

Educational Trips Out Policy May 2023

"The child's environment is an important context for his or her development. First- hand experience that actively engages the child with the immediate environment and with those who live in it, is the most effective basis for learning. This will be centred in the home at first. Later it will be extended to include the immediate environment and the school, as the child matures, will encompass an ever-widening context. A rich experience of different aspects of the curriculum outside the classroom adds enormously to the relevance and effectiveness of the child's learning" (Primary Language Curriculum – Introduction).

Definition

In Danu Community Special School (CSS) an outing is defined as "when any individual student or group of students (single class, mixed class or whole school), leave the school premises during school hours whether by foot, car or bus and is accompanied by a member of staff with the purpose of physical, emotional or intellectual benefit to the student".

Aim and Objectives of Outings

An outing, whether it be daily, weekly, monthly or occasional will have an aim and objective. These will be included in weekly planning and are generally linked to the themes that have been outlined in the School Plan.

In accord with the curriculum, Danu CSS is committed to incorporating educational outings into its School Plan, mindful of the following:

- The importance of activity and discovery methods
- The student's sense of wonder and natural curiosity
- The student as an active agent in his or her learning
- Skills that facilitate the transfer of learning should be fostered

In general, outings will be available to all students and in organising these outings special attention will be given to clear, relevant, achievable aims and objectives.

The Code of Behaviour applies to all student outings. Where a student is considered to be unable to abide by the Code of Behaviour while outside the school, inclusion in outings may be withdrawn for their health and safety following a risk assessment. A risk assessment (Appendix 1) where a student cannot attend an educational trip out will be reviewed for each

outing. Risk Assessment must be approved by Principal before parents are informed of school trip as the Risk Assessment must be deemed to be a safe destination for an outing.

Before the Outing

- Where possible the teacher will be familiar the venue and its suitability to student needs.
- Outings should be kept to local amenities and long trips avoided.
- Permission will have been obtained from the Principal for the outing.
- Permission in writing from the parents/guardians (Appendix 2) is obtained from teachers for outings such as summer trips, swimming, occasional outings to events such as pantomime, Mc Donald's etc.
- Teachers to inform parents/guardians of the nature and purpose of the tour, the itinerary, supervision, cost and what their son/daughter will need to bring (sun cream, lunch, rain jacket, change of clothes etc)
- Students should have appropriate lunch as advised by teacher.
- List of student's parents contact details and student medical concerns/ needs to go on trip.
- Teachers to consult with parents on the outing and ask parents if there is anything they need to know off.
- Teachers to book transport & outing.
- Teachers to work out which staff member will be with what student.
- Teachers to organise student motivators to go on journey.
- Bring a First Aid kit and iPad to take photos.
- Teachers to clarify if student needs booster seat or harness for transport.

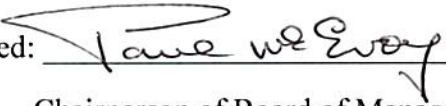
During the Outing

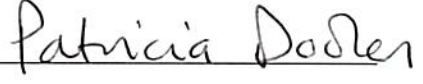
- Whether on a class outing or individual outing (1:1) a staff member should be nominated to carry their own personal phone in case of emergencies. It is the responsibility of this staff member to have the school number, Principal number, and staff mobile numbers in their contact list.
- Teacher should have a copy of student's parent contact numbers for each student.
- Ensure student motivators are brought.
- Bring relevant student medical details.
- Teacher to complete a head count of students before leaving the school grounds and again before leaving the outing.
- Staff are forbidden to engage in personal business (shopping etc) and smoking in front of students.
- Use hand sanitizer prior to entering and exiting the bus at all times. Observe respiratory etiquette at all times and dispose of tissue properly.

After the Outing

- Any accident or incident should be reported to the Principal immediately and written up.

- Photos of outings to be shared with parents of the trip out by end of week. These also can be displayed on school website and on class-school notice boards.
- Parents will be informed how the trip went for their child by class teacher at the end of the day of the trip and where possible that day a photo of the outing will be sent home.

Signed: 
Chairperson of Board of Management

Signed: 
Principal

Date: 24/5/23

Date of Next Review: May 2024; May 2023

Appendix 1
Risk Assessment for Educational Trips Out

Danu Community Special School
Dublin 15

school@danucss.ie
Tel: 01 8270755



Trips Out Risk Assessment

What/where is planned for the trip out? _____

Date of Trip _____

Time: _____

Risk Description / Hazard Identification	Who is at risk? Identify Person(s) at risk of harm <i>Name Students, staff or Public members</i>	Risk Rating High Risk - Immediate action Medium Risk - as soon as possible Low risk – when practicable	Control measures	Additional control measures required	Person Responsible for Action of Control Measures

Appendix 2



Danu Community Special School
Dublin 15
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Tel: 01 8270755

Educational Trip Permission Slip June 2022

Dear Parent(s) /Guardian(s),

In Danu CSS educational outing are defined as "when any individual student or group of students (single class, mixed class or whole school), leave the school premises during school hours whether by foot, car or bus and is accompanied by a member of staff with the purpose of physical, emotional or intellectual benefit to the student".

In accord with the curriculum, Danu CSS is committed to incorporating educational outings into its School Plan, mindful of the following:

- The importance of activity and discovery methods
- The student's sense of wonder and natural curiosity
- The student as an active agent in his or her learning
- Skills that facilitate the transfer of learning should be fostered

Summer trip outings will be available to all students and in organising these outings special attention will be given to clear, relevant, achievable aims and objectives for teaching and learning. The Code of Behaviour applies to all student outings. Where a student is considered to be unable to abide by the Code of Behaviour while outside the school, inclusion in outings may be withdrawn for their health and safety following a risk assessment.

The following has been organised for your child and their class by the class teacher:

We are going on a trip to _____

On this Day: _____

Date: _____

Time: _____

The Cost of Trip (Bus, entrance fee, Lunch) is _____

Special Notes: _____

Please complete the bottom section of this page and return to school by _____
if you wish your child to go.

Thank you !

My child, _____ has permission to go on a school trip on

_____ to _____ .

Amount Enclosed: _____

Parent/Guardian Signed: _____

Emergency Phone number: _____