



Derryoobur National School Policies

Roll Number: 17547R

Patron: Most Rev. Michael Duignan, Bishop of Clonfert

Chairperson: Fr. Kieran O'Rourke P.P.

Phone: 0860483344

Principal: Padraig Lohan

School Tours & Outings Policy

1. Introduction

Derryoobur National School recognises the importance of school tours and outings in enriching students' educational experiences. **Safety is paramount**, and all activities are carefully planned to ensure the well-being of all participants. The school ensures that adequate **supervision, risk assessments, and appropriate transport arrangements** are in place for all trips.

2. Aims of this Policy

This policy aims to:

- Provide **safe and well-organised school tours and outings**.
- Ensure that **adequate supervision** is in place for all trips.
- Outline the **procedures for planning, organising, and conducting school tours**.
- Promote **educational and cultural experiences** beyond the classroom.
- Comply with the **Health & Safety Act, Child Protection Procedures, and Department of Education Guidelines**.

3. Scope of the Policy

This policy applies to:

- **All students and staff** participating in school tours and outings.
- **Parents/guardians** whose children participate in trips.
- **Transport providers** contracted by the school.

4. Planning & Approval of School Tours

- School tours must be **educational, cultural, or recreational in nature**.
- All trips must be **approved in advance** by the **Principal and Board of Management**.
- A **risk assessment** will be conducted before the tour to **identify and mitigate any potential hazards**.
- **Permission slips** are sought electronically on Aladdin where necessary.
- **School insurance covers all trips**.
- **All payments for school trips must be made through Aladdin Connect**.

5. Transport Arrangements

- **Buses are the primary mode of transport** for school trips.
- Only **reputable, fully insured bus companies** will be used.
- All buses must be **fitted with seat belts**, and students are required to wear them at all times.
- A designated teacher will conduct a **headcount before departure and return**.
- In cases of walking trips, **safe pedestrian routes will be chosen**.

6. Supervision & Student Conduct

- A **minimum supervision ratio of one teacher/adult per 10 students** will be maintained.
- Parents may be invited to **assist in supervision**, depending on the trip's requirements.
- Students must **follow the Code of Behaviour** and respect all adults supervising the trip.
- Any misbehaviour or breach of safety rules may result in a student being **excluded from future trips**.

7. Medical & Emergency Procedures

- Parents must provide **relevant medical information** about their child in advance of the tour.
- A **first aid kit** will be carried on all outings.
- In the event of an emergency, **staff will contact parents immediately** and follow the school's **Emergency Procedures Policy**.
- Staff will have access to a **mobile phone** for communication purposes.

8. Parental Involvement

- Parents will be **fully informed** of the tour details, including transport, itinerary, and costs.
- Written **parental consent** is required for all students attending a trip.
- Parents may be invited to **volunteer as supervisors** when necessary.

9. Policy Implementation & Review

- This policy will be **reviewed annually** by the **Principal and Board of Management**.
- Amendments will be made as required to **enhance safety and efficiency**.

10. Policy Approval

This **School Tours & Outings Policy** has been prepared by the **Principal** and approved by the **Board of Management**.

Signed:

Chairperson, Board of Management: _____

Principal, Derryoover National School:



Date:

19 February 2025
