

School Tour and Out-of-School Events Policy

1. Introduction

School tours and trips outside the school are an essential part of our school's educational experience, providing opportunities for pupils to learn outside the classroom in a safe and structured manner.

By engaging in School Tours and Out-of-School Events, we aim to;

- Enhance the educational experience for students through hands-on learning opportunities.
- Foster social development and teamwork among students.
- Provide students with exposure to life experiences they might not otherwise encounter.
- Recognize children actively and positively engaged with all aspects of school life throughout the academic year.

2. Policy Rationale

- To ensure the safety and well-being of all students and staff during school outings.
- To promote a shared understanding among all members of the school community regarding School Tours and Out-of-School events.
- To guide staff members on expected behaviours during School Tours and trips outside the school.

3. Eligibility for Attendance on School Tours and Out-of-School Events

While the school champions inclusivity and diversity, we strongly believe that School Tours and Out-of-School events should be positive, enjoyable, and safe experiences for everyone. To ensure this, management reserves the right to refuse any student deemed unsuitable for a School Tour or Out-of-School Event.

Reasons for refusal may include:

- Children who have misbehaved on previous trips outside the school.
- Children with a poor disciplinary record in the academic year preceding the trip.
- Children who may be triggered by the unstructured nature of the day and for whom adequate supervision is unavailable.
- Children who may present as a severe health/safety risk and for whom adequate adult supervision is not available.
- Children who have not paid for the School Tour or Out-of-School Event and whose parents have not engaged with the school to discuss the matter.

4. Planning and Approval

- Class teachers will decide upon attendance on School Tours and at Out-of-School events in consultation with the Principal and BOM, where appropriate.

- Tours and all Out-of-School events should be appropriate to the age and abilities of the pupils.
- Staff organising tours and Out-of-School events should, where appropriate, conduct a risk assessment before the trip/event.
- The itinerary must be well-structured with clear educational or recreational benefits.
- Where possible, costs should be kept to a minimum to ensure affordability for all families. Families experiencing financial difficulties are encouraged to contact their child's teacher and/or the Principal to discuss the matter.

5. Supervision and Staffing

- Adequate adult supervision must be provided, with an appropriate pupil-to-teacher/adult ratio.
- All staff must be briefed on their roles and responsibilities before the tour or event.
- A first aid kit and relevant medical supplies must be carried.
- Pupils with medical conditions or additional needs must have suitable support.

6. Parental Consent and Communication

- Written consent must be obtained from parents/guardians on Aladdin for all school tours.
- Parents will receive full tour details, including itinerary, transport, and costs in the weeks leading up to the tour.
- Parental consent and explicit details may/may not be needed for Out-of-School Events. Class teachers will decide in relation to these issues on a case-by-case basis.

7. Behaviour Expectations

- Pupils are expected to follow the school's Code of Behaviour during all School Tours and Out-of-School events.
- Any misconduct may result in disciplinary action according to the Code of Behaviour, including exclusion from future trips. C.f. Appendix 1 for a list of sanctions.
- Pupils must follow all instructions given by teachers and supervisors.
- Children cannot bring mobile phones or electronic devices on School Tours or Out-of-School Events. Staff will be the first point of contact for parents and will contact parents in case of an emergency.
- Staff will make photo/video recordings of the tour/event and share them on the school's social media sites.

8. Transport

- Only reputable transport providers with appropriate insurance and safety standards will be used.
- Pupils must remain seated and wear seatbelts (where applicable) while travelling.
- Staff must ensure headcounts are conducted before departure and at key points during all trips.

9. Insurance and Safety

- The school's insurance policy must cover School Tours and Out-of-School events.

- Teachers will carry a mobile phone for emergency contact.
- Any accidents or incidents must be reported to the Principal. Parents of the child involved must also be contacted.

10. Review and Evaluation

- The policy will be reviewed regularly to ensure best practices are followed.

The Board of Management has approved this policy, and it will be communicated to all staff and parents.

Signed:

Principal: _____

Date: _____

Chairperson, Board of Management: _____

Date: _____

Appendix 1

Sanctions;

Scenario	Consequence
All School Tours and Out-of-School events are governed by the school's Code of Behaviour and Anti-Bullying policies.	Any unexpected behaviours will be dealt with as per these policies.
A child refuses to follow instructions	<ul style="list-style-type: none"> • This is a Stage 2 Orange Form incident. • Suspended for 1 session. • Child will attend a Return to School meeting with his/her parents. • The child will apologise in person to all facilitators and any staff or children present. • The child will participate in a Restorative Practice session. • If there is a repeat, the issue will be addressed per the school's Code of Behaviour.
A child engages in "mess fighting", a minor scuffle.	<ul style="list-style-type: none"> • Stage 2 Orange Form incident: • Suspended for one session. • The child will attend a Return to School meeting with their parents. • The child will apologize in person to all facilitators and any staff or children present. • The child will participate in a Restorative Practice session. • If there is a repeat, the issue will be addressed according to the school's Code of Behaviour.
A child engages in a fight.	<ul style="list-style-type: none"> • This is a Stage 3 Red Form incident. • 1-day suspension from school. • Return to School Meeting with the child, his/her parents and staff. • Child suspended for 3 sessions. • The child will apologise in person to all facilitators and any staff or children present. • The child will participate in a Restorative Practice session.
A child engages in the behaviours mentioned above on the last day of a programme.	The consequences will automatically carry over to the next School Tour or Out-of-School event.

