



Mount Anville

Montessori Junior School

2½ – 12 years

Mount Anville Montessori Junior School School Tours / Outing Policy

Reviewed 23rd January 2017

A. Introduction:

Pupils can derive a great deal of educational benefit from taking part in visits with their school. In particular, they have the chance to partake in experiences not available in the classroom.

This policy was drawn up by the staff and circulated to the Board of Management and Parents' Council for observations and feedback. This policy was ratified by the Board of Management on **23rd January 2017**

B. Rationale:

The need for this policy arises due to children being exposed to a wide variety of different experiences while on school outings and the necessity to have a framework for good practice in place. No amount of planning can guarantee that a school tour will be totally incident free, but good planning, adherence to this policy and attention to safety measure can reduce the risk of accidents and lessen the seriousness of those which do happen. The policy therefore sets out guiding principles and applicable procedures, but rather than try to cover every eventuality, the teacher's professional and local judgment should be supplemented by the principles outlined herein.

C. Aims:

- To make teachers aware of their overall responsibility to the pupils in their care at all times
To facilitate the enjoyable and educational experience of school tours for children while maintaining their safety, in so far as is possible, while partaking in same.

D. School Tour Procedures & Planning

Appendix 1 of this policy must be adhered to by all staff and those persons participating (eg. parent volunteers) in the school outing/ tour. The school checklist for tours/outings must be completed prior to departure, approved with a copy given to the office before exiting the school grounds. (Appendix 2)

E. Safety and Supervision:

Teachers will be extra vigilant when taking children out of the school. The school has insurance for school tours / outings which is organised through the Bursar's Office on an annual basis. In addition to this, the school has personal accident insurance for each pupil Teachers may request parent volunteers attend tours as supervisors where required, however the designated teacher and other teachers participating in the tour retain overall responsibility for the children. Special attention will be paid to:

- Road safety; .
- **The teacher will carry out a risk assessment of the outing venue, transport and align same with the checklist before booking the outing.**
- Behaviour on the bus (or other mode of transport).
- Risks posed by particular venues (eg. adventure playgrounds etc).
- All accidents and incidents on tours / outings must be dealt with in line with our school's safety statement/accident and injury policy (in addition to any extra requirements outlined in this policy).
- Pupils with medication and/or other medical requirements participating in the tour – a form with full details on the nature of the pupils' medical needs should be sought well in advance of the tour and retained by the teacher during the school tour. If an epipen or other medication is required for any pupils, arrangements must be made for the first aid kit to include same (please also refer to the Tour Kit section in this policy)
- **Regular pupil counts should be done at regular intervals on the outing as against the class list that is provided by the Welcome Office. Each adult present on the tour will have a cohort of pupils to count, with the team leader having a composite count.**
- A suitable toilet procedure should be in place before leaving.
- All incidents must be recorded on return to the school (See Appendix 2).

The children are expected to comply with the standard set down in the Code of Discipline, Anti-Bullying Policy. We reserve the right to preclude from a school tour any pupil whose behaviour is such as to cause concern for his/her own or others safety.

Ratio of supervisors (teacher, assistants and helpers) will reflect the nature of the outing.

Minimum requirements for outings are 5:1 (child: adult ratio) Montessori Class, 8:1 Preparatory Class and 15:1 for 1st to 6th classes.

E. The Principal or Designated Teacher's Responsibility:

- Take responsibility for overall supervision for the duration of the school outing.
- To adhere to this policy.
- **A trained First Aider will be one of the staff members on the outing.**
- **Keep in contact with the school at regular intervals throughout the day and inform the school of any difficulties or delays.** Parents must be informed if there is going to be a delay in returning to school later than expected.

F. Notification to Parents:

Where feasible parents will be notified of any planned outings in the term's Fixture List, **which is available on the school website.** A letter outlining the venue, the learning focus, uniform, and food requirements should be sent home **well in advance of the outing (preferably four weeks before the tour date).**

At the beginning of each academic year the parents complete an emergency form. This includes a section granting **written** consent for their child to participate in all school tours and outings planned for the academic year in question.

G. Transport and Conditions of Hiring:

- All transport supplied will be from a reputable company used by the school.
- All buses must have functional seat-belts.
- Teachers should raise any concerns which they have about the suitability of the bus with the Principal or Deputy Principal as soon as possible, and well in advance of the proposed departure from the school grounds.
- The driver is responsible for the safety of the children while they are travelling but the teachers have the right to intervene if it is felt that the safety of the children may be compromised.
- The driver will be used to dealing with children and have a thorough knowledge of and follow the itinerary and timetable for the tour.

H. Teacher's Responsibilities:

- Check that all children are accounted for before and after entering and leaving the bus, as per class roll sheet.
- Check that each child's belt is secure before the bus moves off.
- Ensure that the children remain seated with their belt secure and that they are content at all times.
- **Ensure that the teacher's personal mobile phone is brought on the tour, is fully charged and operational. Teachers should bring a charger for the mobile phone.**
- Supervise the children at all times and check that the children are happy to participate in all activities.
- Ensure that all medical needs are catered for (See Safety and Supervision section above, the Tour Kit section below and please refer to the Administration of Medication Policy.)
- To adhere to this policy.

I. Uniform:

Uniform or school tracksuit will be worn by the pupils. The children may be asked to bring a complete change of clothes depending on the venue and likely weather conditions. If it is summer time the children should apply sun protection at home and bring lotion (**child's responsibility to apply, teachers not to apply**), also bring a sunhat with them if parents consider it necessary.

J. Cost:

The Principal and teachers will ensure that the cost of the tour is reasonable and represents value for money.

K. Food:

Unless absolutely necessary, no food will be eaten on the bus. Children should be encouraged to adhere to school healthy eating policy. A treat or two is sometimes allowed. No cans, glass bottles, fizzy drinks etc.

L. Tour / Outing Kit:

Principal or designated teacher will ensure that the following are brought on outing/ tour as required:

- First Aid materials, refuse and illness bags (**the Welcome Office ensure that the First Aid kit is MAMJS compliant**).
- **Charged** mobile phone, class list (copy of individual class with parent's names addresses and phone numbers given to all teachers). **The mobile phone has the school and principal phone number in the contact list of the phone.**
- Entrance tickets/cheques.
- Key medical list of pupils with medical problems, together with full details on the nature of the pupils' medical needs should be sought well in advance of the tour and retained by the teacher during the school tour. This information is available from the Medical Information Booklet. If an epipen or other medication is required for any pupils, arrangements must be made for the first aid kit to include same.

TEACHER'S CHECKLIST:

Before the Outing:

- Venue booked
- Transport booked
- **Visiting the venue for a risk assessment**
- Timetable organised.
- **Tour form filled out and presented to the principal for sanctioning**
- Parents informed by letter of itinerary, timetable, cost, lunch arrangements, necessary clothing if necessary.

Agreement on:

- Teacher
- Extra Supervisors with contact details, as per pupil: teacher ratio.
- The teacher who organises the tour should be the person to request a parent/helper to accompany on the school tour.

Day of Outing:

Party leader will ensure -

- Tour kits are available for each bus.
- Cheques for venues
- **The tour/ outing form checklist will be adhered to (check with Welcome Office for tour kit)**

After the Outing:

Report back to Principal and other teachers re:

- **Suitability**
- Any difficulties encountered.