



St. Paul's SNS School Tours / Trips Policy

Signed: A. Kelly Principal

Signed: Rev. John Ahe Chairperson of BoM

Date: 10/2/26

1. Introduction

School tours and outings form an important part of the educational experience of pupils in St. Paul's SNS. They provide opportunities for learning that cannot be replicated within the classroom and support pupils' intellectual, social, cultural, and personal development.

This policy sets out the procedures and responsibilities governing the planning, organisation, supervision, and conduct of school tours and outings, in line with best practice and relevant Department of Education guidance.

2. Aims of School Tours

School tours and outings aim to:

- Enhance learning through direct experience linked to the curriculum.
- Provide pupils with opportunities to explore new environments safely.
- Support inclusion by enabling all pupils to participate, where practicable.
- Promote positive behaviour, independence, and social skills.
- Ensure that all tours are organised to the highest standards of safety and care.

3. Scope

This policy applies to:

- All school tours and outings organised during the school day.
- Day trips and local outings off school premises.
- Pupils, staff, SNAs, and approved accompanying adults.

4. Planning and Approval

All school tours must be planned and organised by the class teachers in consultation with the Principal.

Tours must be educationally appropriate, age-appropriate, and suitable for the needs of the pupils.

The Principal and/or Board of Management must approve all tours in advance.

Tours should be planned well in advance, and parents provided with sufficient notice.

The cost of tours should represent value for money, and every effort will be made to ensure that no pupil is excluded due to financial difficulty.

Where possible, every effort should be made to provide a variety of school tour experiences for each year group during their time in St Paul's SNS.

5. Venue Selection

Teachers will ensure that:

- Venues are appropriate to the age, interests, and needs of the pupils.
- Venues are suitable for pupils with special educational needs.
- Risk factors associated with the venue are considered in advance.
- Facilities such as toilets, emergency access, and communication options are available.

No more than one year group travel together unless appropriate arrangements are in place.

6. Inclusion and Special Educational Needs

It is school policy to include all pupils in school tours wherever practicable.

Pupils with special educational needs may require additional support or supervision.

In some cases, parental support may be required to facilitate safe participation.

Decisions regarding participation will be made by the class teacher in consultation with the Year Head and the Principal, always prioritising pupil safety and wellbeing.

7. Transport

Where transport is required:

- A form of transport appropriate to the distance and number of pupils will be used.
- All buses must be suitable, well maintained, and equipped with seatbelts for each child.
- Teachers have the right to refuse transport they consider unsuitable.
- The driver must follow the agreed itinerary and timetable.
- Teachers retain overall responsibility for pupil safety and may intervene if concerns arise.
- Pupils must remain seated with seatbelts fastened while the vehicle is in motion.
- Buses must be left in a clean and orderly condition.

8. Supervision and Safety

Teachers will exercise heightened vigilance while pupils are off school premises.

Supervision ratios will be determined based on:

- Age of pupils
- Nature of the venue

- Identified risks
- Presence of pupils with additional needs

As a general guideline, supervision should not exceed 1 adult to 15 pupils, with lower ratios applied where necessary.

Roll calls/head counts will be conducted regularly, particularly when boarding or leaving transport.

All accidents or incidents will be dealt with in line with the school's Health & Safety Policy, First Aid Policy and Child Safeguarding Risk Assessment.

9. Informing Parents and Consent

Parents/guardians will be provided with written information in advance, including:

- Destination and itinerary
- Timetable
- Cost and payment arrangements
- Clothing, lunch, or equipment requirements
- Behaviour expectations
- Contact arrangements

Written / digital parental consent is required for all pupils participating in school tours. Consent forms and emergency contact details will be carried by the teacher in charge.

10. Behaviour on School Tours

The school's Code of Behaviour applies to all school tours and outings.

Where a pupil's behaviour poses a safety risk or significantly undermines the purpose of the tour, the Principal, in consultation with the class teacher and Year Head may decide that the pupil does not attend.

In such cases, parents will be informed in advance and alternative supervision will be arranged in school.

Chewing gum is not permitted on school tours.

The school / staff is not responsible for pupils' personal belongings / money brought on tours.

11. Tour Equipment

The teacher in charge will carry a tour kit which includes:

- First aid materials
- Mobile phone

- List of pupils and emergency contact numbers
- Any required medication for pupils
- Sunscreen and hygiene supplies where appropriate

Pupils should always wear full school uniform unless otherwise instructed. A change of clothing / wet gear may be suggested for outdoor activities.

12. Emergencies and Incidents

In the event of illness, injury, or emergency:

- Immediate medical attention will be sought.
- Parents/guardians will be contacted.
- The Principal will be informed as soon as possible.
- An incident report will be completed on return to school.

13. Roles and Responsibilities

Principal:

- Approves all school tours
- Ensures procedures are followed
- Supports staff in managing tours safely

Teachers:

- Plan and organise tours in line with this policy and in consultation with Ms Connolly (post-holder)
- Supervise pupils and ensure safety
- Maintain appropriate records and report incidents

Parents/Guardians:

- Provide accurate information and written consent
- Support behavioural expectations

Pupils:

- Follow instructions and behave responsibly at all times

14. Review

This policy will be reviewed regularly by the Board of Management and updated as required in line with legislative, organisational, or educational changes.