing.
- Staff will bring spare tracksuit bottoms, underwear and socks in a 'tour kit bag'. Should a child have a toileting accident the child will be encouraged to change themselves, the teacher can stand outside the cubicle and talk them through this, if required. If a child cannot change themselves, the teacher will assist the child to change their clothes. This can only be done if another vetted adult is present to help supervise the child changing. If the child cannot be changed their parent/guardian will be contacted to collect the child from the tour.

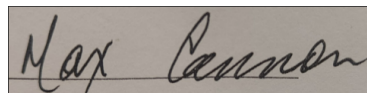
- While parents/volunteers can supervise a toileting or changing need they **do not** have permission to assist with any toileting or changing need, a staff member must take responsibility for these needs.
- Staff must bring a first aid kit with them on the day of the tour as part of the 'tour kit bag'.
- Any medication that needs to be brought on the tour/outing must be subject to section 3 above and the Administration of Medicines Policy. Medicine must be kept with the class teacher and labelled correctly with instructions on administration.
- Class teachers or responsible member of the In School Leadership Team, must take the school phone with them on the tour/outing
- Photographs can be taken using the phone but must be emailed to the class teacher and wiped from the phone after use. **Do not** use your school drive or email on the phone.
- Teachers must take a photograph of the children's contact details on the phone in case of emergency.
- Teachers must contact the school in cases of an emergency.

Date of Ratification: Yet to be ratified

Signed:



Claire Durr, Principal



Max Cannon, Chairperson Board of Management