**SCOIL RUÁIN, KILLENAULE**



**SCHOOL TRIPS POLICY**



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| Document Drafted by | Scoil Ruáin, Killenaule |
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**SCOIL RUÁIN SCHOOL TRIPS POLICY**

**Scoil Ruáin COVID-19 Response Plan \***

In line with government legislation and Public Health Guidelines, Scoil Ruáin has developed a COVID-19 Response Plan for the school year 2020-21. It is the responsibility of all members of the school community to familiarise themselves with the plan and carry it out. All school policies should be implemented with regard to the procedures outlined in the SR COVID-19 Response Plan. Failure to comply with this plan constitutes a serious threat to the health and safety of other members of the school community and will be treated as a major offence under the Code of Behaviour.

**INTRODUCTION**

Through its academic, co-curricular and extra-curricular programmes, Scoil Ruáin endeavours to fulfil the promise encapsulated in the school motto, “Ad Totam Personam” - education of the whole person.  Scoil Ruáin encourages students to reach their full potential in the classroom, on the field of play, and in any other arena they participate in.

**DEIS STATUS**

Scoil Ruáin is a DEIS (Delivering Equality of Opportunity in Schools) school. DEIS is a national programme aimed at addressing the educational needs of children and young people from disadvantaged communities. This means the school delivers a range of supplementary resources including additional staffing, funding, access to literacy and numeracy programmes, and the Home School Community Liaison Scheme and School Completion Programme. Furthermore, Scoil Ruáin offers practical supports such as the School Meals and Book Rental schemes. An evidence based DEIS plan underpins all teaching and learning in the school.

**MISSION STATEMENT**

Scoil Ruáin will provide a quality education in a caring, respectful and trusting environment. We will encourage the development of the complete person in keeping with our school motto: Ad Totam Personam.

Scoil Ruáin is dedicated to the pursuit of excellence in a caring environment of mutual respect in order to foster the full potential of its students and staff.

**SCHOOL AIMS**

* Scoil Ruáin strives to meet the second level educational needs of the community.
* Scoil Ruáin strives to educate students to their full potential in a safe and orderly environment.
* Scoil Ruáin aims to foster the participation of parents in the education of their children.
* In partnership with parents, Scoil Ruáin strives to create a desire for life-long learning, respect for the individual, an awareness of the needs of the disadvantaged, concern for the environment and an appreciation of our own unique culture.

**TIPPERARY EDUCATION AND TRAINING BOARD**

The Scoil Ruáin School Trips Policy reflects the Mission Statement of our Patron, Tipperary Education and Training Board (TETB), which endeavours to provide “a quality education and training service, which creates diverse opportunities enabling learners and communities to unlock their potential.” (Statement of Strategy 2018-2020).

**CONSULTATION**

The following were consulted at the review stage of this policy:

* School management
* Games teachers
* Year Heads
* School tour organisers
* Coiscéim co-ordinator
* SEN co-ordinator

**LEGLISLATIVE CONTEXT**

The School Trips Policy is developed in line with legislative requirements –

The Education Act (1998)

The Education Welfare Act (2000)

The Equal Status Act (2000)

Dignity at Work Charter (2007)

Children First Act (2015)

EPSEN Act (2004)

Data Protection Acts (1988 -2018)

General Data Protection Regulation (GDPR) (EU) 2016/679

**LINKS WITH OTHER POLICIES**

This policy should be read in conjunction with all other school policies, and in particular with:

Scoil Ruáin COVID-19 Response Plan 2020-21\*

DEIS Plan

Child Protection Policy

Substance Misuse Policy

Whole School Guidance Policy

Anti-Bullying Policy

Code of Behaviour

Critical Incident Management Policy

Acceptable Usage Policy

**DEFINITION**

The term **“school trip”** refers to all expeditions off the school premises. This policy is applicable to (a) all members of staff who organise such trips, (b) the students who are participating in these activities and (c) the parents/guardians of the participating students.

**CHILD PROTECTION AND SAFEGUARDING**

* The school has provided each member of school staff with a copy of the school’s Student Safeguarding Statement ([www.scoilruain.ie](http://www.scoilruain.ie))
* The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel ([www.scoilruain.ie](http://www.scoilruain.ie))
* School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017 and all registered teaching staff are required to adhere to the Children First Act 2015.
* School personnel are required to avail of relevant training on Child Protection
* School personnel are required to adhere to the Teaching Council’s Code of Conduct.

All staff involved in taking students on school trips must know the policies and procedures relevant to **Child Protection** and have accessed the required **Child Protection training.**

**Child Protection procedures must be followed at all times while on a trip and particularly in regard to the use and supervision of bedrooms and dressing rooms.**

**RATIONALE FOR SCHOOL TRIPS:**

* The curriculum content of some subjects requires field studies/trips/ recreational activities/visits which take place off the school grounds. These trips are a course requirement.
* Scoil Ruáin is committed to providing quality learning for all students. In order to achieve this, it is recognised that exposure to a variety of experiences and cultures is part of a holistic education.
* Trips assist in bonding between students and provide teachers with an opportunity to get to know students in a non-school environment.

**TYPES OF SCHOOL TRIPS:**

The nature and type of school trips include:

* Educational visits and trips involving instruction e.g. field trips, gallery visits, etc.
* Sports trips
* Educational day/overnight trips for school groups within the country and abroad, involving cultural, social (to practice e their daily living skills and increase independence) religious or linguistic benefit to students.

**CRITERIA FOR ALL SCHOOL TRIPS:**

All educational trips must be consistent with the rationale and guidelines as specified by the DES in Circular Letter M20/04.

* Teachers organising trips must inform the Principal and Deputy Principal of the intended trip, its nature and the proposed date. The trip must be approved by the Principal. Teachers need to request SNA support for a student with additional needs when requesting approval as arrangements need to be made to adjust duties to cover that SNAs work.
* All trip dates and times should be given to the Deputy Principal for recording in the school calendar to ensure there are no scheduling conflicts. Organisers must ensure that tour/trip dates do not clash with the CBA calendar or exam schedules. In the event of such a clash the CBAs and exams take precedence.
* As a courtesy to colleagues, full details of trips including date, time and names of participating students must be posted on the staff room notice board by the trip organiser prior to the event.
* Teachers who are away from school on a trip of any kind must leave work for their classes with the Principal/Deputy Principal.
* The SR COVID-19 Response Plan and the Code of Behaviour of Scoil Ruáin applies to all outings and trips, along with the substance misuse and mobile phone policies. Expectations regarding the behaviour of students should be clarified by the organizing teacher before each trip. Students must make every effort to comply with timekeeping schedules to ensure the smooth running of the trip.
* Management reserves the right to refuse any student deemed unsuitable for inclusion on the trip. Those considered unsuitable for inclusion may include:

- students who have proved unruly or undisciplined on trips in the past

- students who have a poor discipline record in school.

* Students with additional needs/health issues:

 Scoil Ruáin will make every reasonable effort to accommodate students with additional needs and/or health issues. Parents of students with additional needs and/or health issues must inform the trip/tour organisers' of any relevant medical issues and confirm that their son/daughter is able to administer any prescribed medication as required. A list of prescribed medication must be given to the organizing teacher.

 It must be recognized that some students may have additional needs and/or health issues that could impact on the ability of the organizers' to ensure the health and safety of the student in question as well as the other students in the group (especially while out of the country). In such a circumstance the tour organizer(s), management and parents of the student(s) and the student in question will discuss the best option for the student(s).

* Teachers should instruct students with additional needs to write the details of the trip/sporting event into their diaries or they will be given a written print out of same.
* Permission Forms covering trips must be completed and signed by parent/guardian. Students who have not completed forms may not participate in trips.
* In the case of Sports trips to matches, athletics, games etc. a permission form for each match/outing is not necessary. Parents must sign a permission form at the beginning of the academic year giving permission for their son/daughter to participate in games/matches as required throughout the school year.
* Students with Special Educational Needs require additional consideration on all trips. The trip organiser(s) should liaise with the SEN coordinator/Coiscéim coordinator and the parent/guardian to identify these specific needs.
* Students with medical conditions require additional consideration. Trip organisers should be aware of students with medical conditions and liaise with parents/guardians prior to the trip in order to familiarize themselves with these students’ particular needs.
* Teachers organising the trip are responsible for taking a properly equipped first-aid kit on the trip. Parents are responsible for ensuring that their son/daughter brings any medication required with him/her on the trip.
* On all trips there must be an appropriate ratio between the number of students and the number of staff traveling. This ratio will vary depending on the nature of the trip, the age of the students traveling, Special Educational Needs and safety requirements.
* Child Protection guidelines and procedures must be followed at all times on all school trips.
* An Accident/Incident Report Form must be completed for all accidents or incidents which have occurred on the trip.

**PROCEDURES TO BE FOLLOWED BY ALL STAFF ORGANISING SCHOOL TRIPS**

**1.**  **DAY TRIPS/OVERNIGHT TRIPS WITHIN THE COUNTRY**

* The CRITERIA FOR ALL SCHOOL TRIPS (above) apply to all day trips and overnight trips.
* The organising teacher must keep a careful note of any money paid by students for the trip. All money should be put into an envelope, marked with the amount and what the money is for and handed in to the Principal/Deputy Principal/ Secretary. All money received must be receipted.
* Members of staff are required to ensure costings cover the entire cost of the proposed trip. (an approximate costing/guideline should be given for various entry fees and food while on the trip if these are not included in the tour fee)
* For trips that extend beyond normal school hours, it is the responsibility of parents/guardians to ensure that arrangements are in place for their sons/daughters’ journey to/from the school. Parents/guardians must ensure that they are on time to collect their son/daughter on return to the school.
* Students who require SNA support may not participate in day trips/overnight stays if there is no appropriate SNA support available on the trip.
* In the interests of health and safety, mobile phone communication between teachers and students may be necessary. In the case of overnight trips, a list of student’s mobile phones should be compiled and carried by the teachers at all times. When it is deemed necessary and subject to agreement of the teachers, students should have a copy of the mobile number of the organising teacher(s). This should be carried at all times during the trip. Students should be strongly advised of the sensitive use of this personal number and misuse of this information will be considered a breach of the Code of Behaviour.
* The Tour Leader should have the school mobile phone with him/her at all times and all students and parents should be given this number.
* On overnight trips the organising teachers will collect students’ mobile phones/iPads/etc. each evening and return them in the morning. This is to safeguard the privacy and wellbeing of all students. The taking of unposed, invasive or otherwise inappropriate photographs while on a trip is forbidden and is regarded as a serious breach of discipline.
* In the case of overnight trips, teachers should also carry a list of contact details of parents/guardians for use in case of emergency. This information will be guarded safely. Teachers should carry the phone numbers of the Principal and/or Deputy Principal as well as the Emergency Number provided by the Travel Company (if applicable).
* In the case of inspection of students’ personal property, this should only be carried out for good reasons based on reasonable grounds such as concern for physical safety, suspected possession of, or use of, a banned substance or other concerns.  This should only be carried out with the student present.  Staff should not have any physical contact with a student or the clothing worn by the student. If a search is deemed necessary, the student should be asked to empty his/her own pockets or to search the clothes that he/she is wearing.
* If a student is found to be in serious breach of any of the rules outlined in the Contract for the trip or the School Code of Behaviour, the teacher(s) in charge must contact the Principal and the parents/guardians of the student involved.

**2.**  **TRIPS ABROAD**

* The CRITERIA FOR ALL SCHOOL TRIPS (above) apply to all trips abroad.
* Members of staff who wish to take students on an overseas trip, must submit a request for approval to the Principal who will consider the following when reaching his/her decision.
* The appropriateness of the proposed trip in terms of DES Circular M20/04.
* The staffing requirements for the trip and for the school.
* Due regard for health and safety of the students on the trip.
* The school will only use the services of licensed tour operators/travel agents when organising trips outside the state, as per the Aviation Regulation Act 2001. Proper and full insurance must be in place for the trip.
* Selection of students: Designated students (e.g. 2nd years) will be informed of the date, cost and details of the proposed trip.  They will be invited to apply for a place on the trip by making the required deposit. **This deposit is non-refundable** as it is used by the Travel Agency to book flights, reserve hotel rooms and provide travel insurance.
* In cases where the trip is oversubscribed, names of applicants are drawn by lottery on a designated date, overseen by management. A full record is kept of the order in which all the names are drawn. Two lists are prepared; a list of the successful applicants and a list of those who were not selected (the reserve list), both in the order in which they were drawn.
* In the event of a student withdrawing from the trip, the place is offered to the first person on the reserve list.  This procedure is followed in the event of further withdrawals. Some airlines charge a fee to change a name on a booking. This cost is borne by the student taking the place of the withdrawn student.
* Students who drop out of the tour for reasons covered by the travel insurance must apply to the insurance company to recover their costs. In other circumstances Scoil Ruáin will NOT be in a position to refund money paid if it has already been forwarded to the travel agency responsible for booking the tour. In all circumstances the initial deposit is non-refundable as stated above.
* Management reserves the right to refuse any student deemed unsuitable for inclusion on the trip. Those considered unsuitable for inclusion may include:
* Students who have proved unruly or undisciplined on trips in the past
* Students who have a poor discipline record in school.
* Students with additional needs/health issues:

(a) Scoil Ruáin will make every reasonable effort to accommodate students with additional needs and/or health issues. Parents of students with additional needs and/or health issues must inform the organiser of these needs and confirm that their son/daughter is able to administer any prescribed medication as required. A list of prescribed medication must be given to the Tour Leader.

(b) It must be recognized that some students may have additional needs and/or health issues that could impact on the ability of the organisers to ensure the health and safety of the student in question as well as the other students in the group while out of the country. In such a circumstance the tour organizer(s), management and parents of the student(s) and the student in question will discuss the best option for the student(s).

* The staff/student ratio will be decided taking into account:
* the age group travelling
* the nature of the trip
* any Special Educational Needs
* Safety requirements
* the recommendation of the tour operator.
* Payments: Students and parents will be advised of a schedule of payments on Way2Pay and the approximate due dates. Notice will be given to students in the week leading up to the payment due dates.  A detailed record of all participating students and the amounts paid will be kept.
* When passport details are required, a photocopy of the students’/teachers’ passport will be requested by the organiser. This is to ensure accuracy when submitting passenger lists to the tour company and also as a backup in the event of a passport being lost while abroad. The photocopies will be stored securely and confidentially shredded on completion of the tour.
* Students are advised to acquire a European Health Insurance Card. The appropriate HSE forms required to apply for same will be distributed to students.
* A meeting of both the students travelling and their parents will be convened approximately 2/3 weeks before departure at which the following will be distributed/outlined:
* A detailed itinerary.
* A medical form to be completed by parents/guardians. A contract form outlining the rules, to be signed by both student and parent/guardian.
* Final details of the tour will be outlined.
* All aspects of expected student behaviour and safety procedures will be covered in detail.
* Parents will have an opportunity to raise questions or concerns.
	+ - 1. Students must attend all information meetings and co-operate with all requests pertaining to the trip.
* While on tour students will be divided into groups (size depending on the overall number and the number of accompanying teachers) and assigned to a supervising teacher.  In the interests of health and safety, any necessary information about students is given to each teacher, e.g. details of medication/health issues. This information is kept confidential. During the week before departure, a meeting will be held at which the supervising teachers will meet their groups and final information will be distributed.
* In the interests of health and safety, mobile phone communication between teachers and students may be necessary. A list of students’ mobile phones should be compiled and carried by the supervising teachers at all times.  Students should have a copy of the mobile number of the organising teacher(s). This should be carried at all times during the trip. Students should be strongly advised of the sensitive use of this personal number.
* Organising teachers will collect students’ mobile phones/iPads/etc. each evening and return them in the morning. This is to safeguard the privacy and wellbeing of all students. The taking of unposed, invasive or inappropriate photographs while on the trip is forbidden and is regarded as a serious breach of discipline.
* Teachers should also carry a list of contact details of parents/guardians at all times for use in the case of emergency. This information will be guarded safely. Teachers should carry the phone numbers of the Principal and/or Deputy Principal as well as the Emergency Number provided by the Travel Company. The Tour Leader should have the school mobile phone with him/her at all times and all students and parents should be given this number.
* In the case of inspection of student personal property, this should only be carried out for good reasons based on reasonable grounds such as concern for physical safety, suspected possession or use of a banned substance or other concerns.  This should only be carried out with the student present. Staff should not have any physical contact with the student or the clothing worn by the student.  If a search is deemed necessary, the student should be asked to empty his/her own pockets or to search the clothes that he/she is wearing.
* If a student is found to be in serious breach of any of the rules outlined in the Contract for the trip, the SR COVID-19 Response Plan or the School Code of Behaviour, the teacher(s) in charge must contact the Principal and the parents/guardians of the student involved.  In the case of a serious breach of the Code of Behaviour, students may be sent home at parents’ expense.
* Due to the nature of overnight trips, students cannot be directly supervised at all times. Parents who consider this level of supervision unsuitable should avoid sending their child on such trips.
* In the event of a medical emergency, accompanying staff/tour leader may have to act *in loco parentis* and give consent for necessary medical intervention?
* An Accident/Incident Report Form must be completed if any accidents or incidents occur during the trip.

**3.**  **SPORTS TRIPS**

* The CRITERIA FOR ALL SCHOOL TRIPS apply to sport trips.
* Each sports coach is responsible for taking a properly equipped first- aid kit on the outing. Parents are responsible for informing sports coaches of any medical issue their child may have and ensuring that their son/daughter has any medication required with him/her and is able to administer this medication himself/herself.
* Students who require SNA support may not travel to matches if there is no appropriate SNA support available on the day.
* If a minor injury occurs the coach will treat it on the spot.

In the event of a more serious injury the coach will ring an ambulance directly. The Coach will inform the principal/deputy principal as soon as possible of the incident. Principal/Deputy Principal/Coach will inform the parents/guardians of the incident as soon as possible so that they can go to the hospital where their child is. Best practice is to inform parents of any injury incurred while playing a match away from school.

* Any accident/injury deemed to be of a serious nature is recorded on an accident report form, a copy of which is submitted to the Principal. Coaches/PE staff will inform students of the necessary safety equipment for each respective sport.
* Child Protection procedures must be followed at all times and particularly in regard to the use and supervision of dressing rooms.
* It is school policy that all students are encouraged to participate in team competitions. However, the school recognizes that it is the parents/guardians’ prerogative as to how often their child shall be involved in such competitions.

**GUIDELINES FOR USE OF BUSES/COACHES ON ALL TRIPS**

Members of staff taking students away in coaches should take note and apply the following:

* All coaches used by the school must have an up to date PSV License and Cert
* Before setting off, the emergency exits must be pointed out to students.
* Central aisles and access to exits must be kept clear at all times.
* Students must be advised to remain seated facing forward and not to have unnecessary movement during the journey.
* Teachers must ensure that students are wearing seat belts at all times.
* In the event of any emergency, students should leave the coach by the nearest exit as quickly as possible and re-assemble at a given area where a headcount can be quickly made. Students should not go back to the coach for any reason until the all-clear is given
* If the teacher in charge considers that there was anything the matter with the coach, or that the behaviour of students was not appropriate, a full report must be given to the Principal as soon as possible after returning to the school.
* In the event of a delay in the time of returning to school, the teacher should advise students to contact parents by text, informing them of the revised time of arrival.
* It is advisable to obtain a mobile telephone number from the coach driver (with his/her agreement) in order to be able to liaise regarding meeting times, change of meeting point or emergency situations.