

**ST DAVID'S HOLY FAITH SECONDARY SCHOOL,
GREYSTONES, CO. WICKLOW**

TRIPS AND TOURS POLICY

This Trips and Tours Policy was ratified by the Board of Management on
Monday, January 24th 2022

This policy applies to all staff members of St David's Holy Faith Secondary School, Greystones who take students off site, whether in the Republic of Ireland or abroad. It is also applicable to the students participating in the activity and to their parents/guardians.

The policy is written in the context of Circular Letter M20/04 issued by the Department of Education and Skills which states that: 'The objective of an educational tour should be that it should provide a significant benefit to the educational, intellectual, cultural and social development of the maximum number of pupils in the particular grade(s) taking part in the tour and which benefit cannot be provided by in-school activities alone'.

The policy should be read in conjunction with the DES *Circular M20/04* (See Appendix); St David's Holy Faith Secondary School's *Child Safeguarding Statement, Child Protection Procedures for Primary & Post – Primary Schools, 2017*; St David's Holy Faith Secondary School's *Health and Safety Statement, Code of Behaviour, Anti-Bullying Policy*.

The following also apply to this policy:

- Children First Act, 2015
- The Education Act, 1998
- The Equality Act, 2004
- The Education Welfare Act, 2000
- The Equal Status Act, 2000
- The Education for Persons with Special Educational Needs Act, 2004
- Teaching Council Code of Professional Conduct
- General Data Protection Regulation, 2018

Our school mission and vision statements

St David's Holy Faith Secondary School is committed to the holistic education of our students. We recognise that exposure to a range of experience and culture is part of a holistic education. The curriculum content of some subjects requires field studies/trips/recreational and sporting activities which take place both on and off the school campus.

Policy Statement: It is the policy of the Board of Management/ Principal/ Deputy Principal to encourage, where appropriate, extracurricular and/or co-curricular activities which further the broader educational development of students.

Rationale:

School trips/outings are an integral part of the educational experience of St David's Holy Faith Secondary School, Greystones. There are many benefits to school educational outings and tours. They assist in:

- Enhancing classroom learning

- Enhancing students' personal and social development thus supporting students' wellbeing
- Improving language acquisition and skills
- Promoting greater understanding among other cultures
- Broadening cultural and intellectual experiences.
- Fostering inclusion (e.g. students with additional needs)
- Helping teachers with an opportunity to get to know students in a non-classroom environment.

Aims of the Policy

- Contextualising school's ethos and educational philosophy
- The broad procedures and protocols governing the safe and effective organisation of tours by ensuring that reasonable care has been taken in the nature of the tour chosen, the level of supervision provided, the venue, the means of transportation, the careful assessment of any dangers to which the students may be exposed and the demands on the physical resources of the students, having regard to their age and capacity.
- That staff are assisted in the planning of outings and tours.
- That tours will be managed so as to maximise the educational benefits for the students and to avoid any negative impact on students' learning
- Clarifying the roles and responsibilities of all partners to ensure positive outcomes from tours
- Clarifying expectations of behaviour for all outings and tours.
- That students meet clear criteria before they are deemed eligible to take part in certain out-of-school activities, and in particular any trips involving an overnight stay.

Approval:

1. The tour leader(s) must obtain permission from the Board of Management, Principal/ Deputy Principal to take students on a school tour. A tour checklist (see appendix), should accompany the request for permission.
2. Prior to seeking permission, the Tour Leader(s) must enter into discussions with the Principal /Deputy Principal to ensure that the proposed tour dates do not impinge upon the normal teaching routine of the school year.
3. All school tours must conform to the criteria as set down in the Department of Education circular M20/04 relating to Educational tours by School Groups (inside and outside the state).

4. All foreign tours and selected national tours must be organised through a bonded travel company.

5.

Accommodation, Facilities, Services

In so far as possible, Tour Leaders should take steps to determine the suitability of the location and adequacy of services and facilities that will be available to students & teachers participating in the tour. Accommodation, facilities and services should be clean, safe, fit for purpose and well managed.

General Information:

1. The school's Code of Behaviour and Anti-Bullying Policy and Procedures apply to all school tours.

2. Parents/Guardians will be notified, in advance, of all tours pertaining to the students. Before a student is accepted on a tour parents/guardians must sign the appropriate consent form. The Consent Form must be co-signed by the student and received by the school not later than the specified date (see appendix for sample Consent Form).

3. The school authorities retain the right to refuse a student permission to participate in a school tour.

PROCEDURES AND POLICIES:

Day Tours

1. Day tours may take place during the school day or may extend beyond normal school hours.
2. Any teacher planning to organise a school tour/trip (Tour Leader) must first inform the Principal or Deputy Principal of the intended date and nature of the activity, its educational or other benefits that the students will derive from the tour.
3. Full details, including date, time and names of participating students must be posted on the staff room notice board or circulated internally by the Tour Leader as soon as possible before the event.
4. The Tour Leader takes the responsibility to give each student a letter to take home giving full details of the tour and a Consent Form to be signed by parents/guardians and students.
5. All students going on any tour during normal school hours must return the permission slip signed by parents/guardians, by the specified date, to the

teacher in charge before the outing takes place. Students who have not returned permission forms may not participate in the tour.

6. On all day tours there must be an appropriate ratio between the number of students and the number of staff travelling. This ratio will vary depending on the nature of the tour 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.
7. One teacher on each bus will carry a Tour Kit complete with refuse sacks, illness bags, First Aid kit, and emergency contact numbers.
8. Full school uniform must be worn on trips within Ireland. Depending on the nature and purpose of the trip, the P.E. uniform may be worn. The Tour Leader will clarify this with the Principal in advance.
9. Before a student with a medical condition or pastoral care need is allowed to participate in an outing or tour, the school authorities must be confident that the needs of the student can be managed without compromising the health and safety of the student in question, the other students participating, or the itinerary of the trip. Each case will be considered on an individual basis by the outing Tour Leader and the Principal in consultation with the student and his/her parents.
10. Up-to-date medical information on students with allergies, epilepsy or other medical conditions must be supplied in writing to the Tour Leader when the final balance is being paid for outings or tours. Where a student uses an EpiPen/inhaler or other medical device these need to be declared to the Tour Leader and arrangements made for their safe transport and safekeeping. Details should be supplied by parents on the Permission/Consent Form (See Appendix C: Consent Form)
11. Where a student has particular special educational need, the outing Organiser will be responsible for liaising with the Principal, the relevant student(s), the relevant subject/class teachers, the Special Needs Assistant, the relevant parents, the destination business/college/organisation/tour operator, the taxi/coach business and any other organisation that may need to be involved in order to ensure that no student, insofar as is practicable, is prevented from accessing or participating in an educational outing because of a disability or special educational need.
12. Day tours may involve a financial cost to the student.

13. The school will always have the mobile/contact details numbers of the Coach Company or staff involved in case of delays or any other occurrences (See Appendix B: Contact Information).
14. For tours which extend beyond normal school hours, it is the responsibility of parents/guardians to ensure that arrangements are in place for students' journey to/from the school or venue.
15. Tours which take place to places of religious or historical significance may require additional protocols of observance in regard to conduct and behaviour about which those participating in the tour will be informed in advance.
16. Occasionally it may be suitable for Senior Cycle students (Fifth and Sixth Year students, and Transition Year students, in certain circumstances) to travel independently to and/or from an event. In such instances, the Organiser of the outing must advise parents/guardians in advance and receive written permission from the parents/guardians of these students. Junior Cycle students may not travel independently, unless the parent/guardian states or approves otherwise. A member of staff should travel alone with a student only when specific parental permission has been obtained in writing or in the case of an emergency (e.g. ambulance).
17. For sporting activities/extracurricular or co-curricular activities, individual students are not permitted to leave the school, with or without the permission of a parent/guardian, to support a team engaging in a competition. In the case of a final/national event, student support will be mandated by the school with consent forms filled in by parents/guardians in advance of those events.

Overnight Tours

Any member of staff who is considering taking students on an overnight tour must first seek approval from the Board of Management on the form accompanying this policy.

Engaging with Parents

Following Board of Management approval for a tour, an initial letter will be given to parents & students which provides them with accurate and detailed information on the school tour. It should include the following:

1. The purpose of the tour
2. Year Groups involved
3. Location & accommodation
4. Duration & proposed dates
5. Educational benefits and any links to the curriculum
6. A draft itinerary

7. A deadline for registering to participate in the tour
8. The estimated cost (dependent on uptake), the deposit (non-refundable) and the method of payment
9. A proposed budget for spending money/additional costs students will incur (lunch etc)
10. Request for students' name on passport (and implications of name change on passport)
11. Passport & visa requirements if necessary
12. Other preliminary information as necessary

(A) The Tour Leader will inform parents/guardians in writing at an early stage that they have the responsibility for ensuring that all documentation necessary for travel is correct and in date. This includes passports and visas that may be necessary for some students to travel in the EU.

(B) A meeting of parents/guardians of students participating in tours abroad may be held in the school in advance of the departure date.

(C) At the meeting with parents/guardians, teachers will outline their expectations of students in terms of mutual respect and responsibility as well as cooperation with supervision procedures to ensure safety and care for all. Teachers will provide parents/guardians with necessary documentation including consent forms for all activities and sufficient information to enable parents/guardians to give informed consent.

(D) Parents/guardians are expected to provide in writing any necessary health/medical information concerning the students to teachers and to give consent for any medical advice to be followed. For students taking prescribed medication, it is the responsibility of parents/guardians to ensure their child has adequate supplies of this medication with them on tour. Parents/guardians will also inform teachers of students' dietary requirements/food allergies. Prior to Departure teachers participating in the tour may meet with the relevant parents/guardians to discuss the health/medical needs of students and the procedures they will follow during the tour (See Appendix A: Tours and Trips Checklist).

Senior Management Team

A member of the Senior Management Team will meet with students participating in school tours, prior to their departure date. The purpose of the meeting is to encourage students to focus on the educational dimension of the tour, to be mindful of personal safety, to cooperate fully with teachers and to adhere to the Code of Behaviour and Substance Misuse Policy.

Behaviour & Cooperation of Students

In advance of the tour teachers will advise students of their expectations with regard to mutual respect, safety, rules and cooperation on the tour. Students are expected to cooperate fully with teachers who are supervising them, follow teachers' instructions & abide by the rules and agreed procedures, as outlined to them by teachers. St David's Holy Faith Secondary School's Code of Behaviour; Substance Misuse Policy; Anti-Bullying Policy; Child Safeguarding Statement and Child Protection Procedures for Primary & Post Primary Schools, 2017 apply to all students while engaging in school-related activities both during school hours and outside of school hours. This includes while on school tours. Students must abide by the law of the country they are visiting. Serious breaches of the Code of Behaviour that occur during the tour will be reported to the Principal and parents/guardians of the student(s) without delay.

Student Return Home

A situation may arise during the tour, whereby a student may be required to return home before the end of the tour. Reasons could include serious behavioural problems or a sudden emergency at home. In such a situation the Tour Leader will contact the students' parents/guardians and Principal and arrangements will be made. **If a situation arises whereby a student must return home the family of the student(s) concerned will be liable for the full cost of the trip home.**

Contact Information:

The Tour Leader must ensure that complete contact information is left on file in the office, available for use in the event of an emergency (See Appendix B: Contact Information). The list should include:

1. Names, addresses and home contact numbers of all those going on the tour.
2. Full details of the itinerary, hotel addresses, phone numbers etc.
3. A contact number, day or night, for the tour leader(s).

Dealing with Emergencies

All students should have their European Health Insurance Card with them while travelling in the EU. In the event of an accident, injury, assault or illness, to a student or teacher medical advice from a qualified doctor or in a hospital will be sought and followed. The Principal and parents/guardians of the student or in the case of teacher their nominated family member/nominated person, will be informed as soon as possible. The student/teacher concerned will be reassured that their wellbeing will be looked after. All steps will be taken to provide proper care for the student or teacher.

In the event of a critical incident, such as an assault, criminal incident, missing person or death on tour the supports of suitable personnel and agencies in the country should be sought as appropriate. These may include Police, Dept. of Foreign Affairs, Irish Embassy & Consulate, local hospital or medical centre. In the immediacy of the situation, the teachers will work together to identify appropriate

and essential steps to take to deal with the incident and the health & safety implications for all concerned.

In addition, the support and advice of the Principal and the Board of Management will be provided. The safety, health and wellbeing of students and teachers should be prioritised above other considerations.

An accident, illness, injury or critical incident that occurs during the tour will be reported to the Principal and parents/parents (in the case of teachers their next of kin or nominated person) without delay (See Appendix D: Incident Form and Appendix E: Accident/Illness Form).

Following the tour, the Tour Leader will brief the Principal/Deputy Principal on the success of the tour, any problems which arose and make recommendations for changes to the tour or policy, if required.

Professionalism:

Teachers will follow The Teaching Council Code of Professional Conduct while on tour.

Supervision & Child Protection

Adequate supervision of students while on tour is essential. Teachers will put in place adequate and appropriate procedures for the supervision & care of students at all times during the tour and advise students and parents/guardians of these procedures. Such procedures include protocols for the following:

- Supervising students' safety in overnight accommodation and supervision of bedrooms
- Supervision arrangements for visits to open locations where students may have free time e.g. theme parks, shopping centres, national parks, town centres
- A procedure for gathering students quickly in busy areas, crowds, or from a distance
- Supervision arrangements for an individual who may become ill while on tour
- St David's Holy Faith Secondary School Child Safeguarding Statement applies during tours.

Class Contact Time

When organising tours which may involve a number of overnights teachers are asked to be cognisant of the impact of student/staff absences on tuition time. In some cases the Board of Management may allow one day of the trip to take place on a school day. In this case and in the cases of day trips when a number of students may be absent it is imperative that the students who remain in school are taught as per the normal school day. Even if there are a large number of students absent and a teacher may not wish to start a new topic he/she can do some revision with the students present. A number of students absent do not constitute a reason for a 'free class'.

Insurance & Cancellation Policy

Teachers who book tours will ensure that it includes travel insurance and will acquire a copy of the Tour Operator's Travel Insurance Details and make it available to parents on request. Parents will be advised of the cancellation policy applying to the particular tour in the initial letter outlining details of the tour, which is provided to parents prior to acceptance of deposits.

Sanctions on Tour:

Should a student be guilty of minor misbehaviour, the incident should be dealt with in a swift and firm manner and a verbal warning may be all that is needed. The Tour Leader may however feel that specific sanctions are required such as:

1. The student missing a half-day's activities (not however an activity related to health and safety).
2. The student missing out on a specific activity e.g.. bowling.
3. The student missing an evening activity.

If a sanction is being imposed it must be made clear to the student why it is being imposed. A student prevented from attending an activity must be supervised by a teaching member of the Tour Team for the duration of the activity. Further sanctions may be imposed when the student returns to school e.g. the student may be banned from involvement in future Tours. (See Appendix D: Incident Report)

Outstanding monies

If a family owes outstanding monies to the school for services such as the correction of mock exams or TY fees the school authorities may decide that these expenses must be paid to the school first in advance of accepting a deposit for a trip abroad.

Tour/Visit/Immersion Project to a Developing Country

Where a tour/visit/immersion project to a developing country is organised the application process outlined above for school tours outside the Republic of Ireland applies. In addition, students who wish to be considered for this particular tour/trip/immersion project must submit a research project to the Tour Leader by the date specified and attend an interview for consideration to participate in the visit. The interview panel will consist of the Tour Leader, at least one other participating teacher and a member of School Management. The interview panel will determine the suitability of applicants on the basis of the Suitability Criteria and advise the Principal if one or more students are considered to be unsuitable for participation in the visit. The Principal makes the final decision on the basis of the successful completion of the application process, the success of the research project as advised by the Tour Leader and the recommendations of the interview panel.

Suitability Criteria:

- Good behaviour record
- Good attendance record
- Participation in social action projects locally

- Personal skills, interests and aptitudes
- Personal commitment to the principles of justice and equality (as demonstrated during interview)
- Quality of research project.

Eligible and ineligible students will be notified by the Tour Leader within three days after the interview process and completion of judging of the projects submitted. Students will also be required to attend workshops introducing them to the culture, language, customs, of the host country. The Appeals Process outlined above continues to apply. Requirements for immunisations and administration of tropical medicines will be supplied to parents of eligible students, and it is the responsibility of parents to ensure that such requirements are met in a timely fashion and the guidelines of the administering organisation adhered to. All students and their parents/guardians who have been offered and accepted a place on the trip must attend an information meeting in relation to this event.

Finances:

1. The cost of any tour should not be so prohibitive, as to exclude a majority of the student community.
2. All monies can be paid electronically in instalments and should be in place ten weeks before the date of departure. This must be verified to the satisfaction of the Principal.
3. The school will not be liable for any shortfall in monies for any trip/tour.
4. Accounting practices will be fully transparent from the outset and parents will be fully informed at the start of the costs involved. Parents/guardians will be informed of any amount of surplus monies collected along with a breakdown of how they will be spent (e.g. bus hire, ticket bookings for a show/other entertainment which was not part of the itinerary). Amounts due to be returned to the school will be kept to a minimum. (The cost of bus hire for travel to and from the airport and an amount not to exceed €1000 to cover small incidentals.) The surplus monies will be fully accounted for and a detailed account of spending with receipts will be supplied to the Principal.

Students

1. The Board of Management reserve the right to refuse any student permission to travel on a school tour who has a poor disciplinary record. The Principal may use his discretion in deciding what is considered a poor disciplinary record but will liaise with the relevant Year Head in reaching the decision.
2. All students on school tours must undertake to abide by the school's Code of Behaviour and other relevant policies (e.g. Acceptable Use Policy, Anti-Bullying Policy).
3. The Board of Management shall make the final decision on all outings and tours, with due regard to the points outlined above.
4. Before a student with a medical condition is allowed to participate in an outing/tour, the school authorities must be confident that the needs of the

student can be managed without compromising the health and safety of the student in question, the other students participating, or the itinerary of the trip. Each case will be considered on an individual basis by the Tour Leader and Principal in consultation with the student and his/her/their parents/guardians.

During the Tour The school's Code of Behaviour, Anti-Bullying Policy and other relevant policies continue to apply throughout the tour, and students are expected to behave in a respectful and cooperative manner at all times. Should it be deemed necessary, two members of staff may carry out an inspection of rooms or personal property (bags, suitcases etc.) with the student present. This will only be done for good reason and on reasonable grounds, such as concern for safety, suspected possession or use of a banned substance or other concerns. If a student is found to be in serious breach of the school's Code of Behaviour, the Tour Leader should contact the Principal and complete the Incident Report Form. If deemed necessary the parents will be informed.

This policy was ratified by the Board of Management on the 24th January 2022 with a recommendation that it be reviewed every three years or earlier if legislative or other factors suggest the need for a review.

**APPENDIX A
TOURS AND TRIPS CHECKLIST**

Please place Yes/No/To Arrange/Not Applicable as appropriate in the following boxes

	Yes	No	To Arrange	Not Applicable
Advice sought from the Principal				
Permission sought from Board of Management				
Parent/Guardian knowledge/consent and contact phone nos.				
Adequate supervision at all times and appropriate to age and gender of students				
Students insured				
Transport arranged				
Trip fully costed and financed				
Food, toilet breaks, appropriate dress arranged				
Appropriate work left for students not going on trip				
Deputy Principal informed with adequate notice to arrange substitution as appropriate				
Staff informed on planning calendar				
List of students on the tour on Notice-board in staff room.				
Copy of list to Admin Staff for roll purposes				
Parents informed of expected return time and place				
Necessary medical information on students by supervising staff				
That none of the activities are not allowed under school insurance.				

Signed: _____ **Date:** _____

**APPENDIX B
CONTACT INFORMATION TEMPLATE**

Title of Tour/Outing	
Name of Tour Leader	
Tour Location	
Contact information for Location/Hotel	
Names of Participating Members of Staff (Teachers and SNA)	Mobile Numbers of Participating Teachers
Name of Tour Company	
Contact Number of Tour Company	
Name of Taxi Company	
Contact Number of Taxi Company	
Student Names	Student Mobile Numbers

**APPENDIX C
CONSENT FORM TEMPLATES**

(i) DAY SCHOOL TRIP/OUTING: INFORMATION FOR PARENTS/GUARDIANS

Date of Trip:	
Details of Trip:	
Time of Departure from School:	
Time of Return to School:	
Cost:	
Spending Money:	
Additional Information:	

As the trip/outing is part of the school programme, the school's Code of Behaviour will apply at all times.

SCHOOL TRIP/OUTING CONSENT FORM

TO BE COMPLETED BY PARENTS/GUARDIANS

I hereby give consent from student (FULL NAME) _____
to participate in the activity outlined above.

Contact Details (in case of emergency) _____

Additional information which you feel we should be aware of which is medical or personal.

Signed: _____ **(Parent/Guardian)**

Date: _____

(ii) OVERNIGHT TOURS/TRIPS/SCHOOL TOUR

Name of Tour Leader	
Outline of Tour	Exact Location:
	General Purpose of Tour:
	Educational Benefits:
Itinerary	
Proposed Travel Dates	
Number of School Days Impacted	
Means of Transportation	To Location:
	During Tour:
Tour Company Details	
Names of Teachers	
Name of Tour Leader	
Name of Students	
Year Group of Students and Number going per Year	
Details of Travel Insurance	
Total Cost of Tour	
Total Cost per Student	
Accommodation Arrangements	
Payment Arrangements	

**APPENDIX D
INCIDENT REPORT**

Student Name		
Date of Incident	Time of Incident	Location of Incident
Description of Incident		
Name of Witness(es)	Name of Teacher who witnessed incident or to whom it was reported	Date and Time of Reporting Incident
Tick one of the following which best describes the incident		
Persistent lateness at rendez-vous point	Not staying with the group	Rudeness to Teacher/SNA/Other
Serious breach of school rules	Causing damage to persons/property/theft or behaviour likely to bring the student/the student's parents/guardians or the school into disrepute.	Other
Were police/emergency services involved?	Were the student's parents/guardians informed?	Has the student offered a sincere apology?
What corrective action was taken by the supervising Teacher/Tour Leader?		
Signature of Reporting Teacher:		
Signature of Tour Leader:		
Other relevant notes		

APPENDIX E: ACCIDENT/ILLNESS REPORT

ACCIDENT/ILLNESS REPORT (To be used by all staff members)

Name: _____
Date: _____
Time: _____

Status (circle choice below)

*Student *Teacher/Staff Member

Details of Accident/Illness

Location: _____

Name of Teacher/Supervisor present: _____

Witnesses: _____

Time reported: _____

Other students present: _____

Time Parent contacted: _____

Time Ambulance called: _____

Please tick more than one box below and circle word/s where appropriate:

TYPE OF INJURY	TICK	BODY PART/S INJURED	TICK
Abrasion/Cut/Graze		Multiple injuries	
Bruise		Abdomen/Chest	
Burn/Scald		Back/Neck/Spine	
Concussion		Ankle/Foot/Knee/Hip: L/R	
Fatality		Calf/Thigh: L/R	
Sprain		Toe/s - Numbers/ L/R)	
Fracture		Shoulder/s? L/R	
Insect bite/s/stings		Arm/s: L/R Upper/Lower	
Internal injury		Elbow/Hand/Wrist: L/R	
Occupational injury		Finger/s/Thumb/s Number: L/R	
Torn ligaments		Ear/s: L/R	
Trauma		Eye/s: L/R	
Injury not ascertained		Head (excluding eyes)	
Diabetic episode			
Epileptic episode		Duration of Epileptic episode (minutes)	
Cataleptic episode			
Anaphylactic incident			
Asthma attack			
Other (please specify)		Shock/Trauma	
		Other (please specify):	

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Action Taken:

Ice applied	
Inhaler used	
Medicine given (please specify)	
Other (please specify)	