



School Tour and Trips Policy

ST. JOSEPH'S COLLEGE

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 organise 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 St. Joseph's College, 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:

St. Joseph's College 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).

St. Joseph's College 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.

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 of the intended date, as soon as possible in advance of the proposed date. The trip must be approved by the Principal and checked with the Deputy Principal's school diary of events and appointments prior to being posted on the events calendar for staff.

Sporting activities that are scheduled during class times must be agreed with the Principal/Deputy Principal in advance and details of the students involved posted in the staff Teams by the organising teacher.

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 and the Special Class Coordinator to identify these specific needs. School management will make the ultimate decision on how many teachers, SNA staff or other school staff will go on the trip taking all Health and Safety measures into account. The organising teacher will give a list of students going on the trip to the school office to set up payment details for parents for buses and/or entry fees etc. In the case of cash being collected monies should be handed in to the school office with a total amount collected. 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.

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, make contact with the Principal/Deputy Principal and the student's parent/guardian. 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/coaching staff will appraise students of the necessary safety equipment for each respective sport. The PE/coaching staff organise transport to and from all matches, using a recognised coach company.

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 two staff will travel with a team. This may be one teacher and one SNA staff depending on the needs of the team members, school management will make the final decision on this taking Health & Safety of the team into account. 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 parent/guardian's prerogative how often their child shall be involved in such competitions. If a student is found to be in serious breach of any of the rules in the School Code of Behaviour and Bí Cineálta policy, the staff in charge must contact the Principal immediately.

Any social media post on any social media platform while traveling to/from the match/competition/training e.g. Instagram, Snapchat, 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 School Code of Behaviour and/or Bí Cineálta policy 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.

Overnight stays or trips abroad.

Introduction

School tours are regarded as an important and valuable part of the educational experience. They provide students with opportunities to enhance their academic learning, social development and personal growth through participation in co-curricular and extra-curricular activities.

This policy outlines the procedures and requirements governing the organisation and supervision of all school tours, with particular reference to overnight trips and trips abroad.

Other trips may be over-night expeditions or of longer duration. These may be co-circular 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

Approval Procedures

In addition to internal school approval, the Tour Leader must obtain formal permission from the Board of Management. This request must include an outline of the trip, travel dates, tour company details, insurance, total price, and the general itinerary. The school will only use the services of licensed tour operators/travel agents when organising trips outside the state, as per the Aviation Regulation Act 2001.

Staffing and Supervision

The number of participating students will vary depending on the nature of the trip. Staff/student ratios will be:

- Appropriate to the age group
- In line with best practice
- In accordance with recommendations of the travel agency (where applicable)

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 workload 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, Tutors with classes on hikes and so on.

Financial Procedures

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

- All financial administration must be conducted online through:
 - The school payment system, or
 - The tour company payment system
- No cash will be handled by the school.
- Students must pay:
 - An initial non-refundable deposit
 - The remaining balance within a stated timeframe
- All monies collected must be lodged promptly in the main school bank account.
- Separate financial records must be maintained for each trip.
- A detailed record of participating students and payments must be retained.
- Parents must be informed as early as possible of the full cost of the trip.
- Written parental permission must be received for all participants.
- Receipts must be issued for all payments.
- Comprehensive insurance cover must be in place for all tours.

If a trip is oversubscribed:

- Priority will be given to students studying the relevant subject.
- The staff in charge reserve the right to refuse participation to students deemed unsuitable.

Unsuitability may include:

- Previous serious misconduct on school trips
- A poor discipline record within the school

Communication with Parents

The initial letter to parents must include:

- Draft itinerary

- Travel dates
- Total cost (travel, accommodation, food, insurance)
- Deadline for registration
- Deadline for payment of non-refundable deposit

Parents must be informed that:

- Minor itinerary changes may occur.
- Guidelines regarding spending money and optional extras will be provided.

Parents must sign permission forms for all students under 18 years of age.

Travel Documentation and Health Requirements

Where applicable:

- A photocopy of the student's passport must be submitted with the deposit.
- Passports must be valid for at least six months after the trip.
- Visas may be required; additional costs may apply.
- Parents of students with non-EU passports must verify visa requirements for EU destinations.
- Students travelling within the EU must have an EHIC (European Health Insurance Card) or E111 form.

The onus is on parents/guardians to ensure that:

- All travel documentation is valid and obtained in good time.
- Students receive any required or recommended vaccinations.

Student Responsibilities

Students must:

- Attend all pre-trip information meetings
- Co-operate fully with all requests relating to the trip
- Abide by the School Code of Behaviour and Anti-Bullying Policy (Bí Cineálta)
- Follow all instructions given by supervising staff

Meeting parents

A meeting with parents of all students going on the trip will be held a couple of weeks prior to departure. Where possible, all students and staff travelling should attend this meeting. A representative of the Tour Company may also be invited to address parents.

The following information should be given to parents at this meeting:

1. A detailed itinerary – dates, times, locations, hotels, addresses, contact numbers etc
2. Advice on a reasonable daily allowance, in the currency of the country to be visited, for each student to bring.
3. Advice on how best students can safeguard their money and valuables on the trip.
4. The expectations of students in relation to their behaviour while on the tour/trip.
5. Parents should also use the meeting to provide the Tour Leader with written information on the form provided about the student(s) medical background.
 - Where a student requires constant or regular medication specific written details must be given to the Tour Leader. Parents/guardians may request a private meeting at another time to inform the Tour Leader about the illness and the manner in which medication should be administered.
 - The Tour Leader should establish if a non-medical person can administer the medication.
 - Each parent/guardian must fill in a form which includes medical history, contact information, allergies and medication to be taken. It is the responsibility of parents/guardians to ensure that a student has medication sufficient to last the entire tour/trip.
 - In the event of a medical emergency/dental emergency while on the tour it may be necessary for a member of the tour team to act in loco parentis. The following agreement should be issued to all parents/guardians and must be signed prior to the tour/trip.

Before the tour/trip leaves parents/guardians must specify in writing the person(s) they wish the tour team to contact in the event of parents/guardians being unavailable. In the event of emergency parents/guardians will always be contacted first.

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.

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/Bí Cineálta, the staff in charge must contact the Principal immediately.

Any social media post on any social media platform e.g. Instagram, Snapchat, 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.

Student dress code and appearance

On trips away students are permitted to wear tracksuits, casual trousers, loose fitting T-shirts, sports jerseys or sweatshirts/hoodies. No short or cropped tops or tight-fitting leggings are permitted. Casual clothing on such occasions must not bear offensive, prejudicial or inflammatory slogans, images or messages. Students must wear clothes appropriate to the activity involved. The school reserves the right to ask a student to change their clothing in such circumstances.

Information retained in the school

Full details of the trip/tour/outing should be retained at the school while the trip/tour/outing is in progress.

This should include:

- a) The itinerary and contact details of the group
- b) A list of group members and their details.
- c) Contact details of the parents/guardians.
- d) Copies of parental consent forms.
- e) Copies of travel documents, insurance documents, medical papers.
- f) A copy of the contract with the tour company/hotel etc

It is the Principal's responsibility to ensure that this information is available at all times, particularly if the tour/trip takes place when the school is closed.

Prohibition

Going on a school tour/trip is a privilege and not a right. Students whose behaviour in class or school is not deemed acceptable by teachers and management forfeit the right to participate in the school tour/trip. It is at the discretion of the teachers going on the tour/trip to decline a student's request to participate in a school tour/trip. Up to the time of departure it shall remain the prerogative of the Tour Leader in consultation with the teachers going on the tour and the Principal, to refuse a student's participation on the tour without a refund should the student's behaviour give cause for concern. The consumption of alcohol by students is strictly prohibited on all tours/trips/outings etc

Prudence code for overnight trips/tours

Students on their own

A member of staff on his/her own should not be with an individual student on their own unless there is a window to the corridor or to a public place, others enter the room often or if it is a public room or they have told another member of staff that they need a private conversation there.

- If visiting students in rooms on their own, staff should leave the door open or tell another member of staff that they need to speak to the students.
- It is wise for members of staff on their own to avoid being in cars or on expeditions with students on their own unless another member of staff has been informed about it (e.g. visits to hospital)

Groups of students

Staff should not feel that the toilets, changing rooms, dormitories, bathrooms and showers are off limits but they should avoid being there with an individual student and they should exercise caution and sensitivity in these particular areas.

This policy was adopted by the Board of Management on the date below and will be updated as necessary.

Signed: _____

Date: _____

Chairperson of the Board of Management

Signed: _____

Date: _____

Prinicpal

Parental/Guardian Consent Form

1. Trip Details

Destination: _____

Departure Date & Time: _____

Return Date & Time: _____

Accommodation Details: _____

Tour Company (if applicable): _____

Trip Leader: _____

Contact Number (Trip Leader): _____

2. Student Details

Student Name: _____

Year/Class: _____

Date of Birth: _____

Home Address: _____

3. Parent/Guardian Contact Information

Parent/Guardian Name(s): _____

Primary Contact Number: _____

Secondary Contact Number: _____

Email Address: _____

Emergency Contact (if different): _____

Emergency Contact Number: _____

4. Medical Information

GP Name: _____

GP Contact Number: _____

Does your son/daughter have any of the following? (Please tick as appropriate)

Medical condition (please specify)

Allergies (please specify)

Dietary requirements

Regular medication (please specify dosage and instructions)

Is your child permitted to receive medical treatment in the event of illness or injury?

Yes No

If yes, I authorise the supervising teacher(s) to consent to medical treatment if I cannot be contacted.

5. Travel Documentation Details

Passport Number: _____

Passport Expiry Date: _____

A photocopy of my child's passport is attached.

I confirm that the passport is valid for at least six months beyond the return date.

EHIC / EI11 Number: _____

I confirm that my child holds a valid European Health Insurance Card (EHIC) / EI11 (where applicable).

I understand that it is my responsibility to ensure that all required travel documentation, visas (where applicable) and vaccinations are in place in advance of travel.

6. Financial Agreement

I confirm that:

I have been informed of the total cost of the trip.

I understand that the initial deposit is non-refundable.

I will ensure that all payments are made online within the stated deadlines.

I understand that no cash payments will be accepted by the school.

7. Behavioural Agreement

I acknowledge that:

- Students remain subject to the School Code of Behaviour and Anti-Bullying Policy (Bí Cineálta) during the trip.
- Serious misconduct (including alcohol/substance use, bullying, or behaviour endangering safety) may result in disciplinary action up to and including being sent home at my expense.
- In the event of a serious breach of rules, I may be required to arrange immediate collection of my child.
- Any social media post which, in the reasonable view of school management, affronts the dignity of another person may result in serious sanctions.

I understand that staff may, where there are reasonable grounds, inspect rooms or personal property in accordance with school policy.

8. Consent

I hereby:

- Give permission for my son/daughter to participate in the above school tour.
- Confirm that the information provided on this form is accurate and complete.
- Accept that minor changes to the itinerary may occur if necessary.
- Agree to support the school in ensuring my child complies fully with all trip rules and expectations.

Parent/Guardian Name (print): _____

Signature: _____

Date: _____

Student Contract of Behaviour

I agree to:

- Attend all pre-trip meetings.
- Follow all instructions given by supervising staff.
- Respect fellow students, staff, accommodation providers and the public.
- Abide fully by the School Code of Behaviour and Anti-Bullying Policy.
- Be of excellent behaviour and follow the instructions of tour guides, bus drivers, hotel staff and other hotel/restaurant users.
- follow the rules of the hotel/hostel/accommodation where I am staying.
- Be well behaved on all transport – public/private – leaving seats etc in a tidy condition
- Adhere to the dress code as set down by the Tour Leader.
- Leave my bedroom tidy.
- Not partake in the partake in the consumption of alcohol, cigarettes/e-cigarettes/vapes or other banned substances.

I understand that:

- If I do not adhere to the School Code of Behaviour and Anti-Bullying Policy, refuse to comply with the instructions of school staff or partake in the consumption of alcohol, cigarettes/e-cigarettes/vapes or other banned substances I will not be allowed to continue on the school trip and will be sent home.
- I may bring my mobile phone on the school trip.
- I may not post photos of the school trip on any social media sites/apps/networking sites etc
- Up to the date of departure, I may be refused permission to travel on the trip - without a refund- if my behaviour is of concern to school staff.

Student Name (print): _____

Student Signature: _____

Date: _____