



Clonaslee College

School Tour/Trip Policy 2023

The objective of an educational trip or tour is that it should provide a significant benefit in the educational, intellectual, cultural and social development of the maximum number of pupils in the particular grade(s) taking part in the tour/trip and which benefit cannot be provided by in-school activities alone. (Circular M20/04)

Scope of this policy: This policy applies to all school tours/trips facilitated during and outside of normal school hours, both within the island of Ireland and overseas, and anywhere that students are identifiable as students of this school. This policy was drafted using a whole school approach.

School tours/trips are categorised under five headings:

- Those which are determined by a particular curriculum subject (such as a field trip) or that involve attendance at a course of instruction
- Those which inform and help build awareness of possible career and educational opportunities.
- Those that enhance the student's participation in or at sporting events, school related competitions and music events
- Those that encourage teamwork, *bonding*, and communication between students (such as the Transition Year Bonding Trip)
- Those which involve deepening students' knowledge and understanding of cultural, linguistic, social, and physical aspect of the areas or countries visited.

This list is by way of example and is not intended to be exhaustive.

Insofar as possible a full schedule of events should be known and approved at the beginning of the school year in which they are to take place. Notice of 6 months for European tours/trips and 3 months for tours/trips within Ireland should be given.

Link to mission statement: This policy has been developed in line with our Mission Statement which states that Clonaslee College aims to "develop the full potential of every student in a learning environment where fairness, understanding, success and discipline will be pursued. A strong sense of community is fostered within the school, which encourages mutual respect and co-operation among students, staff and parents/guardians".

The role of the Board of Management

The Board of Management of Clonaslee College supports and encourages school tours/trips and is authorised to grant approval for educational tours/trips and tours/trips by school groups both inside and outside the State in line with circular M20/04.

This policy is drawn up within the contexts of:

1. Department of Education Regulations, specifically Circular M20/04 (see Appendix)
2. Health and Safety Legislation
3. Child Protection Guidelines
4. Guidelines issued by the ETBI
5. Curricular demands

6. Health and Safety at Work Act 2005

Related school policies:

- The tours/trips Policy of Clonaslee College should be read in conjunction with the school's **Code of Conduct**. The school's Code of Conduct applies to all school activities both during and outside of normal school hours, i.e., when on school related activities/tours/trips etc.
- Child protection safeguarding statement
- Anti-Bullying

Procedures:

1. Parents/Guardians will be notified, in advance, of all tours/trips pertaining to their daughter/son and will be kept informed through students' emails of trip details.
2. Written parental approval must be obtained before a pupil can take part in a tour/trip. This is done by completion of a Consent Form and must be co-signed by the student and received by the school not later than the specified date. (See appendix 2 for Consent Form).
3. At the start of Transition year students and parents are given a consent form for participation in all out of school activities and school tours/trips. Permission is therefore not sought for each tour/trip in TY.
4. The school authorities retain the right to refuse a student permission to participate in a school tour/trip. **Students who do not meet the appropriate minimum standards of behaviour or are deemed unsuitable to travel as decided by senior management and the Board of Management will not be permitted to attend school tours/trips.** Those considered unsuitable include; (i) students who on previous tours/trips have proven disrespectful or undisciplined or (ii) students who have a poor discipline record in the school.
5. Students with special needs, who have S.N.A.s, should not be excluded from tours/trips. All reasonable efforts should be made to include/facilitate these students. The ultimate decision rests with the Principal and the Board of Management after consultation with the tour leader.
6. For students with serious medical conditions a risk assessment will be completed and reviewed by senior management and the BOM prior to permission being granted to travel.
7. The Principal will complete and retain Appendix 1 in the planning of a school tour/trip and bring this to the Board of Management for approval.

Financial guidelines:

1. Parents should be informed as early as possible of the full cost associated with the tour/trip.
2. All money should be paid directly to the relevant school tour company where applicable, and by due dates which will be specified well in advance.
3. A student who is not allowed to travel for disciplinary reasons which occur following payment of a deposit or full amount will not be entitled to a refund.
4. All money collected for a tour/trip that is payable to the school should be made using the online way2pay system. Parents can print a receipt for payments from this online system.
5. Students are responsible for their own spending needs and spending money.
6. Accounts of all monies paid in and out will be available to the Principal at all times.
7. At least 2 school personnel will be involved in the financial administration of a school tour/trip. This is an important protection for all involved.

Guidelines for teachers:

1. The approval of any school tour must be sought and obtained from the Board of Management using Appendix 1. Permission for day tours/trips should be sought from the Principal. In granting approval consideration will be given to:
 - -Conformity with the criteria in circular letter M20/04.

- -The number of other proposed events to take place during the year.
 - -The timing of the event and its effect on other school activities.
 - -It's implications for the normal teaching routine of the school.
 - -The suitability of travel and accommodation arrangements.
2. Parents/Guardians will be notified, in advance, of all tours/trips pertaining to their daughter/son and will be kept informed through the student's school email of trip details.
 3. Appendix 1 form must be completed with the Principal.
 4. Obtain written parental consent (using Appendix 2) before a pupil can take part.
 5. A teacher will be appointed as tour leader. It is for the Principal to decide which teachers/staff will organise the tour/trip and accompany the group. Adults travelling on the tour/trip may come from different departments and areas within the school structure. The number of staff which accompanies a group will be influenced by several factors including the number of students travelling (A recommended supervision ratio of 1 teacher/SNA to 10 students where possible will apply. There should be enough teachers/supervisors in the group to cover an emergency).
The tour leader should clearly define his/her role and responsibilities in co-operation and consultation with the team members. **No student teacher/SNA's will accompany a student on a trip unless in the company of a teacher.**
 6. Check provision for SEN students.
 7. Check the medical history of all participants and obtain emergency contact numbers. Underlying medical conditions (e.g., Asthma, Cystic fibrosis) need to be notified to the insurance company as supplementary payments may be needed to obtain full insurance. It is the responsibility of the tour leader to communicate with the parents/guardians on matters of insurance eligibility. Subsequently, it is the responsibility of the parents/guardians to establish if the insurance will cover pre-existing conditions.
 8. Ensure that adequate travel and insurance cover is in place.
 9. In the event of any accidents or medical treatment all records/details etc will be kept on file by the tour leader.
 10. Provide parents with a copy of the itinerary, addresses and contact number of accommodations, school mobile number for contact in the case of emergency, trip rules, details of the periods when students will not be supervised, return home arrangements for collection of students (e.g. from airport).
 11. Obtain a copy of student passports well in advance of the tour/trip (overseas tours/trips).
 12. Ensure that students apply for the European Health Insurance Card (EHIC) from the health board in their county of residence at least 6 weeks prior to travel. This provides medical insurance cover for student and staff travelling in other E.U countries. Obtain a copy of student cards.
 13. Conduct a risk assessment prior to travel: identify potential risks to safety, safety measures that will be undertaken, contact details of nearest hospitals and doctor's surgery, plan of action for emergencies, how medical expenses will be covered and recouped by the insurance agency and/or the parents/guardians of the student involved.
 14. All participating students in a school tour/trip must use the transport organised by the school and must return home on the school arranged transport unless permission to do otherwise has been sought by a parent and agreed with the organising teacher.
 15. Apply the same standards of care as in the school situation in keeping with the school's Code of Conduct. Additional trip rules may apply.
 16. Ensure that appropriate first aid equipment is brought where applicable.
 17. Provide a summary report to the Principal and Board of Management outlining the achievements of the tour and any difficulties or problems that occurred.



Appendix 1: Tour Template

Details of School Tour

Name of School	Address	Roll No.
Tour Dates		
From	To	Number of School Days
___/___/___	___/___/___	
Brief Outline of Tour		
Number of Students Participating	Total number of students in relevant grade	
If some students are not participating, outline the reasons why		
Expected benefit to accrue from the tour		

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Why is the tour deemed to be necessary

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Adults accompanying the students

Class Teacher	Number of other teachers	Number of other adults

Confirmations

That appropriate arrangements are made in accordance with Circular PPT 01/03 for those classes whose teachers are absent with the tour	Yes:	No:
That adequate insurance is in place to cover all risks while on tour	Yes:	No:
That parental permission has been secured for each student who is to participate on the tour.	Yes:	No:

Signature of Principal:	Date:
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Appendix 2: Tour/Trip Consent Form

Parents: please read, sign, and return this form to the school on or before _____

1. Is your daughter/son currently taking any medication? _____

If yes, please give details. _____

Teachers are not normally permitted to supply or administer any medication (including mild painkillers) to students.

2. Is your daughter/son allergic to penicillin? _____
3. Is your daughter/son allergic to anything else? _____

Declaration by parents/guardians:

Should any medical/ non-medical treatment for my daughter/son be considered necessary during the school tour, I authorise a member of staff to seek medical intervention on her/his behalf.

I have given all relevant information/ history to the tour leader regarding medical and non-medical conditions.

I understand that **no smoking/vaping or purchase/consumption of alcohol or illegal drugs** is allowed by any student at any time on the tour – regardless of the student's age.

Finally, I accept that in the interests of safety and fairness, my daughter/son must comply without hesitation with the wishes of the staff/tour guides/instructors, etc at all times.

Signed: _____ (Parent / Guardian)

Emergency Contact Number: _____

Signed: _____ (Parent/ Guardian)

Additional Emergency Contact Number: _____

(Two contact numbers must be supplied)

Declaration by student:

I agree to abide by all the tour rules. I also agree to comply with the Code of Conduct and rules regarding smoking/ vaping, the consumption and/or purchase of alcohol or illegal drugs during the tour. I understand that staff members will act in loco parentis, and I agree to accept their instructions and decisions at all times and without hesitation.

Signed: _____ (Student)

Date: _____