

SCHOOL TRIPS POLICY

Introduction

It is Enable Ireland Sandymount School policy to organise outings for the benefit of students when this is deemed appropriate by the teaching staff, in consultation with the Principal.

The School recognises the benefits of school outings to complement school work, for educational or sporting purposes.

Some trips are organised as part of the course to be followed in a subject area. Other outings and trips are additional to the curriculum and are not deemed a core activity. Staff organise trips on a voluntary basis.

The lengths of trips may vary from a short local visit or a day out.

School trips, outings and tours are a privilege, reserved for students who meet minimum standards of behaviour while at school. Students who do not meet minimum standards of behaviour, as decided by the Principal, may not be permitted to participate in school outings. The Principal reserves the right to disallow a student from participation in a school trip if, in his/her opinion, the health or safety of the student or other students or teachers is at risk.

All school rules and all school policies apply while on school trips.

All students selected for sports teams and who travel as part of a class group represent the school and the highest standards of behaviour and conduct are expected.

Procedures

In general, written permission is required from a parent/guardian of a student before they may go on a trip. The school will seek general consent from parents at the beginning of the school year to bring children to the local area and use of Dart/public transport as part of routine school business. Please see Appendix 1.

It is understood that students who play as part of team representing Sandymount School will have on-going parental permission to attend away matches.

Ethics and Conduct

All students have a right to:

- Be treated with dignity and respect
- Feel safe and secure
- Have fun and enjoy themselves
- Have their voices and opinions heard
- Participate in activities to the best of his/her ability
- Be involved in the decision making process where appropriate
- Have their complaints/grievances heard and acted upon in accordance with school policy



Conduct

Staff are to abide by the Enable Ireland Sandymount School Dignity and Respect at work policy.

- Inappropriate language or behaviour will not be tolerated.
- Staff must co-operate with the designated teacher in charge.
- Staff must conduct themselves in a manner that does not cause distress or injury to anyone attending

Supervision

The number of staff that accompanies a group will be influenced by a number of factors including:

- The number of students travelling
- The student medical and/or behavioural Profile
- The age of the students
- The location of the trip
- The nature of the trip
- Whether additional supervision will be provided at the location
- If the group will be dividing into smaller groups, each requiring supervision
- The type of transport used
- Appropriate gender balance

Staff members are not permitted to take a student off-site without another adult.

Health and Safety

The health and safety of students and supervisors is a priority when organizing and taking a school trip. Teachers taking any trip will exercise due care and Enable Ireland Sandymount School will rely on the common sense and judgement of such teachers.

Staff will endeavour to give priority to bus companies that commit to having seatbelts on coaches.

Supervising staff must take their personal mobile phone for use in emergency situations.

In case of an accident, staff may apply basic first aid only. On return from, or during, any trip staff may bring a student to hospital for medical attention, or may request a parent/guardian to seek medical advice, should they deem this appropriate.

Where a serious accident occurs, staff will seek medical assistance as a first priority and contact the School or Principal to inform them of events. Parents will be contacted as soon as possible and informed of events, by staff on the outing, or the School Office. School personnel will be sent to assist where necessary, especially where additional supervision is required. Upon return to school an Incident/ accident form needs to be completed and handed to the Principal.

Checklist

- Check all students have consent to attend trip
- Discuss with nurses about Peg feeds and medication
- Check for individual emergency medication (if applicable) and trained staff to administer if necessary
- Brief principal on outing details and return time



- Cancel school lunch with secretary if applicable
- Parents should provide a packed lunch for the trip in case the class will not be back in time for break/ lunch
- Check the weather forecast prior to travel and inform parents to send appropriate clothing.
- Inform the school and the parents if the trip needs to be cancelled due to weather condition or due to any unforeseen reason.
- Remind staff that the class must return to school by 13.45 in time for personal care and before the buses leave.

Review and Ratification

This policy was reviewed and ratified by the Board of Management.

Signed:



Sé Goulding, Chairperson of Board of Management



Jennifer Doyle, Principal

Date: 2 April 2025

