

## Policy for School Tours / Field Trips

### **Rationale:**

To ensure the safety of all participants (staff & students) through effective preparation and vigilant supervision so as to ensure the educational / cultural value to all concerned.

### **Procedure:**

When it is intended to take a group of students out of school on a school trip, visit to cinema / theatre, exhibition, concert, etc, please note the following procedure should be followed:

- Seek approval from Principal / Deputy Principal
- Outline details of the activity, time of departure and return time to management and students
- Written consent of parents / guardians must be recorded in the back of the student's journal for all trips. Parents / guardians may be asked to sign the additional consent contract for day / overnight trips (see *School Trip Parent Consent Contract*)
- Submit the following details to school management in advance of any planned overnight activity:
  - List of participating students
  - Address, phone details, etc of venue
  - Details of itinerary / activities
  - Name(s) of accompanying teacher(s)
  - Transport arrangements
- Parents / guardians must provide and submit relevant data about students with known medical dietary needs to the trip leader prior to the trip
- Following serious illness of a student on trips **within Ireland**, parents / guardians must make themselves available to travel to the trip destination in order to assume care and travel responsibilities of their daughter; e.g.. hospitalisation of a student
- Following serious illness of a student on trips outside Ireland, teachers will act in loco parentis and will advise and update parents of all decisions taken
- The trip leader should have contact details of parents / guardians of any student participating in overnight / out of school hours activities
- Ensure that the trip leader has record of mobile phone numbers of all students
- Pupil / teacher ratio is to be decided by school management
- Trip leader will be supplied with a contingency fund, school mobile phone and a first aid kit prior to departure of school trip

### **Procedure while on out of school hours activity:**

- Decisions taken and rules enforced by teachers are made in loco parentis and in the best interest of the students and must be strictly adhered to
- Normal school rules apply. Appropriate dress code is expected at all times
- Parents / guardians and Principal / Deputy Principal will be informed immediately of any serious breach of school rules.

- Following a serious breach of school rules, students will have to make immediate contact with parents with teacher supervision to inform parents of this misconduct. Students may be withdrawn from trip activities at the discretion of the trip leader. Subsequent sanctions may be given by school management following the trip.
- The following list of items may not be bought, purchased, used or consumed by students on any tour / overnight activity under any circumstances:
  - Alcohol
  - Cigarettes
  - Fireworks
  - Weapons of any description
  - Illegal substances
  - The use of drugs, which includes the use of inhalants or vaporisers, with the exception of certain OTC (over the counter) medication or prescribed drugs by a medical practitioner, are strictly forbidden on all school trips
- Parents / guardians must give the trip leader permission to obtain medical treatment for the student if required
- Teachers will ensure regular meetings with students while on day / overnight trips. Students will have a contact number for trip leader.
- During school trips, students may be given some “free time”. During such time, students should always travel in groups (minimum 3). Students must treat their surroundings with the utmost respect and adhere to school rules.
- Corridors will be supervised at night until students are settled down.
- Trip leader and accompanying teachers reserve the right to amend any rule during the trip as necessary.
- Appropriate agreed sanctions will be applied during or after the school trip. Such sanctions will be applied within the school Code of Behaviour and with the full knowledge and support of the Board of Management.

**Ratified May 2016**

**To be reviewed in May 2018**