



School tours / outings and events policy

1. Introduction

This policy was drawn up by the management & staff of Killygordon National School, with the purpose of the policy being to inform the school community about best practice on school tours/outing & events. Also included in this policy are the guidelines for pupils, teachers and parents when attending a school event i.e. match, quiz, debate, trail etc.

2. Rationale

School tours, trips and events enrich our pupils' intellectual, cultural and social development, and Killygordon National School is committed to making these experiences available to every child. This policy provides clarity for the whole school community (pupils, parents/guardians, staff and Board of Management) on the purpose of school outings and on the rules, organisation and safety arrangements that apply to them. By setting these out clearly, we aim to ensure that all tours and events are fair, inclusive, well planned and conducted to the highest possible safety standards.

3. School Tour/Trip Procedures and Planning

3.1 Planning

- The staff, in conjunction with the Principal, will decide on tour locations for the year ahead. All tours and trips will be approved by the Board of Management.
- The school will aim to have all classes go on tour on the same day in June, to minimise disruption to supervision and timetables.
- Teachers will ensure that parents/guardians are given sufficient notice of each tour or trip.
- Parents/guardians will be informed of the following:
 - Itinerary and timetable
 - Cost and deadline for payment. Every effort will be made to ensure that cost does not prevent any pupil from taking part.
 - Special clothing required, and packed lunch requirements
 - Permission to attend must be given through Aladdin. Verbal permission is not sufficient.
- Before each tour or trip, the teacher or Principal will carry out a risk assessment of the venue, travel arrangements and activities, and this will be recorded.
- Transport will be provided by a licensed operator, with seatbelts used where fitted.

3.2 Procedures on the Day

Supervision

- The Principal will decide the number of adults accompanying each tour or trip, taking into account the age of the children, the nature of the activity and the venue.
- Class teachers remain responsible for their own class at all times.
- Parents/guardians may be invited to assist with supervision. Any adult accompanying a tour who is not a member of staff must be Garda vetted in line with school policy, and will act under the direction of the class teacher.



Health and Safety

- Teachers will carry a first aid kit, a list of pupils, and emergency contact details for every child.
- Parents/guardians must inform the school, through Aladdin, of any medical condition, allergy or medication their child needs. Medication will be carried by the class teacher.
- Head counts will be taken at every departure and arrival, and regularly throughout the day.
- Children will be reminded of safety rules before each trip and should stay with their group at all times.

Inclusion

- The school will make reasonable arrangements so that pupils with additional needs can take part in every tour or trip.

Behaviour

- The school's Code of Behaviour applies on all tours and trips. If a child's behaviour poses a risk to their own safety or that of others, the Principal may, after consulting with parents/guardians, decide that the child cannot take part or may require a parent/guardian to accompany them.

Emergencies

- In the event of an incident, the teacher in charge will follow the school's emergency procedures, contact the Principal immediately, and ensure that parents/guardians are informed as soon as possible.

5. Behaviour on Tours/Outings

The school's Code of Behaviour applies to all school-related activities, including School Tours, Outings & Events. The school reserves the right to preclude from a school tour/trip any pupil whose behaviour is such as to cause concern for his/her own or others safety. All accidents and incidents on tours are dealt with in line with our school's Code of Behaviour.

6. Policy of Inclusion:

It will be our policy to include all children in school tours. Decisions on any exclusions rests with the class teacher in consultation with the principal and parents.

7. Transport:

The transport for school tours will be arranged by the secretary, in consultation with the Principal & class teachers. All transport must have seat belts for each child, and each child must remain seated with a fastened seat belt throughout. Buses will be left as they were found.



8. Plan for dealing with Emergencies while on school trip:

The procedures in the school's Health & Safety Policy apply on all tours and trips.

Minor illness or injury

- The teacher or accompanying adult will give first aid using the first aid kit carried on the trip.
- Parents/guardians will be informed on the day if the incident is more than trivial.

Serious illness, injury or any other emergency

- Call 112 or 999 and seek immediate medical attention or assistance.
- Keep all remaining children together and supervised by other adults at all times. A head count will be taken as soon as it is safe to do so.
- Phone the school and inform the Principal or Deputy Principal, who will contact the parents/guardians of any child affected as soon as possible.
- If parents/guardians are not present, a member of staff will accompany the child in the ambulance and stay with them until a parent/guardian arrives, bringing the child's emergency contact and medical information.
- Staff will follow the instructions of the emergency services and venue staff.
- The Principal will decide whether the trip should continue, be modified or end early.

After any incident

- The teacher in charge will complete an incident/accident report on return to school.
- The Principal will review the incident and whether any changes to procedures are needed.

9. Roles and Responsibilities

Board of Management

- Approve this policy and review it at regular intervals.
- Approve all school tours and trips before they go ahead.
- Receive and consider reports from the Principal on how the policy is being implemented, including any incidents.
- Ensure that appropriate insurance cover is in place for all tours and trips.

Principal and In-School Leadership Team

- Monitor implementation of the policy and evaluate it regularly.
- Decide the number of adults accompanying each tour or trip, in line with Section 3.2.
- Ensure a risk assessment is completed and recorded for every tour or trip.
- Ensure that all accompanying adults who are not staff members are Garda vetted and understand their role.
- Act as the point of contact for staff and for parents/guardians during any emergency, in line with Section 8.
- Review all incident reports and report to the Board of Management.



Class Teachers

- Complete a risk assessment before the tour or trip and share the plan with all accompanying adults.
- Confirm before departure that Aladdin permission has been received for every pupil. No child will travel without it.
- Check that medical and allergy information is up to date, and ensure that all required medication is brought and carried by the teacher.
- Carry a first aid kit, a pupil list and emergency contact details for every child.
- Brief pupils and accompanying adults on expected behaviour and safety rules before departure.
- Put extra supervision in place for pupils who need closer support, such as younger pupils, pupils with additional needs, and any child who may leave the group without permission. This includes supervision on transport.
- Take head counts at every departure and arrival, and regularly throughout the day.
- Remain responsible for their class at all times.
- Record all incidents and complete an incident/accident report on return to school.

Accompanying Adults (SNAs and Parents/Guardians)

- Follow the direction of the class teacher at all times.
- Supervise only the children assigned to them and stay with their group.
- Report any concern, injury or incident to the class teacher immediately.

Parents/Guardians

- Give permission through Aladdin by the stated deadline. Verbal permission is not sufficient.
- Inform the school of any medical condition, allergy, medication or additional need before the trip.
- Ensure that their child has the correct clothing and a packed lunch (no glass containers), and arrives and is collected on time.
- Discuss the school's expectations of behaviour with their child.
- Be contactable on the day of the trip and keep emergency contact details up to date.

Pupils

- Follow the school's Code of Behaviour at all times.
- Stay seated, with seatbelts fastened where fitted, while travelling.
- Stay with their assigned group and teacher at all times.
- Follow teachers' instructions, especially when crossing roads and in busy public places.
- Tell a teacher or adult straight away if they feel unwell, unsafe or separated from their group.



10. Success/Implementation/Review

This policy will be reviewed as necessary by the staff and Board of Management of Killygordon National School. The policy was ratified at a meeting of the Board of Management and communicated to the school community thereafter.

Signed: Leah White (Chairperson of the Board of Management)

Signed: Diana Keatley-Robb (Principal)

Date: 5/10/26

** Please note that the signed copy of this policy is available in the school office*