



School Tours/ Excursions Policy (1.1)

May 2026



An Roinn Oideachais
agus Óige
Department of Education
and Youth



Version	Date	Description	Authors
1.0	June 2023	First Version of Policy	Board of Management
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1. Introduction

Taking into account the age and interests of the children and the curriculum being covered, school tours will be arranged by the school to present the children with a new environment in which they can observe, investigate and relate their findings to their own environment. Tours will be arranged at the discretion of the class teacher. This policy was drawn up in 2023, in consultation with the staff and circulated to the Board of Management (BoM) and Parents Association for observations and feedback.

2. 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 to cover all eventualities.

3. Aims

- To ensure all practical possibilities are covered in reducing the exposure of children to risk on outings
- To provide an enjoyable educational experience for all children

4. Policy Content

As always the class teacher is responsible for his/her class. However it is school policy to ensure a number of assistants accompany a teacher on trips and assign individual groups of 14 children approximately to individual teachers, SNAs or parental supervisors. This number varies on the age and needs within a class. No matter what size a class is, there will always be **a minimum of 2 adults** on each tour. In some cases more depending on the needs of children within the group.

5. Tour Kit

Leaders will take a tour kit on all outings. These will be available from the office in advance of a trip or excursion.

The kit will contain:

- First aid materials, refuse and sick bags, kitchen roll

6. What Staff Need to be Responsible for

Staff going on a trip will need to make sure they have the following with them;

- Tour kit collected from the office

- Any additional medication needed by an individual child
- Access to a class List with student names (plus medical needs) and parent/guardian contact numbers.

7. Cost

The teachers will ensure that the cost of the tour is reasonable and represents value for money. All children will be actively encouraged to save towards the cost of the tour.

8. Venue

The teacher will be *au fait* with venue, with particular reference to educational opportunities afforded, and services available (phone, toilets, emergency facilities). Where no phone facilities exist, the leader will have a pre-arranged plan to deal with emergencies. (This will be checked in advance by confirming with venue via email).

9. Insurance

Teacher making the booking will liaise with the school office on venue insurance as this will need to be emailed to the school prior to the trip.

10. Weather Conditions

Parents should be aware of changing weather conditions depending on the time of year. Rain and head gear may be essential for all children and a change of clothes may be necessary, depending on the venue. Likewise, sun cream should be applied by parent before children depart on tour.

11. Equality of Access

- Teachers may choose a venue suitable for their own class level or lower but not from levels above. Teachers will ensure that venues are suitable for pupils with special needs, physical disabilities or other individual considerations.
- A child's financial circumstances will not prohibit them from accessing a school tour.
- In certain cases, the school may invite parents or guardians to accompany and support their child, depending on the child's special educational needs, physical disability, or other individual circumstances.

12. Uniforms

Teachers travelling together will decide whether uniforms or tracksuits should be worn by all. Pupils may be allowed to wear summer shorts should the trip be taking place in June. Pupils should never wear name badges in public under Child Protection guidelines.

13. Reports

Where problems arise either with venue or transport teachers will report back to the Principal/ School Tour Coordinator.

14. Conduct on Tours

Pupils' behaviour on tours will comply with the standard set down in the School's Code of Behaviour. In certain circumstances parents may be asked to agree to a contract on behaviour. 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.

15. School Rules for Tours and Excursions

- Children must obey their supervisors and teachers at all times
- Children must remain seated with buckled seatbelt while on the bus
- Children are not allowed to eat/drink on the bus nor are they allowed to bring electronic devices with them (See school Mobile Phone Policy)
- Children should not bring money with them
- Children must remain with their allocated grouping and supervisor at all times
- If so assigned, children will line up in their individual groups on disembarking from the bus
- Children should be escorted to the bathroom by a designated adult and monitored
- Roll calls/head counts are taken when children return to the bus or centre after each segment of the tour and regularly during the entire tour
- Chewing gum, fizzy drinks and hot drinks are not allowed on school tours.
- Parents may choose to include a treat with lunch/ snacks.

16. 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 bus and venue, Risks posed by particular venues (e.g. adventure playgrounds, areas of water etc.). Teachers are responsible for their class throughout the tour. Shared supervision will allow for teacher's lunch and toilet breaks.

In cases of accident or emergency, a teacher will accompany an injured child to hospital, while the remaining teachers, SNAs and volunteers shall remain with the rest of the children.

All procedures under our Health & Safety and Critical Incident policies will be adhered to. In the event of an incident on a school trip the teacher will phone the school immediately and ensure the Principal has been informed.

17. School Sports Trips

The same principles will apply to pupils representing the school on away sports events.

18. Informing Parents

Teachers will ensure that Parents are given sufficient notice of:

- Itinerary
- Cost
- Special clothing necessary and packed lunch (no glassware)

19. Success Criteria

- Positive experiences for all
- Children having a safe enjoyable learning experience
- Teacher/Parent Satisfaction

20. Ratification

This policy is subject to review by Board of Management.

This policy was adopted by the Board of Management on 11th May 2026.

This policy has been made available to school personnel through central shared folder. Parents can request a copy form the office and a folder of all school policies is available from the school office.



Signed: _____
Chairperson of Board of Management

Date: 11/05/2026

Date of next review: May 2029.



Signed: _____
Secretary/Principal

Date: 11/05/2026

21. Appendix A

School Tour Checklist

Before the tour:

- Venue booked
- Venue checked (for facilities/ services available; confirm if staff are Garda vetted)
- Transport confirmed through office
- Payment for venues organised prior to the day
- Individual parents informed of travelling embargo on disruptive pupils
- Timetable organised
- Parents informed by standard letter of:
 - itinerary
 - times of departure and return
 - cost
 - lunch arrangements
 - clothing necessary

Agreement on:

- Leader
- Acceptable behaviour on bus & in venue
- Departure and return times
- Extra supervisors (minimum 14:1)

Day of Tour:

- Tour kits are available for each bus
- Cheques/ Money for venue and bus (If required)

After Tour:

- Report back to office