



**DALKEY
SCHOOL
PROJECT**
NATIONAL SCHOOL
EDUCATE TOGETHER
40 YEARS YOUNG

School Trips

Policy and Procedures

December 2018

This policy is a documentation of the practices in place to facilitate successful school outings. The policy was drawn up by the staff and circulated to the Board of Management (BoM) for observations and feedback.

School trips are 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. School trips are arranged at the discretion of the class teacher and principal.

A school trip is any occasion when a group or an individual child is taken off the school campus. This list is not exhaustive and includes: class trips, sporting events, local amenities visits, life-skills shopping experiences, overnight trips, weekend events, Forest Friday, Scoil cois Ferraige.

Aims of School Trips

- To provide an off-campus enjoyable educational experience for all children
- To share responsibility amongst everyone on the trip to keep themselves and each other safe and happy
- To enable children to name a risk/danger if they perceive one
- To assess and manage the exposure to risk of children on outings

Expectations for school trips

Pupils' behaviour on tours will be in compliance with the Code of Behaviour, the Positive Behaviour Policy, the Acceptable Use of Technology Policy, the Anti-Bullying Policy and other relevant school policies (see below).

Should a child's behaviour, as assessed by staff, pose a safety risk to self or others and/or disrupt the education of self or others, the Principal, following consultation with staff and parents/staff, may refuse the child permission to participate.

To enable the inclusion of all children, the School may deem it necessary for a parent/guardian to accompany their child on a School Trip.

Parents/Guardians are invited to sign consent forms regarding school trips etc. when their children enrol in the school.

Parents/guardians may speak in confidence to the Principal or class teacher if there is a concern around the cost of a trip.

Only school staff can take photographs or a parent/guardian if permission has been granted. If a staff member notices an outside person taking photographs they should inform the person that under child protection and data protection taking photographs is not allowed, and request deletion of photographs.

Procedures for school trips

A minimum ratio of 1/15 adults per group is required for school tours.

Parents/guardians are encouraged to accompany staff as a support.

Parents/guardians wishing to volunteer for school trips should seek Garda vetting from Educate Together through the school office. Parents/guardians who offer lifts to children do so under their own insurance policy.

First-aid kit will be brought on all school trips by the teachers/SNAs.

The school will aim to give minimum one week, preferably two weeks notice to parents/guardians. If parental input is not needed, trips can be taken with less notice.

Implementation of Policy

This policy should be read in conjunction with other relevant school policies e.g.

- Acceptable Use of Technology
- Accidents and Injuries
- Anti-Bullying Policy
- Code of Behaviour Policy
- Child Protection
- Child Safeguarding Statement
- Data Protection
- Garda Vetting Policy
- Health and Safety
- SPHE Policy
- RSE Policy

This policy was ratified by the Board of Management at a meeting on _____ (date).

Signed:

Ross McManus

Chairperson

Signed: Miriam Hurley

Principal

Appendix 1: Language to foster awareness of safety and development of independence

Adults assisting on school trips can help children to develop independence, confidence and resilience by encouraging questions rather than giving answers.

We can help the children's learning by asking questions and drawing attention to the environment, and encouraging the children to use all their senses.

Rather than giving answers, it is good to ask questions. "I wonder..." is a good way to begin a sentence.

Children need the space to solve their own problems. It is often difficult for us, as caring adults, to stand back and let children struggle a little, but it is only through overcoming difficulties and finding their own solutions that children truly develop independence and self-confidence.

It is important that we don't rush in when we think we see a problem. Think - are the children in danger? If so, step in immediately. If not, keep looking and listening as unobtrusively as possible. We may need to offer guidance but try and allow the children room to flex their own emotional and social muscles.

What to say to children instead of "Be careful!"

Help the child foster awareness by saying:

- Notice how... these rocks are slippery, that branch is strong
- Do you see... the nettles, the big drop, the cars on the road?
- Try moving... your feet carefully/strongly/quickly
- Try using your... hands, feet, arms, legs.
- Do you feel... stable on that rock, the strength of that branch?
- Are you feeling... excited, tired, scared, safe?

Help the children problem solve by saying:

- What's your plan... if you climb that boulder, cross that log?
- What can you use... to get across, to strengthen?
- Where will you... put that rock, climb that tree, dig that hole?
- How will you... get down, go up, get across safely?
- How do we ... share the path with others, get on/off the bus?
- Who will... be with you, help you, go with you if?

Support the children to keep to our three golden rules

- 1) Keep yourself safe and happy.
- 2) Keep each other safe and happy.
- 3) Keep nature safe and happy.

If you see something happening that is not in line with these, ask them how they can keep themselves/each other/nature safe and happy?

Appendix 2: Organisers' Checklist

	Yes	No
Have parents/guardians signed consent form?		
Are parents/guardians volunteers Garda Vetted?		
Have parents/guardians been given two weeks notice?		
Have parents/guardians been given minimum one weeks notice?		
Have reminders been sent to parents/guardians for payment?		
How many payments remain outstanding?		