



SCOIL BHRÍDE BUACHAILLÍ
SCHOOL EXCURSIONS POLICY

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1. 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.

2. Characteristic Spirit & General Objectives of the School

Scoil Bhríde Buachaillí is a Catholic all-boys' primary school situated in Blanchardstown Parish, Dublin 15 with a Catholic ethos under the Patronage of the Archbishop of Dublin.

In the context of a Catholic primary school, 'Catholic Ethos' refers to the ethos and characteristic spirit of the Roman Catholic Church, which aims to promote:

- ✓ the full and harmonious development of all aspects of the person of the student, including the intellectual, physical, cultural, moral and spiritual aspects
- ✓ a living relationship with God and with other people
- ✓ a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus and
- ✓ the formation of the students in the Catholic faith and
- ✓ provide religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S. 15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Bhríde Buachaillí shall uphold, and be accountable to the Patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

This policy reinforces the characteristic spirit and general objectives of Scoil Bhríde Buachaillí which supports and advocates providing a happy, safe, learning environment for each member of the school community.

3. Aims and Objectives

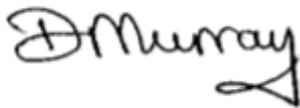
The aims and objectives of the policy are, to provide for the safety and welfare of the children and to promote the educational and enjoyment value of school excursions.

4. Procedures, Roles & Responsibilities

- ✓ The class teacher(s) will have responsibility for organising the excursion and 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 collected using the school's online payment system via Aladdin. The secretary will set up a payment and send ePayment requests to all parents/guardians concerned. Cheques/EFT will be used to cover all costs relating to the excursion.
- ✓ Any pupil who has a record of poor behaviour or who is unable or unwilling to behave in a reasonable manner and/or poses a danger to himself 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.
 - SNAs will accompany their assigned pupils on school excursions.
 - SETs will accompany whichever class/class level(s) at which 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.

5. Ratification and Review

This policy was ratified by the Board of Management on the 25th of March 2019, reviewed on the date below and communicated to staff and parents thereafter. It is applicable from the date below and subject to regular review by the Board of Management. Revised copies/updates of the policy are available on-line and issued in hard copy on request to parents/guardians.



Signed:

Declan Murray (Chairperson, Board of Management)

Date: 24th March 2022

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))