

**Coláiste na Sceilge**  
**School Tour Policy**  
**April 2016**

Reviewed by the staff *April* 2016

Reviewed by the Parents Association *April* 2016

Reviewed by the Student Council April 2016

Passed by the BOM, 14 April 2016

This School Tour Policy may be accessed on the school website

[www.colaištenasceilge.ie](http://www.colaištenasceilge.ie)

## COLÁISTE NA SCEILGE

### School Tour Policy 14 April 2016

#### **General Policy:**

The Board of Management of COLÁISTE NA SCEILGE supports and encourages school tours.

It concurs with Department of Education & Science guidelines which state that:

*“the objectives of educational tours for schools should be that they be of benefit in the intellectual, cultural and social development of the pupils taking part in them and any activity, in connection with the tour, which is in conflict with this objective is to be avoided”*

To reflect a world which is developing and changing, current educational philosophy recommends that students have first-hand experience wherever possible. School tours allow learning to extend beyond the walls of the classroom and as such are an integral part of a balanced educational process. School tours require good preparation and organisation to optimise the learning experience for students.

The Board hopes that all school trips and tours will have a beneficial effect on pupils, enhancing both their academic potential and their social and/or sporting skills.

Students and parents/guardians shall be acquainted in advance with the School’s Code of Behaviour, and with the rules, regulations and special requirements of that tour.

#### **School tours are categorised under four headings:**

- Those which are demanded by the particular curriculum subject (such as field trips).
- Those which inform and help build awareness of possible career and educational opportunities.
- Those that enhance the Colleges sporting achievement and
- Those which deepen the student’s knowledge and understanding of the cultural, social and physical aspects of the areas or countries visited. (Student tours to develop linguistic skills are a good example of the latter).

#### **Procedures for Tours;**

1. Approval must be sought for tours abroad from The Board of Management in advance, outlining detailed costs of all elements and how the tour will contribute to achieving the aims of that type of tour. No commitments may be entered into in advance of Board approval.
2. Once the Board of Management has been appraised of all the details of a tour and has given its approval, then the tour leader(s) is/are fully empowered to proceed with the tour.
3. The preferred practice is for all school tours to take place outside school time as much as possible.

Where this gives rise to difficulty, approval must be sought from the Principal in advance

4. It is for the Principal to decide which teachers will organize the tour and accompany the pupils. Prior to departure, one teacher/teachers shall be appointed as tour leader(s). It is recognised that the organisation of or participation in any school tour is voluntary on the part of the teachers.

5. Tour Leader(s) shall ensure that adequate arrangements for supervision of all students should be arranged as well as appropriate insurance. The ratio of members of staff to students must be sufficient to ensure their safety and wellbeing at all times. Parents who have been Garda vetted can accompany staff members on school tours.

6. Where persons, not COLÁISTE NA SCEILGE teachers, accompany staff members;

(i) Minors must be under the supervision of an additional adult, not part of the tour, and in no way must such minors interfere with the requirement of supervising adults to exercise their duty of care to students.

(ii) All persons accompanying the tour are part of the school tour and are subject to the rules of the tour.

(iii) Tour company invoice(s) must clearly show the portion of the cost of the tour applicable to students and separately the portion applicable to accompanying family members.

7. Students and parents/guardians shall be acquainted in advance of the tour with the following:

(i) Parents/guardians shall be given an outline of the purpose, itinerary, dates and detailed costs of all elements of the tour before a deposit is sought.

(ii) Each student and her/his parent(s)/guardian(s) shall be given a form outlining the rules, regulations and special requirements and they shall be required to sign that (i) they understand the rules etc. and (ii) they are willing to abide by them at all times.

The inclusion of particular students in a school tour shall be at the discretion of the school authorities.

The Board of Management specifically wishes to draw attention to the following:

(iii) Students must obey members of the staff at all times

(iv) Students must stay with the tour group. A student may not go off by him/herself or wander off anywhere alone: students must stay in groups at all times

(v) Students must not purchase alcohol or tobacco products for any purpose at any stage of the tour.

(vi) The use of alcohol or other non-medically prescribed drugs by students on a tour is absolutely forbidden.

(vii) The Board of Management requires parent(s)/guardian(s) to guarantee that when their son/daughter comes to the school to assemble for the start of a school tour, she/he does so free of illegal substances either on her/his person or in her/his luggage.

(viii) All school tours must be fully self-financing.

8. Parent(s)/guardian(s) shall be required to sign a consent form which will allow medical advice to be followed in the event of injury/illness and where it is not possible to contact them in the time available. In the event of accident or injury, medical opinion will be sought immediately and best practice will be followed. Parent(s)/guardian(s) will be contacted as soon as is practically possible. The Board has full confidence in the staff and their decisions.

9. Parent(s)/guardian(s) shall be required to give details of phone numbers for contact in the event of an emergency on a twenty-four hour basis for the duration of the tour. A mobile telephone will be supplied to tour leader for school tours. The number of the phone will be given to parent(s)/guardian(s) and students prior to departure for use only in case of emergency.

10. Parent(s)/guardian(s) shall be requested to inform the tour leader in writing of any special medical needs or medication required by their daughter/son while on the tour.

11. Students on tours within the European Union shall be required to have a completed EU Health Card retained by the coordinator (EHIC)

**Emergency Procedures:**

12. In the event of a serious incident/accident as many members of staff as is possible/practical in the circumstances shall come together; they shall agree on an outline of the details of the incident/accident and taking into account all the facts as they are known at that time, shall decide on a course of action. The details and the decision(s) taken shall be put in writing as close to the event as is reasonable. The Board accepts that in cases where there is lack of consensus over the course of action, the tour leader (where available) has the final decision.

13. Tour leaders and all members of staff accompanying the tour must ensure that, if it becomes necessary to question a student about a potentially serious matter, another adult be present. In addition to the Code of Behaviour, students must adhere to the law of the country which they visit. In the event of a breach of this, due process of law will follow.

14. The tour leader shall be given a sum of money (amount to be decided by the Board) which may be used in the event of an emergency.



**Please tick when the following are completed**

- Confirmation that all students have the EU Health Card (EHIC)
- Copies of the students EU Health Card retained by the coordinator (EHIC)
- Written Parental permission has been received for students to attend trip
- Behaviour contract signed by the students/parents
- Copies of the Student passports are retained by the coordinating teacher
- Copy of all Letters sent to Parents given to principal
- Itinerary per day given to principal
- Health and safety risk assessment completed & given to Health and Safety coordinator
- Risk of international Terrorism has been assessed
- School mobile phone number is given to all students on the trip and their parents
- Phone is in credit & charged & Charger taken on the trip
- Information on particular medical conditions has been received and recorded by The coordinator
- The coordinator is in possession of relevant emergency medicines for students with chronic health conditions and has relevant permissions to permit access with relevant medications on flights.
- Safety procedures followed when travelling by road eg seat belts to be worn
- Students are advised on procedure eg when large group is crossing the road
- Students are advised on procedure if they become separated from the group   
(Note that student mobile phones may not operate abroad if low in credit/not set up for roaming etc)
- Students are provided with safety instructions regarding correct clothing & footwear where appropriate
- A contingency fund is available for emergencies
- Head count will be taken before students get on board transport and again when students are seated on the transport.
- Head counts will be taken at intervals throughout the day

Signed (The trip coordinator (S)) \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

## Appendix 2

### SCHOOL TRIP CONSENT FORM (Parent/Guardian)

Please complete the details below and return your signed contract to the Trip Organiser:-

I/We understand that the Coláiste na Sceilge tour to ..... will take place on the following dates: to/from Coláiste na Sceilge

Departure Date:		Time:	
Return Date:		Time:	

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 from Colaiste na Sceilge 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.

#### Student Code of Behaviour while on Tour

##### **RULES**

1. Students must be accountable and responsible for their decisions and observe all health and safety regulations.
2. Students will not have in their possession or use prohibited and /or illegal substances while on the tour and Students must be well behaved on public and/or private transport while on the tour.
3. Students must not bring the name of Coláiste na Sceilge into disrepute and students must conduct themselves appropriately at all times.
4. Students are to remain with the group during the day.

5. Students are expected to comply with set bed times. There will be long days and you will need your rest, so no all nighters.
6. If you need to contact the teachers on the tour, in particular at night, a mobile phone will be given during the tour and you can use this should you have any problems.
7. All students are expected to be on time observe Health and Safety Regulations and in particular the Rules of the Road .
8. Foul language is not acceptable from any student on the trip at any time.
9. 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.
10. We want this tour to be an occasion of enjoyment for both the teachers and students involved and we hope that the implementation of the above rules is designed to increase the enjoyment for everybody rather than be restrictive in any way.

### **SANCTIONS**

Failure to comply with the rules of the tour will lead to sanctions which will be decided by the teachers on the trip.

Sanctions might include not being allowed do 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 exchange/tour.

#### **Examples of ‘serious misbehaviour’ include: (This is not an exhaustive list)**

1. Use/possession of alcohol.
2. Use/possession of illegal substances (drugs etc.)
3. Misuse of legal substances (lighter fluid, tippex etc.)
4. Disruptive behaviour on coach, plane, boat or at the school, host family host or activities.
5. Lack of respect for family/ school rules whilst on the exchange.
6. Lack of respect for Tour Team or any other supervising adults.
7. Theft or criminal damage to property of others etc.

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.

<b>Signature of Parent/Guardian:</b>	
<b>Signature of Parent/Guardian:</b>	
<b>Date:</b>	

**[Please return this completed form to the Trip Organiser]**



### Appendix 3

### SCHOOL TOUR STUDENT CONTRACT

Please complete the details below and return your signed contract to the Trip Organiser:-

<b>Student Name:</b>		<b>Class:</b>
<b>Date of Birth:</b>		
<b>Location of Trip:</b>		
<b>Organising Teacher:</b>		

#### Agreement:

- I agree to participate in and to make a commitment to the entire Coláiste na Sceilge tour.
- I have read the document, supplied by the leaders of the tour, 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/hosts/ bus drivers/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.

<b>Student Signature:</b>	
<b>Parent /Guardian Signature:</b>	
<b>Date:</b>	

**[Please return this completed form to the Tour Organiser]**

**Appendix 4**

**MEDICAL INFORMATION FORM**

Dear Parent/Guardian,

Where a student requires medication specific written details must be given to the Tour Leaders.

**Name of Student** \_\_\_\_\_ **Student's Mobile No.** \_\_\_\_\_

Name of parent(s)/guardian(s) to be contacted in the event of an emergency

<b>Name</b>	<b>Contact Number</b>
1. _____	_____
2. _____	_____
3. _____	_____

**Illnesses or allergies** that we need to be made aware of

\_\_\_\_\_  
\_\_\_\_\_

Any **medications** that your child may be required to bring on tour. It is the responsibility of parents / guardians to ensure that a student has medication sufficient to last the entire Tour.

\_\_\_\_\_  
\_\_\_\_\_

Will it be necessary for any tour leader (non-medical personnel) to **administer medication** to your child while on tour? Please give details:

\_\_\_\_\_

In the event of a medical emergency/dental emergency while on Exchange it may be necessary for a member of the Exchange to act in loco parentis. The following agreement should be signed by all parents/guardians:

We, the parent/guardian accept that the tour leaders will act on medical advice presented to them. If in the event of an accident or emergency **where it is not possible to contact parents, guardians or next of kin** either by phone or due to time considerations I grant permission to the tour coordinators to seek the appropriate medical care for my son/daughter.

Parent /Guardian's signature(s) \_\_\_\_\_  
\_\_\_\_\_

## **Appendix 5**

**Risk Assessments Irish Public Bodies No.66 School Excursions (day trips, matches...) & No.67 Outdoor Adventure Activity.**

**This Policy was ratified by the Board of Management on \_\_\_\_\_**  
Signed

\_\_\_\_\_  
Chairman of the BOM