

School Outings Policy

Aim.

1. To safeguard the health and safety of pupils and staff while on school outings.

Procedure:

1. Parental/ guardians permission required for children to travel on buses.
2. When boarding the teacher/member of staff will count the children and tick their names from class list.
3. If teams/choirs etc. are travelling the teacher/member of staff will take the names of pupils before boarding the bus.
4. Name list should be checked each time children return to the bus.
5. No child will be permitted to stand while bus is moving.
6. Seat belts must be worn at all times.
7. Care will be taken by members of staff to ensure the safety of children when using public toilets.
8. Parents will be notified before hand of approximate return time of bus to the school.
9. Uncollected children will be supervised up to 30 minutes after the designated collection time after which Social Services will be contacted or if they are out of hours the Gardaí will be contacted.
10. A register of parents/guardians contact numbers will be taken by the class.
11. Clear guidance to be given on a case by case basis on the amount of money that can be brought by the boys on tour.
12. Remind the students of the policy of the school electronic gadgets.