
School Trips/Tours Policy

Scope of School Trips Policy

The term 'school trip' covers all expeditions off the school premises. This policy is applicable to all members of staff who organize such trips and to the students - and their parents/guardians - who are participating in these activities.

The Code of Behaviour applies to all students of (*Name of School*), and relates to all school activities both during and outside of normal school hours; it applies both on and off the school grounds and anywhere students are clearly identified or identifiable as students of the school. The Code of Behaviour, therefore, in all its detail applies to all outings and trips, whether or not they involve an overnight stay.

Rationale for School Trips and relevant policy

(*Name of School*), in line with its mission statement recognises that exposure to a variety of experiences and cultures is part of a holistic education.

The curriculum content of some subjects requires field studies/trips/recreational activities, which take place off school grounds.

Trips assist in bonding between students, as well as providing teachers with an opportunity to get to know students in a non-school environment.

There should be a balanced programme of outings and trips for the school year that does not prove too costly to parents and does not overburden the school timetable.

All educational trips must be consistent with the rationale as specified by the DES in Circular Letter M20/04. All reasonable efforts will be made to satisfy all the criteria contained in this circular.

This policy will assist staff in ensuring that proper standards of financial management and health & safety are implemented on all school trips.

There is a need to clarify expectations of behaviour for all trips and to outline the conditions whereby a student may be refused permission to be included on a trip.

Individuals have a number of rights in relation to their personal information and these rights have been enhanced by the General Data Protection Regulation (GDPR). (*Name of School*) will collect and process personal data, in accordance with the GDPR and the school's legal obligations generally in relation to the provision of education. Processing is the legal term used to describe various acts including - the collection, recording, organisation, structuring, storage, alteration, use of, retrieval, disclosure or transmission of information. By allowing your child to participate in a school trip/tour you acknowledge and agree to the collection and processing of personal information by the school.

Procedures to be followed by all staff organising school trips

School trips have considerable educational value. However, they must be planned and organised in a way that causes least disruption to the day-to-day routine.

a) Day Trips

Day Trips may take place during the school day, or may extend beyond normal school hours. Some examples of day trips are:

- ✓ Field work associated with specific subjects such as Biology, Geography
- ✓ History trips
- ✓ Visits to Art Galleries, Exhibitions, Museums, Theatre visits
- ✓ Careers exhibitions and University Open Days
- ✓ Debates
- ✓ Concerts
- ✓ Events in connection with Transition Year

Any teacher planning to organise a day trip or any non-sporting outing during class time, must first inform the Principal and Deputy Principal(s) of the intended date, at least one month in advance of the proposed date. The trip must be approved by the Principal and entered into the event book in the school office.

As a courtesy to colleagues, full details, including date, time and names of participating students must be posted on the staff room notice board by the organising teacher at least one week before the event.

Sporting activities that are scheduled during class times must be agreed with the Principal/Deputy Principal(s) at least one week in advance and details of the students involved posted on the staff room notice board by the organising teacher at least 3 days in advance of the event.

The school reserves the privilege of school trips for students who are of good behaviour generally, as they inevitably involve an extra degree of trust, confidence and camaraderie between the students and the staff who give voluntarily of their time to organise and promote such activity.

Students with Special Educational Needs may need additional consideration on all trips and the organising teacher should liaise with the Learning Support Department to identify these specific needs.

All students going on any trip during normal class hours **must** return permission forms signed by parents/guardians to the teacher-in-charge, before the outing takes place. Students who have not returned permission forms **may not** participate in the trip. Supplies of the permission forms are available from the Office. Staff should arrange with the School Secretary to take a school mobile telephone with them in case of emergency

The organising teacher must keep a careful note of any monies paid by students for the trip and issue receipts for same. Monies should be handed in to the School Secretary with a completed lodgement form (available from the Office). Staff are asked to ensure costings cover the entire cost of the proposed trip.

For trips that extend beyond normal school hours, it is the responsibility of parents/guardians to ensure that arrangements are in place for their son's/daughter's journey to/from the school.

An Accident/Incident Report Form must be completed for all accidents or incidents which may have occurred on the trip

Members of staff taking students in coaches should note and apply the procedures set out in that policy document.

b) Overnight stays or trips abroad.

Other trips may be over-night expeditions or of longer duration. These may be co-curricular activities organised by subject departments, or trips arranged for Year Groups, or ones that are part of the Outdoor Education Programme. Some examples are:

- ✓ Irish trips - e.g. Gaeltacht
- ✓ Exchange programmes involving a group of students and teacher(s)
- ✓ European Trips- e.g. Germany, France, Spain, etc.
- ✓ Outdoor Education Centres

The school will only use the services of licensed tour operators/travel agents when organizing trips outside the state, as per the Aviation Regulation Act 2001.

The number of students participating varies depending on the nature of the trip and the staff/student ratio will be appropriate to the age group and as recommended by the travel agency.

Staff will be informed of planned expeditions and invited to indicate to the teacher-in-charge if they are interested in being a member of the staff team that will accompany the students. All members of staff will be expected to share the work load beforehand, where necessary and during the trip. Decisions about which members of staff join a trip will depend on such factors as the size of the group, the gender balance, requirements specific to the particular trip e.g. Irish teachers on a trip to the Gaeltacht, French and/or German teachers on a trip to Europe, teachers with outdoor qualifications on adventure trips, Year Heads with year group, Form Teachers with classes on hikes and so on.

The following general financial guidelines should be followed when organising a trip:

- ✓ At least two staff should be involved in the financial administration
- ✓ Separate financial records should be maintained for each school trip
- ✓ A detailed record of all participating students and the amounts paid should be retained
- ✓ Parents should be informed as early as possible of the full cost associated with the trip
- ✓ Written permission should be received from the parents of all trip participants and a receipt for all money paid should be issued
- ✓ Proper and full insurance cover must be in place for all school trips
- ✓ All monies collected for a school trip must be lodged as soon as possible in the main school bank account.

Students should be required to pay an initial deposit, followed by the remainder of the money within a stated period of time. Payments should be by means of online payment method.

No money will be handled by the school.

In the case of trips being oversubscribed, priority is given to those students who are studying the appropriate subject. Staff in charge reserve the right to refuse any student they deem unsuitable for the trip. Those considered unsuitable would include:

- ✓ A student who in the past have proved unruly or undisciplined on trips
- ✓ Students who have a poor discipline record in the school

The initial letter to parents should contain a draft itinerary and deadline for registering and payment of non-refundable deposit. Parents must be made aware that the organiser reserves the right to make minor changes to the itinerary.

If a passport is required, a photocopy of the student's passport must be included with the deposit. All passports must be valid for at least six months following the trip.

Visas may be necessary for the destination and some countries require them to be processed together. There may be an additional cost to secure a visa. Parents should be informed that students with non-EU passports may need visas for EU countries.

Students must have their EI 11 or European Health Insurance Card for travel to countries in the EU.

It is important to impress upon parents that the onus is on them to ensure that their son/daughter has all necessary up-to-date documentation well in advance of the trip.

Parents should be informed in good time if there are any mandatory or recommended inoculations for the destination. It is important that parents realise that the onus is on them to make arrangements for their son/daughter to receive all necessary inoculations.

Students must attend all information meetings and co-operate with all requests pertaining to the trip.

Parents must sign permission forms specific to the trip for students up to the age of 18

Notification to parents should include details of proposed itinerary, dates, the cost of travel, insurance, food and accommodation. Guidelines for spending money and money for extras such as meals and excursions will also be communicated to parents.

Mobile phone communication between teachers/supervisors and students on the trip may be necessary. A list should be made of participants' mobile phone numbers (as given on the Permission Form) and students should have the mobile phone number of trip leader – to be carried with them at all times while on the trip. A mobile phone is available from the school, as staff members are not required to give their personal mobile phone numbers to students.

The trip organiser should have two emergency contact numbers; usually this will be the Principal and the Deputy Principal(s).

If necessary two members of staff should carry out inspection of rooms or personal property (bags, suitcases, etc.) with the student present. This will only be done for good reasons based on reasonable grounds, such as concern for physical safety, suspected possession or use of a banned substance or other concerns.

Staff should not have any physical contact with a student's clothing. If a search is deemed necessary, the student should be asked to empty his/her own pockets or to search the clothing that he/she is wearing.

If a student is found to be in serious breach of any of the rules in the School Code of Behaviour and Anti-Bullying policy, the staff in charge must contact the Principal immediately.

Facebook, Twitter etc. even a single posting, or support/approval for a posting, of a kind which in the reasonable view of the school management is deemed to be an affront to a person's dignity will result in the invocation of the code and the imposition of such sanction as may be deemed appropriate to the circumstances and content of the offending material, up to and including permanent exclusion from the school

An Accident/Incident Report Form must be completed for all accidents or incidents which have occurred. Examples of reportable incidents include: persistent lateness at the rendezvous point; not staying with the group; rudeness to teachers; and serious breach of school rules, particularly in relation to alleged or proven alcohol or substance abuse.

Members of staff taking students on trips which involve travel in coaches should note and apply the procedures set out in that policy document.

(c) General guidelines for inter-school competitions

Each coach is responsible for taking a properly equipped First-Aid kit to his/her match.

If a minor accident occurs the coach will treat it on the spot. In the event of a serious accident the coach will ring an ambulance directly.

Any accident deemed to be of a serious nature is recorded on an accident report form, a copy of which is submitted to the Principal. PE staff will appraise students of the necessary safety equipment for each respective sport.

The PE staff organise transport to and from all matches, using a recognised coach company. Students representing the school in competitions are not required to pay for buses.

When an away match is organised during school hours, the number of staff traveling must be dependent upon the staffing requirements of the activities in school. Generally one teacher will travel with a team. The needs of the students in school must receive priority when organising such matches.

It is school policy that all students are encouraged to participate in team competitions. However, the school recognises that it is the parents/guardians prerogative how often their child shall be involved in such competitions.

Members of staff taking students on trips which involve travel in coaches should note and apply the procedures set out in that policy document.

If a student is found to be in serious breach of any of the rules in the School Code of Behaviour and Anti-Bullying policy, the staff in charge must contact the Principal immediately.

Facebook, Twitter etc. even a single posting, or support/approval for a posting, of a kind which in the reasonable view of the school management is deemed to be an affront to a person's dignity will result in the invocation of the code and the imposition of such sanction as may be deemed appropriate to the circumstances and content of the offending material, up to and including permanent exclusion from the school.

(d) Coach Trips

Full details of bus bookings must be entered in the book in the main Office. Members of staff taking students away in coaches should note and apply the following:

All coaches used by the school must have an up to date PSV License and Certificate.

Before setting off, the emergency exits must be pointed out to students.

Central aisles and access to exits must be kept clear at all times.

Students must be advised to remain seated facing forward and not to have unnecessary movement during the journey. Where seat belts are fitted, these must be used.

Smoking is not permitted on board coaches.

In the event of any emergency, students should leave the coach by the nearest exit as quickly as possible and re-assemble at a given area where a head-count can be quickly made.

Students should not go back to the coach for any reason until the all clear is given.

If the teacher in charge considers that there was anything the matter with the coach, or that the behaviour of students was not appropriate, a full report must be given to the Principal as soon as possible after returning to the school.

A list of persons on the coach must be placed on the Staff Room notice board before the departure of the coach.

In the event of a delay for any reason in the time of returning to school, the teacher in charge must telephone the school. A notice giving the information to parents will then be posted on the inside of the main door, together with messages from parents for their children.

If a student is found to be in serious breach of any of the rules in the School Code of Behaviour and Anti-Bullying policy, the staff in charge must contact the Principal immediately.

Facebook, Twitter etc. even a single posting, or support/approval for a posting, of a kind which in the reasonable view of the school management is deemed to be an affront to a person's dignity will result in the invocation of the code and the imposition of such sanction as may be deemed appropriate to the circumstances and content of the offending material, up to and including permanent exclusion from the school

Rules for (Name of School) Day Trips

The purpose of the rules set out below is to ensure that the enjoyment of the trip is not hindered for any student or teacher.

Rules

All school rules, and in particular the Policy on Alcohol and Drugs and Anti- Bullying apply while on day trips. If a student is found to be in serious breach of any of the rules in the School Code of Behaviour and Anti-Bullying policy, the staff in charge must contact the Principal immediately.

1. Students are expected to wear full school uniform unless told otherwise by the teacher. All students should note that while in school uniform they are ambassadors for the school and should behave accordingly
2. Students must not enter licensed premises. Being in the possession of or consumption of alcohol or any other behaviour altering substances in any form will be considered a serious violation of the rules and immediate action will follow
3. If a student is on regular daily medication, parent must let the tour leader know the details and ensure that their son/daughter brings more than enough medication, A spare prescription, extra tablets, inhalers may be given to the tour leader for safekeeping. Medication must be carried by the student on their person at all times. No student may take medication of any type without the prior knowledge of the tour leader and the written consent of the parents
4. Students must not bring valuables on the trip
5. The excessive consumption of behaviour affecting drinks such as red bull, espresso coffees or other drinks with enhanced caffeine is prohibited
6. Smoking is prohibited as under the school rules
7. Students must carry, at all times, on their person their money, tour leader mobile number, school contact number, bus registration number and names of prearranged meeting places
8. Students are expected to attend all set meals unless permission given by a teacher
9. Students are to remain with the group during the day and evening unless authorised by the teachers
10. Students are expected to treat teachers/supervisors/instructors/tour guides with respect at all times and in a manner as not to give offence or annoyance to other people. Punctuality and consideration for others are essential. Any student responsible for malicious damage to any property must pay for the cost of repair
11. Students must participate fully in the entire range of group activities
12. Teachers reserve the right to search students' bags at any time if they suspect contraband is present
13. All students are expected to turn up on time for all roll calls
14. Foul language is not acceptable from any student on the trip at any time
15. **Free Time** – during trips it is common for students to be given some 'free time'. During such time students should always travel in groups (minimum of 3). Under no circumstance should any student walk on their own. During this time students are expected to treat their surroundings with the utmost respect and are also expected to adhere to all the school rules applicable above
16. All students should carry a mobile phone with them on day trips so that parents can be informed of any possible changes to the schedule of the trip .Students must have credit on

their phones at all times, to contact tour leader in the event of an emergency. School rules for mobiles apply as normal

17. Use of Social Media, including twitter, Instagram, Facebook, etc. are not permitted on any school trip. A single posting, or support/approval for a posting, of a kind which in the reasonable view of the school management is deemed to be an affront to a person's dignity will result in the invocation of the code and the imposition of such sanction as may be deemed appropriate to the circumstances and content of the offending material, up to and including permanent exclusion from the school
18. Student's must not purchase or have on their possession, cigarette lighters, lighter fuel, flick combs, flick knives, pen knives, martial art objects, fireworks-including bangers, rockets, imitation guns, caps, spray cans, glue, Tipp-ex, solvents of any kind, pornography, and any other offensive material of any kind. If students are found shop lifting, carrying flick knives or breaking any local law, they may be detained by the Police. All costs involved in their return home will be the responsibility of their parents/guardians. Please keep receipts for all purchases
19. Being in the possession of or consumption of alcohol or any other behaviour altering substances in any form will be considered a serious violation of the rules and immediate action will follow
20. The excessive consumption of behaviour affecting drinks such as red bull, espresso coffees or other drinks with enhanced caffeine is prohibited.

Illness/Injury

Should a student become ill or injured on a trip then parents/guardians will be informed and medical attention will be sought for the student if necessary. Parents should note that injury or illness to a student may require a lesser supervision of remaining students on any trip should it be necessary for a teacher to accompany a student seeking medical attention.

Rules for (Name of School) overnight Trips/Tours

The purpose of the rules set out below is to ensure that the enjoyment of the trip is not hindered for any student or teacher.

Rules

1. All school rules, and in particular the Policy on Alcohol and Drugs and Anti-Bullying, apply with the exception of uniform policy
2. Students must not enter licensed premises. Being in the possession of or consumption of alcohol or any other behaviour altering substances in any form will be considered a serious violation of the rules and immediate action will follow
3. If a student is on regular daily medication, parent must let the tour leader know the details and ensure that their son/daughter brings more than enough medication, A spare prescription, extra tablets, inhalers may be given to the tour leader for safekeeping. Medication must be carried by the student on their person at all times. No student may take medication of any type without the prior knowledge of the tour leader and the written consent of the parents
4. Students must not bring valuables on the trip
5. The excessive consumption of behaviour affecting drinks such as red bull, espresso coffees or other drinks with enhanced caffeine is prohibited
6. Smoking is prohibited as under the school rules
7. Students must carry, at all times, on their person, their passport, hotel address, tour leader mobile number, school contact number, bus registration number and names of prearranged meeting places
8. Students are expected to attend all set meals unless permission given by a teacher.
9. Students are to remain with the group during the day and evening unless authorised by the teachers
10. Hotel rooms/apartments are to be kept clean and tidy at all times. Failure to do so may result in sanctions. Hotel keys must be returned
11. Students must abide by the hotel rules
12. Students are expected to comply with set bed times and lights out times
13. Students must not leave money or valuables in the hotel room when unoccupied
14. It is forbidden for male students to enter the rooms of female students and for female students to enter the rooms of male students unless given permission to do so by a teacher
15. Students are expected to treat teachers/supervisors/instructors/tour guides with respect at all times and in a manner as not to give offence or annoyance to other people. Punctuality and consideration for others are essential. Any student responsible for malicious damage to hotel or coach property or to other student's or teacher's property must pay for the cost of repair
16. Students must participate fully in the entire range of group activities
17. Teachers reserve the right to search students' bags/rooms at any time if they suspect contraband is present
18. All students are expected to turn up on time for all roll calls
19. Foul language is not acceptable from any student on the trip at any time
20. **Free Time** – during trips it is common for students to be given some 'free time'. During such time students should always travel in groups (minimum of 3). Under no circumstance should any student walk on their own. During this time students are expected to treat their surroundings with the utmost respect and are also expected to adhere to all the school rules applicable above

21. Mobile phones are not allowed in bedrooms at night-time. They will be collected by the tour leader at 10pm and returned at 8am
22. Students must have credit on their phones at all times, to contact tour leader in the event of an emergency.
23. Use of Social Media, including twitter, Instagram, Facebook, etc. are not permitted on any school trip. A single posting, or support/approval for a posting, of a kind which in the reasonable view of the school management is deemed to be an affront to a person's dignity will result in the invocation of the code and the imposition of such sanction as may be deemed appropriate to the circumstances and content of the offending material, up to and including permanent exclusion from the school.
24. Travelling by Air: students are requested to sit quietly while flying. They should not leave their seats for any reason other than to use the facilities and then only to do so singly as on the plane is fairly confined. All students are requested to put their luggage in the overhead compartments and to enter and leave the plane in a slow and orderly manner
25. Travelling by Ferry: students must comply with all ferry operator guidelines and staff instructions when travelling by ferry
26. Students must not purchase or have on their possession, cigarette lighters, lighter fuel, flick combs, flick knives, pen knives, martial art objects, fireworks-including bangers, rockets, imitation guns, caps, spray cans, glue, Tipp-ex, solvents of any kind, pornography, and any other offensive material of any kind. If students are found shop lifting, carrying flick knives or breaking any local law, they may be detained by the Police. All costs involved in their return home will be the responsibility of their parents/guardians. Please keep receipts for all purchases.

Sanctions:

Failure to comply with the rules of the trip will lead to sanctions which will be decided by the teachers/supervisors on the trip. Sanctions might include fines, loss of pass for certain activities, etc. More serious breaches of rules will result in phone calls to parents/guardians with possible follow up action in the school after the trip. Where necessary disciplinary meetings will be convened by the staff. In the event of very serious and uncontrollable incidents students may be required to return home. The costs in such an event will be charged to the parents/guardians. This will be done after full communication with the parents/guardians.

The teachers accompanying the group reserve the right to amend any rule during the trip as necessary. Clear notice, will be given of any such changes, to the students.

Practical Advice

Any student taking part on a trip should try their best to adhere to the following advice while on the trip:

- ✓ Try to find out as much as you can about your destination before you go
- ✓ Do your best to help fellow students and teachers at all times
- ✓ Do your best to ensure that all students are included in group activities at all times
- ✓ During foreign trips, try to speak the language of your host country if known
- ✓ Refrain from using bad language at all times on the trip
- ✓ Do your best to be considerate of others at all times
- ✓ During the trip, students may be given necessary and reasonable instructions about detailed matters like dress, punctuality, behaviour etc. prompt and good natured compliance is essential

Permission Form for Sport’s Trips:

Student Name:	
Class:	
Year: <small>(Circle Year as appropriate)</small>	

- ❖ I/We give permission for my son/daughter to participate in and travel to any sports matches, home or away during the academic year.
- ❖ I/We acknowledge that while representing (**Name of School**) at sports events, my son/daughter are ambassadors for the school and must act accordingly.
- ❖ I/We also give consent for any matches/sports events involving my/our son/daughter to be videoed by (**Name of School** staff or students for training purposes.
- ❖ I/We also acknowledge that on some occasions it may be necessary for students, under the supervision of teachers, to use public transport in travelling to and from matches/sports events.

(Note: students will be informed of the schedule for any trip that takes place and it is the responsibility of the parent to ensure that someone is present at the school to collect the students upon their return as teachers will not wait for students to be collected. All students should carry mobile phones on any trip so parents can be contacted about any change to the schedule)

Illness/Injury

Should a student become ill or injured on a trip then parents will be informed and medical attention will be sought for the student if necessary. Parents should note that injury or illness to a student may require a lesser supervision of remaining students on any trip should it be necessary for a teacher to accompany a student seeking medical attention.

Signature of Parent/Guardian:	
Signature of Parent/Guardian:	
Date:	

[Please return this completed form to School Office before _____]

Overseas School Trip – Parent Consent Form:

Student Name:	
Class:	
Location of Trip:	
Organising Teacher:	
Contact number: Parent/Guardian	
Contact Number Student:	
Medical Issues	

I/We understand that the **(Name of School)** trip will take place on the following dates:-

Outbound Date:		Time:	
Inbound Date:		Time:	

(Above dates/times are subject to change)

- ❖ I/we understand that it is my/our responsibility to ensure that my/our son/daughter is at the school on time and collected from the school on time.
- ❖ Should my/our son/daughter infringe on any of the rules of this tour which have been explained by the teachers and which he/she and I/we fully understand and accept, whether this infringement be of a minor or more serious nature, I accept whatever punishment may be imposed, including being sent home early and, should this situation arise, I/we will cover the cost of the ticket and any other transport necessary.
- ❖ I understand the staff/supervisors from **(Name of School)** will be acting in *loco parentis* throughout this tour and that my son/daughter will obey their instructions at all times. I/we understand that my son/daughter's behaviour in school in the lead up to the trip may have a bearing on their participation on the trip. I also understand that my son/daughter may be given some 'free time' at some stage on the trip and that during this time my son/daughter must obey all rules as explained to them.
- ❖ I understand that my son/daughter in the event of an accident may require medical attention and that the accompanying staff member will be acting in *loco parentis*

Signature of Parent/Guardian:	
Signature of Parent/Guardian:	
Date:	

[Please return this completed form to [Name of School] Office]

School Trip – Student Contract Form:

Please complete the details below and return your signed contract to **(Name of School)** Office.

Student Name:		Class:
Date of Birth:		
Location of Trip:		
Organising Teacher:		

Agreement:

- ❖ I agree to participate in and to make a commitment to the entire **(Name of School)** trip.
- ❖ I have read the document, supplied by the leaders of the trip, listing the rules regarding the trip and agree to all of the rules included in that list
- ❖ I accept that any failure on my part to behave responsibly at all times to the teachers/supervisors/instructors/tour guides may lead to appropriate sanctions
- ❖ I am also aware that a possible sanction for what is deemed unacceptable behaviour could result in my being sent home from the trip after my parents/guardians have been informed
- ❖ I understand that failure to behave appropriately may have a bearing on my selection for future trips

Student Signature:	
Date:	

[Please return this completed form to the [Name of School] Office]