

Loreto College Cavan



Tours Policy

RATIONALE

Tours, outings, trips are recognised to be of importance to the student from an educational, cultural and social perspective. Participation is encouraged as such activities reflect our ethos, provide opportunities to experience different cultures and so broaden the mind.

All tours will be conducted in accordance with circular M20/2004, Health & Safety at Work Acts 1989 and 2005. Appropriate arrangements must be made for the conduct of all classes in accordance with Circular PPT 01/03. In the planning of the tour cognisance must be taken of the impact the tour will have on the normal work of the school and the number of absent teachers should be kept to a minimum.

Letters will be sent to parents/guardians informing them of proposed tours and relevant details, including insurance details for foreign trips. Where appropriate, parents will be required to complete a consent form and sign notes. A medical consent form will also be required for overnight tours set out in **Appendix 1**. The school must be informed of any pertinent medical or other condition.

Students on tours are ambassadors of the school and as such their behaviour is expected to reflect positively on the school. A sample of tour rules and other forms is attached in **Appendix 2**.

In the case of routine sports events, students will require written permission from parents/guardians to leave school.

The word 'tour' in this document refers to all school outings.

GENERAL PROCEDURES

All tours/outings/field trips/sporting activities/exchange programmes must be approved by the Principal and in the case of foreign tours or overnight trips in Ireland, by the Board of Management. Proposals to the Board of Management should include:

Objectives of the activity

Date/Duration/Venue

Supervision Requirements

Cost (estimated)

1. A notice giving details of the tour will be sent to parents as soon as possible.
2. The final decision in relation to the participation of individual students in the tour lies with the school Principal. The Principal may consult with the tour organising committee and relevant teaching staff i.e. Deputy Principal, Head of Year and Class Tutor etc. The organising committee will be selected using criteria set out in **Appendix 3**. Students who have a record of

uncooperative behaviour and who, in the judgement of the Principal or Deputy Principal, might disrupt the tour, will not be allowed to participate. (See School Code of Behaviour)

3. The organising committee should follow the Health & Safety Guidelines set out in **Appendix 4** also the criteria for charging for tours set out in **Appendix 5**.
4. In general, students will be accompanied by a responsible adult. Parental consent will be sought if students are travelling unaccompanied.
5. Before overnight trips, the students will normally be addressed by the Principal, Deputy Principal or Head of Year and a meeting with parents/guardians will normally be arranged.
6. School Code of Behaviour and Policies apply to students on the tour.
7. Students who do not cooperate fully with their teachers during a school tour will be sanctioned at the discretion of the Principal or Deputy Principal on their return and will not be allowed participate in any further school tours. Depending on the seriousness of the situation, likely sanctions include suspension from school or permanent exclusion.
8. Should the tour be out of the jurisdiction of the Republic of Ireland the organising committee should refer to **Appendix 6**
9. Should a serious problem arise during a tour, the Principal or Deputy Principal will be contacted and the organising committee should refer to the Emergency Procedures in **Appendix 7**. At the discretion of the Principal or Deputy Principal, any student involved in a serious breach of School Code of Behaviour during the tour will be sent home, accompanied by a responsible adult where feasible. The Principal or Deputy Principal's decision in this matter is final.
10. Students must never invite or allow any person other than a member of their school group into their room.
11. All costs associated with bringing the student and the responsible adult home will be met in full by the parents/guardians of the student.
12. Students must be collected at the arranged venue and arranged time by their parents/guardians. The school is not in a position to provide supervision for students after the arranged time.
13. In the case of students not collected on time:
 - i. The fact will be noted in school records.
 - ii. A letter will be sent home to parents.
 - iii. The student may not be accepted on further tours.

14. An evaluation of all tours should take place on return and a report, including financial statement, should be submitted to the Principal and Board of Management within 7 days of return. The financial statement should include all details of income and expenditure in relation to the tour as well as balancing statement. (A copy of the tour evaluation should be retained in the relevant subject planning folder, as appropriate).

Proposed: Mr Ger Finn

Seconded: Mrs Ann Marie Sexton

Chairperson: Mrs Sheila McManamly

Date: 27th November 2012

Appendix 1

Medical Consent Form

I, the undersigned give permission for (my daughter) _____ to go on the school tour to _____. I give permission for her to travel to and from _____ unaccompanied by myself and agree that she will be under the supervision of and responsible to the accompanying teachers.

Does your daughter's health require any special care or treatment? _____

If so, please give brief details here and contact the tour organiser or Principal, in confidence:

Does your daughter have any condition that would require permission of a doctor to travel?

If so, please give brief details here and contact the tour organiser or Principal, in confidence

Is your daughter on any medication? _____

If so, please give full details (Name of Medication, Daily Dosage, etc.)

Has your daughter ever suffered from depression, heart trouble, epilepsy, diabetes or from any serious respiratory disease e.g. pneumonia, asthma, rheumatic fever?

Does your daughter suffer from sleep walking? _____

Is your daughter subject to any known allergies? _____

Has she had an anti-tetanus injection? _____

If so, state when _____

In the case of any emergency, I authorise the teacher in charge, in consultation with a doctor, to allow administration of a general anaesthetic, and give permission for a surgeon to do any operative procedure which she/he considers necessary.

Signed Parent/Guardian _____

Date _____

I can be contacted at this address while my daughter is on the tour:

Telephone (Home) _____ Telephone (Work) _____
Mobile _____ Other Contact Numbers: _____

Contact 1

Parent/Guardian Name(s) _____
Telephone No's (home) _____ (Mobile) _____
(Other) _____

Contact 2

Person authorised by parent

Name _____
Relationship to student _____
Address _____
Tel No.s (home) _____ (Mobile) _____
(Other) _____

Doctor's Details

Name _____
Address _____
Tel. _____ Medical Card No: _____

Appendix 2

School Tour Rules

To ensure a happy and harmonious trip for everyone, students and their parents/guardians should familiarise themselves with the following rules.

1. Smoking or the use of any intoxicating substances (alcohol and other dangerous or illegal substances etc.) is forbidden. The purchase, sale/distribution or possession of same is also forbidden. In the case of alcohol and other dangerous or illegal substances, the students involved may be suspended and the matter referred to the Board of Management where the question of permanent exclusion will be considered.
2. At all times, students must be in the company of their group leader or in alternative groupings as agreed by leaders. No student is ever to be on her own.
3. On tours, students are ambassadors of Loreto College Cavan. Therefore rowdy, insolent or other inappropriate behaviour and bad language will not be tolerated.
4. Students are expected to be co-operative and helpful at all times. They must be punctual for all meetings and must willingly follow directions and instructions given by teachers/coaches.
5. School Code of Behaviour and Policies apply to students on the tour.
6. Should a serious problem arise during a tour, the Principal will be contacted.

The tour organisers' decision regarding the interpretation and application of these rules is final.

Please Detach and Return

I accept the rules above and I agree to be bound by them:

I have read the school tours policy which is available at www.loretocavan.ie and agree to its terms and conditions.

Student's Signature: _____ Date: _____

I accept the above rules and agree that my daughter will be bound by them. If she breaches these rules, and in the opinion of the accompanying teachers her behaviour warrants her early return home, I agree to meet the costs of any expenses incurred by such action. I understand that if my daughter is not collected at the arranged time and venue the teacher may organise a taxi to transport her home, the cost of which will be borne by Parent/Guardian.

Parent's/Guardian's Signature: _____ Date _____

Appendix 3

Information for Teachers

1. For tours abroad an Organising Committee of two or three teachers will be formed. In the case of Exchange Programmes, the exchange will be organised by the Exchange Co-ordinator(s).
2. Following Board of Management approval notice giving preliminary details of the tour will be placed by the organising committee on the Staff Notice Board as soon as possible.
3. Teachers interested in going must give their names to the Principal in writing by the specified date.
4. Teachers who wish to travel with the tour will be selected by lottery and will be expected to carry out duties appropriate to the tour.
5. The final decision in relation to the participation of teachers lies with the school Principal.
6. A list of students travelling and therefore missing class will be posted on Staff Notice Board and a copy handed into the Secretary's Office.
7. Participating teachers will leave work for their classes.
8. In the case of a serious incident on a school tour where the media are involved all communications will come from the Principal or Deputy Principal.

Appendix 4

Health & Safety Guidelines

- A risk assessment of the tour should be conducted, in advance of the tour if possible.
- The organising teacher shall have contact details for all students' parents and guardians, students' medical information and consent forms. (Copies of all above information shall be made available to school management by the organising teacher).
- Students shall not be brought swimming or on adventure type tours without a qualified lifeguard or other suitably trained and vetted personnel. (A letter from the relevant professional body stating the qualifications/training, Child Protection training and vetting and Health & Safety credentials should be retained by the organiser and a copy retained in school files).
- The organising teacher must ensure that all supervisors understand their roles and responsibilities at all times and that they are fully briefed as to the rules, regulations and requirement pertaining to the particular tour before departure (i.e. student health, safety and behaviour)
- The organising teacher must ensure that a reputable tour organiser/service provider is used. Where possible, the venue should be visited and assessed by the organisers.
- Risk assessment shall be ongoing for the duration of the tour.

Appendix 5

Charging for Tours

- If a tour is linked to a particular curricular or subject area, the charge to be imposed may be compulsory.
- Group organisers should be mindful of the social and economic status of families when charging for tours. Planning should be done well in advance and a procedure should be put in place whereby students can pay for the tour over a period of time at the agreed rate.
- Monies paid in advance will be forfeited if a student withdraws from the tour, except where such funds are recoupable through the insurance policy.
- All monies collected must be receipted and lists retained by the organising teacher.

Appendix 6

Foreign Tours (out of the Island of Republic of Ireland)

- The organising teacher shall have contact details for the Dept of Foreign Affairs, Embassy, Consulate as appropriate.
- In advance of the tour, the organising teacher shall ensure that student and teacher passports and visas are valid (a photocopy of each individual passport should be taken for emergency use).
- If the group includes students who's national or immigration status or entitlement to an Irish passport is in doubt, it is advisable to make early enquiries to the Department of Foreign Affairs, Department of Justice and Law Reform and the Passport Office.
- If a student is subject to a court order, foster parents will need to ensure that Social Services consent to the proposed trip.
- The European Health Insurance Card, available from the local HSE, for each student and teacher shall be carried by the organising teacher.
- Full details of the tour must be retained by a designated person in the school while the tour is in progress. This should include:
 - Itinerary and contact numbers and addresses for the group.
 - Contact names, addresses, phone no's for parents/guardians (next of kin)
 - Copies of parental consent forms.
 - Copies of travel documents, insurance documents and medical information.
 - Copy of the contract with the travel agent etc.
 - Exchange – details of host family (phone no's, genders in home, addresses).

Appendix 7

Emergency Procedures

Teachers/leaders during a school trip have a duty of care to ensure that the students are safe and healthy. They also have a duty to act a reasonably prudent parent.

If an emergency occurs, the main factors to consider include:

- Establish the nature and extent of the emergency a.s.a.p.
- Ensure the group are safe and looked after.
- Establish the identity of casualties – get medical care.
- Ensure parents are informed.
- Where injuries are minor arrangements should be made, where appropriate, to get the student(s) home, to liaise with the parents and ensure the injury is monitored.
- Ensure members who need to know are aware of the incident, and that all group members are following emergency procedures.
- Ensure that a teacher accompany casualties to hospital and that the remainder of the group are adequately supervised.
- Notify the police if necessary.
- Notify the Irish Embassy, Consulate, if abroad, if appropriate.
- Inform the school:
 - Nature of incident
 - Date and time of incident
 - Location of incident
 - Names of casualties and nature of injuries
 - Names of others involved.
 - Action taken
 - Action to be taken

E.G.

- notify the Insurance Company
- notify Travel Agent
- The Principal will contact parents if appropriate
- The Principal will write an account of what is happening
- The Principal shall be the Designated Media Person
- The Principal shall invoke the Critical Incident Policy, if required.