



St. Louis High School Trips & Outings Policy

Mission Statement

St. Louis High School is a dynamic centre of learning where we are all happy and secure. We nurture creativity and embrace diversity while building on our rich traditions in an atmosphere of generosity. We share in the journey towards deeper understanding in this complex world.

Objectives of this Policy

- To draw up a set of guidelines for all school trips, events, field trips, careers events, TY trips etc. – (inside and outside the State).
- That the health, safety and welfare of our students is safeguarded by ensuring that reasonable care has been taken in the nature of the trip chosen, the level of supervision provided, the venue, the means of transportation and the careful assessment of any dangers to which the students may be exposed.
- That students gain maximum educational benefit and enjoyment from all trips/outings.
- That staff are aware that the degree of care required of them should be that of a 'careful parent' which would vary with the circumstances and the age of the students.

Policy Statement

It is the policy of the Board of Management/Principal/Deputy Principal to encourage, where appropriate, trips and outings that emerge from curricular and extra-curricular activities and form an integral and valued part of the broad education offered in St. Louis High School.

- ❖ We recommend that international trips be offered to students. An application for an international tour must be submitted to the Principal and B.O.M in the school year prior to planned departure. The trips offered may have different emphases (e.g. Language, Sport, Classical Studies, Art, History, EU, Cultural etc).
- ❖ **All payments for trips must be paid online via the school's online payment facility or directly to the travel company.**
- ❖ The BOM's policy is that any international trip should not impact on more than 3 school days.
- ❖ The BOM's policy recommends that there should be a maximum of 50 students participating in any international trip.
- ❖ The EU programmes occasionally give rise to trips for smaller numbers of pupils. Involvement and travel should be permitted if possible as the occasion arises as such trips enhance what the school has to offer and provide opportunities to both staff and students for further development and contact.
- ❖ Other trips and outings, directly related to the curriculum (eg theatre, cinema,

outdoor pursuits, fieldtrips, day trips) are encouraged. They are considered by the Staff Council, in light of the overall benefit to the students, the school and the impact on curriculum delivery and are subject to approval by management.

Trips and Exchanges

Trips may operate both inside and outside school time. Every effort will be made to minimize disruption of the school year.

All trips organised by the school are classified as school trips and are covered by school insurance or travel insurance appropriate to the nature of the trip.

Planning

The intention to offer/organise a trip should be submitted to the Principal for submission to BOM. Details to include the advertisement, a clear statement of aims, target group, cost, dates and selection criteria. The appendix 1 from Circular 20/04 is to be completed and submitted by the tour group organisers to the BOM for approval. Please see Appendix 1 of SLHS Trips and Outings Policy.

Once permission has been granted by the BOM, the parents/guardians of the selected group/year/class should receive an information leaflet outlining the general nature of the proposed tour. In as far as possible, all students in the target groups should receive the information on the same day:

The information leaflet should specify the following:

- The objectives of the tour
- The target group for which this tour is being organised.
- The itinerary and duration of the tour
- ***The full costs involved and the details of the online payments (deadlines etc.)***
- Information regarding insurance and indemnity
- The general rules of behaviour to be observed
- That numbers may be limited and a deposit will be required to secure a place.

As part of the planning process, the parent/guardian will:

- a) Receive a letter advising them about the trip including details of the travel insurance policy.
- b) Complete an application form (this does not guarantee a place on the trip) – places will be awarded on a first come, first served basis on a designated date and time to ensure fairness.
- c) Recent behaviour records will be taken into account as to tour participation. A record of breaches of the school's code of behaviour (eg breaches entered in the VS Ware Behaviour Comments section) may disqualify a student from participating in a trip or outing.
- d) A student's suitability to travel will be taken into consideration by the tour leaders, senior and middle management before a place can be offered on the tour ie. recent behaviour, medical conditions, attendance, psychological and physical health and relevant health and safety concerns. 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 in consultation with parents/guardian.
- e) The offer of a place on the tour remains conditional until the date of travel.

Please Note: The selection of participants will be made by the organising and accompanying teachers in cooperation with the Year Heads/Management in line with the above criteria and trip's group travel insurance guidelines.

- f) Once a place has been accepted, the participants must note that if money has been paid, it is non-refundable. This means that deposits are forfeited if the participant withdraws from the trip as numbers are important to ensure viability.
- g) If a participant is withdrawn from the trip, please note that any monies paid are non-refundable.
- h) The number of students on a trip is at the discretion of the Principal, the organising teachers, the tour company and the outdoor pursuits' venue.
- i) A meeting of pupils and parents with the organising teachers and Principal/Deputy Principal will take place prior to the trip.
- j) Students and parents will be required to sign a form indicating that the students will abide by all school rules for the duration of the trip.
- k) It is the parents/guardians duty to inform the school of any relevant Health or Safety issues which might affect their children or the tour team while on tour.
- l) The signed consent/permission of parents/guardians and students is an essential prerequisite for the participation of any student on the tour.
- m) In the event of a student's medical condition changing between the date the insurance policy was purchased and the date of travel, the travel insurance company's travel administration facilities must be advised as soon as possible. The company will advise what cover they are about to provide, after the date of diagnosis. Please read the Travel Insurance Policy for further details.
- n) Insurance forms must be completed fully, including full disclosure of any diagnosed medical and/or psychological conditions. Please see Travel Insurance documentation for further details where appropriate. If the insurance company cannot provide insurance cover for the student, then the student will unfortunately not be in a position to travel with the school group.

Students' Well-being

- Where a student requires constant or regular medication, specific written details must be given to the Tour leader. Parents/guardians may request a private meeting to inform the Tour leader about the illness and the manner in which the medication should be administered.
- The tour leader should establish if a non-medical person can administer the medication.
- Each parent/guardian must inform the tour leader if the medical condition of a student travelling requires contact numbers, details re allergies or medication to be taken. It is the responsibility of parents/guardians to ensure that a student has medication sufficient to last the entire Tour.

Before the tour leaves, parents/guardians must specify in writing the person/s they wish the Tour leaders to contact in the event of parents/guardians being unavailable. In the event of an emergency, parents/guardians will always be contacted first.

During the Tour

- Mobile phone communication between teachers/supervisors and students on some tours may be necessary. A list will be made of participants' mobile phone numbers (as

given on the Permission form) and students will have the mobile phone number of the tour leader – to be carried with them at all times while on the tour. A mobile phone is available from the school, as staff members are not required to give their personal mobile phone numbers to students.

- ***On some tours, there may be restricted mobile phone/device use. This will be communicated in advance of any trip/tour.***
- The Tour Leader should have two emergency contact numbers for each student travelling and the contact details of the Principal and the Deputy Principal.
- In the event that inspections of rooms or personal property (bags, suitcases etc) are required, two staff members should enter a dormitory or students' rooms to carry out the inspection with the student(s) present. This will only be done for good reasons based on reasonable grounds – such as concern for physical safety, suspected possession or use of a banned substance or other concerns.
- If a search is deemed necessary, the student should be asked to empty her own pockets and/or suitcase/bags.
- Where sanctions are imposed, procedures shall be applied as per the school's Code of Behaviour.
- 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 the student missing out on a specific activity eg bowling etc. A student prevented from attending an activity must be supervised by a member of the tour team for the duration of the activity.

Further sanctions may be imposed when the student returns to school eg the student may be prevented from involvement in future tours.

- If a student is found to be in serious breach of any of the expectations in the school Code of Behaviour, the staff member in charge must contact the Principal immediately and a student may be sent home at parent's/guardian's expense.
- In the case of a serious/criminal incident (shop lifting, a violent attack etc.) the parent(s)/guardian(s) and the principal will be informed immediately and the matter will be handed over to the local police authorities.
- An accident/incident report form must be completed for all accidents or incidents which have occurred. Examples of reportable incidents include: persistent lateness at the rendezvous point; not staying with the group; rudeness to teachers; and serious breach of school rules, particularly in relation to alleged or proven alcohol or substance abuse.
- In the event of a medical emergency/dental emergency while on Tour it may be necessary for a member of the Tour team to act in loco parentis. The following agreement should be issued to all parents/guardians and must be signed prior to the tour:

Eg. We, the tour leaders will act on medical advice presented to us if in the event of an accident or emergency where it is not possible to contact parents, guardians or next of kin either by phone or due to time considerations.

Insurance

- Trips and exchanges approved by the school are covered by the school insurance or travel insurance appropriate to the nature of the trip/exchange. Students must qualify to be fully insured under the trip's travel insurance policy in order to be offered a place on the school trip.

- Students must have their E111 or European Health Insurance Card for travel to countries in the EU.

Accompanying Staff

- Permanent and temporary teachers, student teachers, special needs assistants (SNAs) and administration staff may travel with students. The lead teachers on the trip must be a permanent teacher on the staff. It is advisable to have some teachers with tour experience on each trip.
- Mindful of the DES guidelines regarding Child Protection, teachers will act in a responsible manner having regard to the fact that they are in the company of and responsible for the care of young adults.
- The number of accompanying staff will be relative to the number of students participating on a trip and the dynamic of the tour group. The tour company guidelines on pupil/teacher ratio will be adhered to as a minimum.

Post Trip Evaluation

A post-trip evaluation form should be submitted to the Principal and reported to the BOM after each trip. The report submitted by the tour organiser should assess the following areas:

- ❖ Accommodation
- ❖ Facilities
- ❖ Activities
- ❖ Value for money
- ❖ Tour operator
- ❖ Transport coaches/flights etc.
- ❖ Pupil behaviour
- ❖ Recommendations for future trips

All trips and outings are subject to the conditions outlined in the DES circular (M20/04).

Reviewed and ratified by the Board of Management on: June 19th 2019

Signed: Maura Mooney – M Mooney

**Chairperson Board of Management – St Louis High
School**

Appendix 1: Tour Application Form

| Details of School Tour | | |
|---|--|-----------------------|
| Name of School | Address | Roll No. |
| | | |
| Tour Dates | | |
| From | To | Number of School Days |
| <u> / / </u> | <u> / / </u> | |
| Brief Outline of Tour | | |
| | | |
| Number of Students Participating | Total number of students from each year group: | |
| | | |
| If some students are not participating, outline the reasons why | | |
| | | |
| Expected benefit to accrue from the tour | | |
| | | |

Why is the tour deemed to be necessary

Adults accompanying the students

| Class Teacher | Number of other teachers | Number of other adults |
|---------------|--------------------------|------------------------|
| | | |

Confirmations

| | | |
|--|------|-----|
| That appropriate arrangements are made in accordance with Circular PPT 01/03 for those classes whose teachers are absent with the tour | Yes: | No: |
| That adequate insurance is in place to cover all risks while on tour | Yes: | No: |
| That parental permission has been secured for each student who is to participate on the tour. | Yes: | No: |

Signature of Principal:

Date: