

CARRIGTWOHILL COMMUNITY COLLEGE

SCHOOL TOUR POLICY

RATIFIED 19TH SEPTEMBER 2017



Introduction - School Tour Policy

The Educational Outings and Tours Policy of Carrigtwohill Community College should be read in conjunction with the school's Code of Behaviour. The school's Code of Behaviour applies to all school activities both during and outside of normal school hours, i.e. when on school related activities/outings/tours etc. where students are identified or identifiable as students of Carrigtwohill Community College.

Rationale for having an educational outings/tours policy

- School trips/outings are an integral part of school life. They enhance classroom learning and add to the personal and social development of the student.
- The curricular content of many subjects requires field studies/ tours/ outings/games/ recreational activities which take place off campus.
- All educational tours must be consistent with the rationale as specified by the Department of Education and Science in Circular Letter M 20/04 particularly that school tours should be an extension and reinforcement of classroom activities. All reasonable efforts will be made to satisfy all of the criteria in this circular.
- A relevant policy is needed to assist staff in the planning of tours/outings and to lay out the necessary precautions which need to be observed in order to provide for the health and safety of staff and students.
- A relevant policy is also needed to ensure that there is a balanced programme of tours/outings that does not overburden the school timetable or prove too costly to parents.

Links to College Ethos

This policy has been developed in line with our ethos which aims to provide a rich and diverse curriculum catering for the needs of each individual student. We provide a holistic education wherein we strive for excellence in the pursuit of knowledge. Social concerns and spiritual values are central to our educational philosophy, while sporting and cultural endeavours are encouraged.

Objectives:

- That the safety, health and welfare of students is taken into account by ensuring that care be taken in the nature of the trip arranged, the chosen venue, the level of supervision provided, the means of transportation etc.
- That staff are aware that they are acting in *loco parentis* while accompanying students on tours/outings.
- That students gain the maximum educational benefit and enjoyment from all outings and tours.
- That students understand that the school's Code of Behaviour applies when on all school related activities.

General Procedures for Day Tours/Outings

Day tours/outings are always organised on a voluntary basis, in accordance with DES guidelines, and are determined by the availability of teaching staff. The following general procedures apply to day tours/outings:

1. Day tours/outings may take place during the school day or may extend beyond normal school hours.
2. Day tours/outings must have the approval of the Principal/Deputy Principal. See Procedures for School Tours and Field Trips.

3. Once the Principal/Deputy Principal has approved a tour/outing the organiser should:
 - a) enter the details on the school calendar in the staffroom
 - b) obtain parental permission
 - c) on leaving the school include the list of names of travelling students at reception
4. On all day tours there must be an appropriate ratio between the number of students and number of staff travelling. The ratio will depend on the nature of the trip and the age of the students travelling. On a private coach, there should be at least one member of staff in addition to the driver.
5. Students who have a history of inappropriate behaviour may be excluded from day tours/outings
6. School authorities should have the contact numbers of the coach company or staff in case of delays or any other occurrences. The tour coordinator should have contact numbers for the school and parents in case of delays or emergencies.
7. For trips that extend beyond normal hours, it is the responsibility of the guardian(s)/parent(s) to ensure that arrangements are in place for their son/daughter's journey to/from the school. The tour organiser must be informed in advance of these arrangements.
8. Staff should not travel alone with a student – or should only travel alone with a student when parental permission has been obtained.
9. An Accident/Incident Report must be completed on appropriate forms available in the Staffroom and related to Principal/Deputy Principal should anything of such nature occur in the course of the tour/outings.

General Procedures for Overnight Tours/ Foreign Tours

Overnight tours/Foreign Tours are always organised on a voluntary basis, in accordance with DES guidelines, and are determined by the availability of teaching staff. The following general procedures apply to Overnight Tours/Foreign Tours:

1. The Tour Co-ordinator will seek the approval of the Principal and The Board of Management submitting a tour plan which will cover:
 - a) A draft itinerary
 - b) Timing and Duration
 - c) Year group/ approximate numbers
 - d) Approximate costs
 - e) Educational benefit
 (See Procedures for School Tours and Field Trips)
2. Tours will take place during mid- term breaks or holidays with a maximum of 1 day of term subject to the approval of the Board of Management.
3. The Tour Coordinator will select an assistant if desired. A notice will be put up in staffroom inviting staff to accompany the group. A lottery will be held if there is an excess of applicants. In the case of specialised tours or subject specific tours staff from the relevant departments or staff with the relevant skills will have priority over other staff members.
4. If a student requires their SNA to be on a school tour this may be as part or ex quota at the discretion of the Principal.
5. The Principal will sanction what they deem to be an appropriate ratio of male to female members willing to accompany any overnight trip or foreign tours from the available staff.

- 6.** The size of the group will depend on the number of students the Tour Coordinator is able to take.
- 7.** The ratio for students to teachers on a foreign tour will be one to eight.
- 8.** The Tour Coordinator/ and Year Head will organise a lottery (if necessary) for the student places.
- 9.** A student may be excluded from a tour group if it is felt, based on previous misbehaviour, that bringing the student would be a liability or that the teachers would be unable to accept responsibility for the possible consequences of his/her behaviour.
- 10.** Students will be issued with deadlines for the submission of application form/deposit and payment of other monies and relevant documentation. If a passport is required, a photocopy of the student's passport must be included with the deposit. In certain cases, passports must be valid for at least six months following the trip.
- 11.** Students must have their European Health Insurance Card for travel to countries in the EU.
- 12.** For travel outside the EU students and staff must have adequate travel/health insurance cover as advised by the travel agent.
- 13.** Students must attend all information meetings and co-operate with all requests pertaining to the tour.
- 14.** Participants and parents will be issued with the following written communication covering the following areas:
 - a)** an itinerary
 - b)** accommodation
 - c)** recommended clothing
 - d)** recommended pocket money
 - e)** personal items that a student may need to bring
 - f)** a Consent Form to be signed by students and parents/guardians saying that school staff may act in loco parentis (and/or covering all aspects of student behaviour)
 - g)** a Medical Form outlining any medical condition/ medication that staff need to be aware of, and consent for the administration of medical intercession in the case of a medical emergency
 - h)** a Contact Details Form with details of guardians/parents contact numbers
- 15.** Failure to comply with deadlines given in relation to deposit/passport details/letters of consent/ medical forms/ contact details etc. may result in a student forfeiting his/her place on a tour and his/her deposit.
- 16.** On the tour mobile phone communication may be necessary between staff and students. The tour coordinator should have a list of the mobile phone numbers of students travelling. A mobile phone is available from reception for the Tour Coordinator as staff members are not required to give their personal phone numbers to students. For health and safety reasons, teachers will keep students' phones overnight and return them each morning.
- 17.** One of the staff members on the tour should be responsible for carrying a First Aid Kit.
- 18.** Teachers reserve the right to inspect a student's room or personal property where there is a concern for a student's physical safety/suspicion of being in possession of a banned substance or other serious concerns.
- 19.** The Tour Coordinator should be able to contact the Principal/ Deputy Principal or designated person in case of emergency during the trip

20. If a student is found to be in serious breach of any of the rules of the Code of Behaviour, the staff in charge must contact the Principal/Deputy Principal immediately, where an appropriate sanction will be advised which may include authorisation for the student to be sent home at the parent's/guardian's expense. In this event, the student may have to travel home unaccompanied.

21. An Accident/Incident Report must be handed in, completed on appropriate form, returning from an overnight stay or foreign tour.

Checklist

At the Parents' Information Meeting, parents/guardians will be given

- copy of the School Tour Policy,
- detailed breakdown of the proposed itinerary,
- final details of the cost of the trip including the necessary arrangements regarding deposits and pocket money.
- Emergency mobile number of the tour leader. (plus, for foreign trips)
- practicalities surrounding passports, visas (should these arise), insurance (including European Health Insurance Cards).
- information concerning room allocation parents/guardians will be asked to supply
- details of any specific concerns such as medical conditions, dietary requirements, special needs and phobias.
- pupils' mobile numbers
- parent/guardian contact details, with at least one phone number guaranteeing 24-hour access in the case of emergency.
- consent form to be signed by both a parent/guardian and the pupil. For travelling pupils' briefings
- Room allocation. Students will be invited to say with whom they would like to share, but allocations will be at the final discretion of the Tour Leader.

Please note that school fees must be prioritised over foreign school trips. Therefore, students whose fees have not been paid are ineligible to travel on foreign school tours.

PROCEDURES FOR SCHOOL TOURS/FIELD TRIPS

Rationale

To ensure the safety of all participants through effective preparation and vigilant supervision to facilitate the educational/cultural value to all concerned. When it is intended to take a group of students out of school on a school trip, visits to cinema/theatre, exhibitions etc. please note the following procedure should be followed. **All students must be accompanied by a staff member on bus/train journeys.**

Check List

- ✓ Be mindful of the profile of students concerned in your planning.
- ✓ Seek approval from Principal/Deputy Principal using relevant forms
- ✓ Outline details of the activity, time of departure and return to management and students. Where written consent of parents is required such forms should be filed for record purposes. Exact costings to be provided in advance
- ✓ Submit the following details to school management in advance of any planned overnight activity:
 - List of participating students
 - Address, phone details etc. of venue
 - Details of activity/itinerary
 - Name(s) of accompanying teachers(s)
 - Transport arrangements
- ✓ Seek relevant data from students with known medical/dietary needs (issue template letter and medical information form)
- ✓ The trip/tour organiser should have contact details of parents/guardians for any student participating in overnight/out of school hour's activities.
- ✓ For overnight trips, ensure that organiser has mobile phone numbers of all students
- ✓ Ensure pupil/teacher ratio is adhered to

Procedures while on overnight out of school activity

Normal school rules apply. Parents will be informed immediately of any serious incident of misbehaviour. In the case of gross misconduct, students may be sent home at parent's expense. The following list of items may not be brought on or purchased by students on a tour/overnight activity/fieldtrip:

- ➡ Alcohol
- ➡ Cigarettes
- ➡ Fireworks
- ➡ Weapons
- ➡ Illegal substances

Parents must give the tour organiser permission to obtain medical treatment for the student if required. It is important to ensure frequent meetings with students while on day/overnight trips. Students should not be unsupervised for prolonged periods without meeting with or being checked by teachers. Corridor supervision at night until students are settled down is essential. Appropriate agreed sanctions will be applied during or after school tour, over- night trip etc. Such sanctions will be applied within the school Code of Behaviour and with the full knowledge and support of the Board of Management.

***All school tours/trips must be cognisant of the profile of the student body concerned in the organisation of same. The profile may impact decisions on destination, travel time, supervision, etc. All details must be discussed with management prior to any meetings with students, parents, etc.



Organising an Event / Out of School Activity Form

Event / Activity Title	
Details	

Organising / Accompanying Teacher(s)	

Relevant Students / Class Group	

Date and Time of Event	
Start and Finish Time / Departure and Return Time	Start / Departure: Finish / Return:

Location / Venue	

Transport Arrangements	

Additional Details (in the case of an event)	
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Running Order	
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Invitees	
Rooms needed (where applicable)	
Changes to Teachers Timetables / Locations	
Roles/Responsibilities of Teachers	
Roles/Responsibilities of Students	
Resources needed & arrangement to procure same	
Catering Arrangements	