St. Louis High School
Trips & Outings Policy

Mission Statement

St Louis High School is a dynamic community of learning
where we aspire to foster a happy and inclusive environment.
We nurture creativity, embrace diversity and cherish our values
while building on our rich traditions
in an atmosphere of respect, gratitude and generosity.
As active global citizens we share in the journey
towards a deeper understanding of and engagement in our complex, ever-changing and inter-dependent 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 are 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.
- That this policy is in line with Child Protection Guidelines and Procedures 2023.

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 students. 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 (e.g. 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.
- ❖ If a student is subject to a care order, foster parents will need to ensure that Social Services consent to any proposed trip. If a student is a Ward of Court, the Principal should seek advice from the Court in relation to trips abroad well in advance.

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

Day tours/outings are organised on a voluntary basis, in accordance with Department of Education and Youth guidelines, and are subject to the availability of teaching staff.

The following general procedures apply to all day tours/outings:

1. Day tours/outings may take place during the school day or extend beyond normal school hours.
2. Day tours/outings must have the approval of the Principal/Deputy Principal and Staff Council.
3. A minimum notice period of four weeks must be provided.
4. Once approval has been granted, the Staff Council will update the school Activity Calendar. The organiser should then:
   a) Obtain parental/guardian permission
   b) Provide reception/the school office with a list of travelling students prior to departure

The intention to offer/organise an overnight/foreign trip should be submitted to the Principal for submission to BOM in the school year prior to planned departure. Details to include:

- The advertisement
- Statement of aims
- Target group
- Approximate cost
- Dates
- 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.
b) Complete an expression of interest/application form (this does not guarantee a place on the trip).
c) Where the number of applications exceeds the number of available places, places will be allocated through a lottery system to ensure fairness. Only applications received by the published closing date will be included in the lottery process. Late applications will not be considered.
d) For subject-specific trips, students studying that subject will be prioritised. Any remaining places will then be allocated on a lottery basis in accordance with the procedure outlined above.
e) Recent behaviour records will be considered as to tour participation. A record of breaches of the school's code of behaviour (e.g. breaches entered in the VS Ware Behaviour Comments section) may disqualify a student from participating in a trip or outing.
f) All essential school costs must be paid in full in advance in order to secure a place on the trip.
g) 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/guardians.

h) 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.

i) 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.

j) If a participant is withdrawn from the trip, please note that any monies paid are non-refundable.

k) 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.

l) A meeting of students and parents with the organising teachers and Principal/Deputy Principal will take place prior to the trip. It is mandatory for parent(s)/guardian(s) and student to attend all information meetings and co-operate with all requests pertaining to the tour. Failure to attend may mean a student's place on the tour is at risk.

m) 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.

n) <u>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.</u>

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

    a) an itinerary
    b) accommodation
    c) recommended clothing
    d) recommended pocket money
    e) personal items that a student may need to bring
    f) 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)
    g) a Medical Form outlining any medical condition/ medication that staff need to be aware of, and consent for the administration of medical intercession in the case of a medical emergency
    h) a Contact Details Form with details of guardians/parents contact numbers
    i) a copy of the terms and conditions of the insurance cover offered by the travel agent. It will be the responsibility of the Parent/Guardian to read the policy

details to ensure they are satisfied with the level of cover.

p) The signed consent/permission of parents/guardians and students is an essential pre-requisite for the participation of any student on the tour.

q) Failure to comply with deadlines given in relation to deposit/passport details/letters of consent/ medical forms/ contact details/ and permission to travel forms etc. may result in a student forfeiting her place on a tour and her deposit/full cost.

r) 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.

s) 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 able 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.
- One of the staff members on the tour should be responsible for carrying a First Aid Kit. Any student with specific medical needs will be responsible for their own medication.
- 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.
- Depending on the medication that a student may require they may need to bring a photocopy of the prescription with them so they can show it at an airport, if necessary. All medication must be carried in hand-luggage.
- 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 always carried with them 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.***
- It is expected that students' use of mobile phones will be responsible and in line with the school's Acceptable Use Policy and the Code of Behaviour.
- Posting/sharing photos of others (students or staff members) without their consent is expressly forbidden.
- 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 e.g. 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 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.
- Accompanying staff may access student accommodation to carry out health and safety checks and to ensure the welfare and safety of students.
- 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.

- In the event of a student becoming ill or needing hospitalisation for more than one night, the Tour Coordinator will make contact with the Principal and the student's parents. It will be the responsibility of the parent to make arrangements to travel to the hospital to be with (assume responsibility for) their child.
- Parents/guardians are requested not to ask students or staff to transport alcohol, tobacco products, cigarettes, vapes, or any prohibited items on return from foreign trips. Any such items discovered will be confiscated and disposed of appropriately.

Travel Documentation

- The attainment of travel documents such as passports and/or visas/ESTA/ETIAS will be the sole responsibility of the parent/guardian. The parent/guardian will also be responsible for ensuring that these documents meet the required prerequisites.
- Passports, and other necessary travel documents including visas, must be presented at the information evening prior to the trip.
- Passports must be valid for at least six months following the trip.
- Failure to obtain required documentation by a specified deadline will result in the student being unable to travel, and all associated costs will be borne by the parent/guardian. The school accepts no responsibility for delays, refusals or errors in applications.
- In the case where the group includes a student(s) whose national or immigration status or entitlement to an Irish passport is in doubt, it is advisable that parents make early enquiries to the Department of Foreign Affairs and/or the Passport Office.
- Students who are non-EU nationals are responsible for ensuring they have a valid passport, any required visa(s) or ETIAS/ ESTA documentation, and their own valid Irish Residence Permit (IRP) card prior to travel.
  Non-EU nationals may need to use separate passport control channels from the rest of the group.

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.
- It is the responsibility of the parent/guardian to ensure that their child is adequately

covered under the travel insurance policy. Parents/guardians should contact the travel insurance provider directly if they have any questions or concerns regarding cover.

Accompanying Staff

- If a student requires an SNA/additional staff member to be present on a school tour, this may be as part or ex quota at the discretion of the principal.
- 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 student/teacher ratio will be adhered to as a minimum.

Safeguarding

All trips operate in accordance with the school's Child Safeguarding Statement. Staff will ensure appropriate supervision, maintain professional boundaries, and prioritise student welfare at all times.

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.
- Student behaviour
- Recommendations for future trips

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

Reviewed and ratified by the Board of Management on: _

Signed: Siobhán Corry

Chairperson Board of Management

Date: 15/06/2026

Appendix 1: Tour Application Form

Details of School Tour		
Name of School	**Address**	**Roll No.**
Tour Dates		
From	**To**	**Number of School Days**
___/___/___	___/___/___	
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: