



## **School Tour Policy**

**Date ratified by the Board of Management: September 2008**

**Date reviewed: 03/05/2014.**

**Date reviewed: 25/04/2018.**

**Date reviewed: 18/05/2021.**

**School Patron: The Right Rev. Dr. Paul Colton,  
Bishop of Cork, Cloyne and Ross**

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**Chairperson: Mr Daniel Emerson**

**Principal: Ms Jill Horan**

## **Rationale**

- Tours and outings will be arranged by the school to present the children with new environments in which they can observe, investigate and relate their findings to their own environments. While deciding on a tour for each class group, the age, the children's interests, and the curriculum being covered will be considered.
- School tours will have a definite emphasis on education: e.g., a field trip, art gallery, museum, science show, theatre, concert etc.
- The frequency and destination of school tours are at the discretion of staff, with an emphasis on local environment, Kinsale; it having a wealth of opportunity.
- Tours will be inclusive of all children with activities everyone can try. This is in line with our school ethos.

## **Transport**

The school secretary will ensure that:

- a) Tenders are sought for all tours.
- b) A form of transport will be chosen, which is appropriate to the distance and the numbers travelling.
- c) The bus company/suppliers and drivers accept the following conditions:
  - i. All transport supplied will be suitable and well maintained. Teachers have the right to refuse any bus they find unsuitable for the outing. If the bus proves unsuitable, a replacement will be supplied, or the money refunded. Seatbelts must be available.
  - ii. 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.
  - iii. Buses will be left as they were found.
  - iv. Buses will carry a first aid kit (the teachers will also carry a school kit).

## **Tour Kit**

Teacher(s) will bring the current Parent Contact List of home/work/mobile numbers, a first aid kit (for outdoor activities), defibrillator, relevant medication,

and a mobile phone. Rain and head gear will be essential for all children and a change of clothes may be necessary.

### **Cost**

Teachers promote a few short, inexpensive tours in lieu of one long expensive tour. The school will ensure that the cost of all tours is reasonable and represents good value for money. Generally, cost will be covered by PA fundraising. This will ensure all children can attend without putting parents in awkward financial positions.

### **Venue**

The teacher will be familiar with the venue, including educational opportunities afforded, and services available (toilets, emergency facilities, phones etc.)

### **Toilet**

- Children must be escorted to the toilet area by an adult.
- Where possible, children will go to the toilets in small groups.
- Teachers, SNAs or helping adults will not go into the toilets with the children alone. If a child requires assistance, two adults will assist the child.
- Children with physical disabilities who require special toileting arrangements will be facilitated.

### **Reports**

Where problems arise either with the venue or transport, teachers will discuss them with the school secretary and/or principal, who will in turn take the issue(s) up with the relevant service suppliers.

### **Conduct on Tours**

Where it is felt that a child's conduct would pose a safety risk or inhibit the educational benefit for self or others, the teacher may refuse the child permission to travel. Parents will be advised of this in advance.

Children on school tours are expected to adhere to the school's Code of Behaviour and will receive the same sanctions/positive reinforcement as outlined in the code.

### **Safety and Supervision**

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

- ◆ Road Safety
- ◆ Behaviour on the bus
- ◆ Risks posed by venues (e.g., adventure playgrounds etc.)
- ◆ Care for the environment.

**Parents may be invited to assist in providing adequate supervision. This will require Garda Vetting.**

**All volunteers must follow the class teacher's guidelines.**

### **Informing Parents**

Teachers will ensure that parents are given sufficient notice of:

- a) Itinerary & timetable
- b) Cost
- c) Any special clothing necessary and other miscellaneous items e.g., sun cream, medication etc.
- d) Packed lunch requirements

### **Emergency Medical Care / Intervention**

Should we fail to contact anyone on the list of contacts provided by parents/guardians upon enrolment, the Principal of the school or her representative will act in loco parentis and seek appropriate medical intervention. It is the parents/guardian's responsibility to ensure that the list of contacts on their child's profile is up to date.