

Cahermore N.S.

School Tours and Activities Policy

This Policy was formulated by the staff: Mr. Pádraig O'Sullivan (Principal), Mrs. Siobhán O'Driscoll, Mrs. Nuala O'Neill. This policy was reviewed on 2nd May 2019.

School tour and Activities

At Cahermore N.S. we encourage the active involvement of staff and children in attending and organising tours, outings, and activities, viewing this as an enriching part of the school experience. The aim of tours, outings and activities are:

- To enhance student's knowledge of a subject
- To promote a positive view of the work of the school through out-of-school interaction with members of the public
- To enhance student's knowledge of other places and cultures

Out of school Activities

The organisation, conduct and supervision of games, cultural activities, field trips and educational tours must be of a high standard. The school has an 'in loco parentis' responsibility for the students, for the duration of the outing. The following considerations must be borne in mind:

- The appropriateness of the activity.
- A reasonable student/teacher ratio should be maintained.
- The ratio for skilled people to students should be increased as the degree of difficulty or danger increases, or if there are Special Needs Students on the tour.
- No teacher(s) should take any student/group of students from the school without prior notification and authorisation. A complete list of students and the teachers taking them must be left with the management of the school prior to departure.
- Parents should be made aware of all outings and a Parental Consent Form should be completed authorising the student to travel and adhere to any rules and conditions.
- Safety is the single governing factor in considering planning and conducting outings. Proper analysis of risk and the avoidance of any unnecessary risks, is therefore essential.

- Mobile phone number(s) of teachers taking students on outings/tours, or the Tour Phone, must be left with the school to ensure the possibility of contact should the need arise.
- Parents should be informed of the details of the itinerary and proposed activities, and any requirements, such as clothing, finance, delivery and collection of students particular to the tour. Parents must also be informed of the behaviour expected of students.

In School Activities

Any teacher wishing to work with students after school hours or at weekends in the school must seek written permission and provide a list of the students participating in the activity.

Teachers who arrange activities in school with students that cause them to miss buses must inform the parents in advance of the activity, seek permission and confirmation that the student will be collected at the stated time and brought home.

Costs and accountability for Finance

The overall cost of the tour should be agreed in advance and should be such as to take into account the ability of students and their parents to pay. The income and expenditure of funds associated with the outing/tour should conform fully to the accounting practice of the school. A full account of income and expenditure should be reported to the Principal.

Rules of Behaviour during the Outing/Tour

The Code of Behaviour to be observed during the course of the school outing/tour should be agreed and made clear to students, parents and teachers in advance. These rules must be consistent with the Code of Behaviour of Cahermore N.S. and students and parents must be asked to confirm acceptance of and adherence to the rules. The rules should deal explicitly with:

- The full participation by students in the activities of the outing/tour
- Use of appropriate social skills including politeness and manners.
- Behaviour during transportation to and from tours and activities.
- Behaviour during leisure time if and when students are not under the direct supervision of teachers

Mobile contact number for organiser/tour leader and teachers

The organiser/tour leader must ensure that he/she has contact details for school management personnel in the event of an emergency. The organiser/tour leader must ensure that he/she carries all relevant personal details regarding each member of the outing/tour. ie. health information, home contact details, approval for medical attention, etc. It is advisable that one member of staff should have a qualification in First Aid.

Notice to Parents/Guardians

In providing adequate notice of a proposed outing/tour to students and parents, the notice should include:

- The objectives of the outing/tour
- The itinerary and duration of the tour
- The costs and payment system
- Criteria for inclusion on the outing/tour and reference to the rules of behaviour, including discretion to exclude a student due to concerns about behaviour, risks to health, safety or welfare of self or others and /or possible disruption to the management of the activity/activities
- Obligation on Parent/Guardian to provide essential information required for the participation of their child in any school tour.