

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

