



School Outings Policy & Risk Assessment

Introductory statement

St. Peter's School strives to provide an effective education service to all its students and is committed to the education of all students who attend the school. The School Outing Policy of St. Peter's School should be read in conjunction with the school's Code of Behaviour, and relevant policies. The school's Code of Behaviour applies to all school activities both on school premises and on school outings. St. Peter's School will endeavour to give the students the opportunity of educational benefit and enjoyment from all outings and to enhance the young person's social and cultural development, and wellbeing. We recognise that the safety, health and welfare of students is taken into account by ensuring that the utmost care is taken when planning, preparing and managing school outings.

Rationale

St. Peter's School provides an academic education which also recognises that exposure to a variety of experiences and cultures is part of a holistic education. The curriculum content of some subjects may require field studies/tours/outings/recreational activities, which take place off campus. The need for the School Outing Policy arises due to children being exposed to a wide variety of different experiences while on school outings, and the necessity to have a framework for good practice in place to cover all eventualities.

Aims & Objectives

- To ensure all practical possibilities are covered in reducing the exposure of children to risk on outings, facilitating an enjoyable and educational experience for all while maintaining safety.
- To clarify responsibilities and expectations of students, school staff, and parents/guardians in relation to school outings.

- To provide staff with clear guidance on planning, risk assessment, supervision, and approval processes.
- To enhance learning and extend classroom teaching through real-world experiences that connect with the curriculum.

Risk Assessment

- A school outings and risk assessment form (Appendix A) must be completed and given to Mr. Hogg, who will in consultation with the principal, give permission for outing.
- It is the responsibility of the class teacher to carry out a risk assessment prior to the school trip. As part of the planning process, teachers should give consideration to any potential hazards that may arise and formulate safety plan in response to each hazard.

Expectations for Students

- Students are expected to follow the school's Code of Behaviour during school outings, games, extracurricular activities and all other school-linked events.
- Students are expected to follow the direction of the teacher and accompanying adults with regard to road safety.

Expectations for teachers/school staff

- In individual cases where the teacher, in consultation with the principal, cannot be fully satisfied that behaviour will be forthcoming on an outing with a particular student, the student will not be granted permission to participate in the outing. Particular significance will be attached to behaviour on previous outings.
- Teachers must complete risk assessments before school outing with safety plans in place for identified risks.
- Teachers must ensure a travel first aid kit is brought on the school outing
- All school staff must have a charged mobile phone in their possession for the duration of the school outing.

Expectations for parents/guardians

- Parents/Guardians must inform the school of any medical requirements that the student may have in accordance with our Administration of Medication Policy.
- Parents/Guardians must be available for agreed protocol phone call/pick up if behaviours of concern occur while on the school outing.

- Parents are advised students should wear sunscreen and have rain gear for school outings.

Therapeutic Crisis Intervention

At St. Peter's School, we are committed to creating a safe environment where all students and staff feel secure and supported, this includes school outings. To ensure this, all staff members undergo training in Crisis Prevention Intervention for Schools (CPI), which is updated regularly. This approach is foundational to the development of our Code of Behaviour, guiding our response to potential crises and promoting emotional safety for all.

Protocol for Incidents of Behaviours of Concern on School Outing

1. Principal or Deputy Principal to be contacted immediately if unaware of situation.
2. Ensure safety of all students and staff — move the group to a safe space if needed.
3. Follow safety plan (if one is in place).
4. Use CPI strategies if deemed necessary.
5. Call emergency services/Garda (if necessary).
6. Debrief for both students and staff as soon as possible.
7. Incident report filled out when appropriate to do so by staff member.

This policy has been drawn up by the principal in collaboration with the staff of St. Peter's and in consultation with the Board of Management. It will be made available to all members of the school community

The school will review this policy periodically after its ratification by the BOM. The School Outing Policy may be reviewed and amended, prior to that date, where necessary.



Signed:

Date: 8th October 2025

Ms Rosemary Fahy

PRINCIPAL



Signed:

Date: 8th October 2025

Mr Eoin Ó Donnagáin

CHAIRPERSON BOM

Appendix A School Outings Request & Risk Assessment Form

Section 1: Trip Details

Destination:			
Date of Trip:		Time:	to
Class:			
Supervising Teacher(s):			
Additional Staff:			
School bus needed:	Yes/No	Driver:	

Section 2: Risk Assessment (to be completed by supervising teacher)

Please identify potential hazards, assess risks, and outline measures to mitigate them.

Potential Hazard	Safety Plan
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Students remaining in school	Plan

Section 3: Approval

Have the parents been notified? Yes/No

Signature: _____ Date: _____

(Principal/Deputy principal/AP2)