



Educational Outings and Tours Policy 2017

Putland Road,
Bray, Co. Wicklow.



www.northwicklowetsecondary.ie

www.educatetogether.ie

Educational Outings and Tours Policy

The Educational Outings and Tours Policy of North Wicklow Educate Together Secondary School (“the School”) 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 the School.

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 Skills (DES)* 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.

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.

General Procedures for Educational Outings and Tours:

Day tours/outings may take place during the school day or may extend beyond normal school hours.

Day tours/outings must have the approval of the Principal/Deputy Principal.

Once the Principal/Deputy Principal has approved a tour/outing the organiser should:

- enter the details on the school calendar in the staffroom
- obtain parental permission
- on leaving the school include the list of names of travelling students at reception.

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.

Students who have a history of inappropriate behaviour may be excluded from day tours/outings.

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.

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.

Staff should not travel alone with a student – or should only travel alone with a student when parental permission has been obtained.

An Accident/Incident Report must be completed on appropriate forms in Staffroom and related to Principal/Deputy Principal should anything of such nature occur in the course of the tour/outings.

School Tours:

School 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 School Tours:

The Tour Coordinator will seek the approval of the Principal and The Board of Management submitting a tour plan, which will cover:

- A draft itinerary
- A common sense risk analysis
- Timing and Duration
- Year group/ approximate numbers
- Approximate costs
- Educational benefit

The request for a school tour must be submitted to the Board of Management before the end of May for inclusion in the following year's academic programme/calendar.

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.

A school tour where necessary must be organised through a bonded travel agency.

- All monies for school trips must be collected by cheque through the school office, direct lodgement to school bank account or through the school VS Ware system. Under no circumstances, should staff collect trips and/or tours monies.

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.

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.

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.

The size of the group will depend on the number of students the Tour Coordinator is able to take.

The ratio for students to teachers on a school tour will be one to ten.

The Tour Coordinator/and Deputy Principal will organise a lottery (if necessary) for the student places.

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 or her behaviour.

Students will be issued with deadlines for the submission of application form/deposit and payment of others 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.

Students must have their European Health Insurance Card for travel to countries in the EU.

For travel outside the EU students and staff must have adequate travel/health insurance cover as advised by the travel agent.

Students and Parent(s)/Guardian(s)/Carer(s) must attend all information meetings and co-operate with all requests pertaining to the tour.

Participants and parents will be issued with the following written communication covering the following areas:

- an itinerary
- accommodation
- recommended clothing
- recommended pocket money
- personal items that a student may need to bring
- 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)
- a Medical Form outlining any medical condition/ medication that staff need to be aware of, and consent for the administration of medical intercession up to and including general anesthetic and surgical intervention consequent to professional medical advice in the case of a medical emergency up
- a Contact Details Form with details of guardians/parents contact numbers

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.

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.

One of the staff members on the tour should be responsible for carrying a First Aid Kit.

In the case where an inspection of a student's room or personal property has been deemed necessary, a male member of staff must always be accompanied by a female member of staff. This would only occur if there were concern for a student's physical safety/ suspicion of being in possession of a banned substance or other serious concerns.

In the case of a family hosting a student, the tour coordinator must ensure that the student is given proper adult supervision by a parent /guardian and appropriate accommodation.

The Tour Coordinator should be able to contact the Principal/ Deputy Principal or designated person in case of emergency during the trip

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 parents/guardians expense. In this event the student may have to travel home unaccompanied.

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

Staff should be aware that all relevant school policies are in force for the duration of the school trip and/or tour.

This policy was adopted by the Board of Management in August 2016.

Signed: Jarlath Munnelly	Signed: Jonathan Browner
<i>Chairperson of the Board of Management</i>	<i>Principal</i>
Date: August 5 th 2016	Date: August 5 th 2016

Date of next review: January 2017