



Scoil Bhríde Buachaillí

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Chairperson Board of Management: Declan Murray
Chairperson Parent Association: Ciara Duffy
Principal: Séamus Sullivan, B.Ed., Dip. Man.Ed., M.Ed.
Deputy Principal: Eiven Shanahan, B.Ed., C.Dip. A.&F.

R.C.N. 20118990 - Roll No. 18046A

SCHOOL EXCURSIONS POLICY

Introduction

This policy was drafted by the staff of the school and ratified by the Board of Management. While much of the policy relates specifically to end-of-year school excursions, the procedures outlined below will apply to all excursions throughout the year.

Aims and Objectives

The aims and objectives of the policy are, to provide for the safety and welfare of the children and to promote the educational and enjoyment value of school excursions.

Procedures

- The class teacher will have responsibility for organising the excursion, liaising with parents/guardians and collecting money from the children. It is preferable that two classes would go together on a school excursion. Proposals must be ratified by the Principal before proceeding with bookings etc. All monies collected will be recorded by the class teacher and sent to the office before being lodged into the school's bank account using a lodgement book. Cheques/EFT will be used to cover all costs relating to the excursion.
- Children who have a record of poor behaviour or who are unable or unwilling to behave in a reasonable manner and/or who pose a danger to themselves or others will not be considered for a place on the school tour.
- The class teacher will liaise with the Principal regarding the provision of additional personnel to help with supervision. The class teacher and another member of staff, if possible, will accompany each class on their end-of-year school excursion. In cases where it is not possible for another member of staff to accompany the class, the class teacher will need to enlist the help of a Garda vetted parent/guardian. The following guidelines should prove helpful:
 - ✓ The class teacher has ultimate responsibility for the safety and welfare of the children in his/her class.
 - ✓ SNA's will accompany their assigned pupils on school excursions.
 - ✓ SEN teachers will accompany whichever class/class level(s) they predominantly teach on the end-of-year excursion.
 - ✓ In exceptional circumstances, and where Garda Vetting has been addressed, a parent and/or an additional member of staff may be assigned to a class or class level.
 - ✓ In the case of an accident, the class teacher will accompany the child to the doctor or hospital.
 - ✓ Roll call/head counts will be taken throughout the day before and after each activity.
 - ✓ See Appendix A below regarding checklist for items to be addressed before embarking on excursions.

Ratification and Review

This policy was ratified by the Board of Management on the date below and communicated to parents thereafter. It is applicable from the date below and subject to review as needed by the Board of Management. Revised copies/updates of the policy are available on the school website.

Signed:

Declan Murray (Chairperson, Board of Management)

Date: 25th March 2019

APPENDIX A

Checklist of recommended items to bring on a school excursion

- List of children's names, relevant medical concerns and emergency contacts
- First Aid kit (fully stocked)
- Appropriate clothing and footwear
- Raingear/change of clothes
- Packed lunch (each child)
- Extra drink (each child)
- Sun Protection (Hat/Glasses/Sun Cream (to be applied by child))