

School Outing and Tour Policy

Rationale

"The objective of an educational tour should be that it should provide a significant benefit in the educational, intellectual, cultural and social development of the maximum number of pupils in the particular grade(s) taking part in the tour and which benefit cannot be provided by in-school activities only." Department of Education and Science Circular M20/04

Objectives

- o To broaden the intellectual, cultural and social experience of students
- o To foster independence, maturity and team-building
- o To satisfy curricular needs
- o To foster the physical and mental well-being of students and to foster a healthy lifestyle
- o To encourage self-discipline and respect for others
- o To safeguard the health, welfare and safety of students and staff

Scope

This policy covers tours inside and outside the state, day and overnight tours, games, subject field trips, Transition Year outings, LCVP, retreats, cultural trips and community projects.

Eligibility

- o In keeping with the Mission Statement and Ethos of Coláiste Muire, trips and outings are available to all students, providing that health and safety considerations are not breached.
- o Field trips can be a requirement for particular examination subjects.
- o Students who have displayed serious misbehaviour (i.e. assault, alcohol or drug abuse, very irresponsible behaviour, etc.) may not be accepted on school trips//outings
- o Permission to travel on school tours/outings may be withdrawn for serious breaches of Coláiste Muire Code of Behaviour (i.e. assault, alcohol or drug abuse, very irresponsible behaviour, etc)

Roles and Responsibilities

The Board of Management will

- o Formally sanction each overnight tour/outing
- o Ensure accountability for all monies collected
- o Safeguard the interests and good name of the school
- o Ensure that the school uses the services of a licensed tour operator or travel agent for all trips outside the state
- o Approve the timing of tours/outings, having taken into consideration any possible effects on the normal teaching routine of the school and on other school activities
- o Consider the availability of additional staff supervision for students with special needs
- o The decision of the Board of Management is final in all matters relating to tours/outings

The Principal will

- o Establish structures and procedures for the implementation of this policy
- o Sanction all tour/outings
- o Assess gender balance of supervision on overnight tours/outings where appropriate

The Tour Leader/Staff will

- o Implement all aspects of this policy
- o Request permission from the Principal for any tour/outing
- o Provide a proposal regarding tour/outing involving overnight to the Principal to bring to the Board of Management for formal sanction
- o Give adequate notice to parents outlining the objectives of the tour, the itinerary and duration of the tour, costs involved and methods of payment, rules of behaviour to be observed, information regarding insurance, criteria for selection of students in case of oversubscription and provide an Emergency Contact Number
- o Act in "loco parentis" on tours/trips, acting as a reasonable parent in providing supervision of pupils
- o Observe Department of Education & Science Guidelines in regard to Child Protection
- o Provide the Principal with complete contact information for those taking part in the tour/outing, the itinerary to be followed, contact details and a contact number for the Tour Leader

- o Observe procedures for any breach of Colaiste Muire Code of Behaviour
- o Record any accidents or incidents
- o Furnish full and accurate financial records of the trip to the Principal

Parents will

- o Give signed permission for overnight tours/outings
- o Sign acceptance of particular rules which apply to specific tours
- o Inform the school of any relevant safety or health issues which might affect their children
- o Attend information meetings with the Tour Leader when required

Students will

- o Co-operate with the Tour Leader, school staff and other relevant personnel
- o Observe the Code of Behaviour, outlined in the Student Journal
- o Sign and observe specific rules for a particular tour/outing
- o Participate fully in planned activities
- o Inform the Tour Leader or member of staff, as soon as possible, if they suffer or observe any illness, injury, accident or incident
- o Submit a medical certificate when absent from a fieldtrip related to coursework
- o Wear full school uniform, when required

Code of Behaviour on tours/outings:

- o The Coláiste Muire Code of Behaviour operates during tours/outings
- o The use of alcohol and illegal drugs is strictly forbidden
- o Specific rules may apply to certain outings, i.e. outdoor pursuits, games, overnight trips and trips abroad. Students and parents will be informed of these particular rules.
- o Respect is required for local customs and laws when travelling abroad

Finances/Accountability:

- o All monies collected must be lodged in the main school bank account and all financial transactions relating to the tour must be recorded in the school accounts.
- o Parents will be informed as early as possible of the full cost associated with the tour.
- o Written receipts will be provided.
- o Appropriate travel insurance cover must be in place.
- o Written parental approval must be received for each student participating in any overnight tour.
- o Appropriate arrangements will be made for the classes of any teachers on school tours/outings. Appropriate arrangements will also be made for students not participating in a tour/outing taking place during school hours.

Success Criteria

- o Tours/outings have proceeded in a safe, organised and enjoyable manner Evaluation
- o This policy will be evaluated annually following consultation with tour/outing leaders and the education partners.

Ratified by the Board of Management May 2013