

Educational Tours and Out of School Activities Policy

Mission Statement:

*We seek to promote a caring and committed school community
which will facilitate the education of our students
and where each individual is valued as a unique human being.*

“Is ar scáth a chéile a mhairimid”

Rationale:

This policy has been drawn up in the context of the Department of Education and Skills Circular Letter M 2004 – Educational Tours by School Groups (both inside and outside the state).

School tours, class trips and outings provide educational opportunities which cannot be provided by in school activities alone. Educational tours provide students with an opportunity to enrich their intellectual, cultural and social skills. School tours also enhance learning activities and facilitate the development of leadership, teamwork and communication skills.

Foreign School Tours – Responsibilities of the Tour Leader and steps involved in the planning and administration of the tour.

- Distribute letter to students informing them of the foreign school tour and also encouraging them to save for the tour over the following months.
- Check the Tour Companies Insurance Cover so that it complies with ETBI requirements.
- Obtain quotation from Tour Company.
- Estimate the cost per student to cover expenses.
- Produce a letter outlining the proposed tour for parents. Additional letters, giving details of the tour, will be supplied to parents before travel.
- Collect signed consent forms (signed by parents/guardians) and collect signed forms from students which show that they will abide by the code of behaviour while away on tour.
- Oversee all lodgements on the Way2Pay system and ensure that all students pay on time and meet relevant deadlines.
- Lodge all cash payments and issue receipts accordingly.
- Keep a financial record of all income and expenditure and meet with the Principal after the tour to discuss finances.
- Plan the itinerary with the Tour Company.
- Photocopy passports and send passport details to the tour company.
- Photocopy all tour documentation and give a copy to the teachers travelling on the tour.
- Obtain contact phone numbers from all students and get contact phone numbers of parents/guardians.
- Give students and parents a contact number so that the tour leader can be contacted while on tour.
- Allocate rooms for students in the hotel according to their preferences (where possible).

- Meet students before the tour to discuss the tour, health and safety and be available to answer any questions from parents/guardians and students.
- Get a letter from the Principal showing the names of the students travelling on the tour and also a letter (if relevant) for entry into sites e.g. Phantasialand (theme park in Germany) or Disneyland (Paris).
- Tour Leader and accompanying staff have overall responsibility for the health, safety and welfare of all students while on tour, both daytime and at night.
- Keep an eye on students who do not fit in socially, students with special educational needs and students with any other issue (medical, financial etc.)
- Obtain medical forms (see appendix one) from all students. These medical forms are to be signed by parents/guardians. The tour leader should make contact with parents/guardians, prior to the commencement of the trip, if there are any issues of concern regarding illness, type of medication being taken etc.
- In the case of School Exchange trips it is normal that students are accommodated with Host Families. For Child Protection reasons a Garda /Police Vetting must be carried out on adult members of the Host Family household if such a system exists in the country. If no vetting system is in existence written confirmation must be sought from the Exchange School that no child protection concerns exist with the Host Families.
- Prior to the trip taking place the School Principal must be supplied with a detailed Itinerary for the trip, flight details, accommodation details, risk assessment details, list of students and their personal and family contact details, contact details for all staff on the trip. In the case of trips involving Host Families contact details for Host Families must be included.

Tour Company:

Under the provisions of the Transport (Tour Operators and Travel Agents) Act 1982 a tour operator is defined as:

“a person other than a carrier who arranges for the purpose of selling or offering for sale to any person accommodation for travel by air, sea or land transport commencing in the State to destinations outside the State or Northern Ireland or who holds himself out by advertising or otherwise as one who may make available such accommodation, facilities or other services.”

Borrisokane Community College will use a licensed and bonded tour operator or travel agent to arrange foreign travel packages which include accommodation and other services. The tour operator or travel agent chosen to arrange the overseas trip must hold a current license. The full list of current license holders can be found on the website for the Commission for Aviation Regulation – www.aviationreg.ie

Staff travelling on School Tours

In deciding what staff members travel on the trip the make up of the group of students travelling needs to be taken into account especially in relation to Gender and Special Needs. When deciding what staff member travels on a particular trip it may be necessary to look at what staff members have travelled on other tours during the particular school year. Staff members will be selected as follows:

1. Group Leader(s)

2. At least one other staff member who has travelled previously to the same destination or on a similar type of tour.
3. One place at least for a staff member interested in travelling for the first time on a foreign trip – (In choosing this person a draw could be made from all interested or the person with the longest teaching experience in the school and has not travelled on a trip in the past could be chosen).
4. Retired staff person if interested.
5. If further places are available, select an additional person from 2 or 3 above.

If more than one person in any of the categories 2 to 5 is interested in travelling then a draw will take place. In the event that the number of teachers interested in travelling exceeds the number of places available a reserve list will be compiled.

Teachers and school staff who organise and/or travel on school tours and/or facilitate extra curricular activities do so in a professional capacity. The primary duty of teachers and school staff is to care for and ensure the safety of all students on tour.

Students with Special Educational Needs

Students with Special Educational Needs are included on school tours and are offered the opportunity to take part. Adequate arrangements for supervision of all students are arranged as appropriate depending on the nature and duration of the tour. Where a school tour takes place over a number of days involving travel out of the country the supervision ratio may need to vary to cater for the needs of some students. Applications from students with more complex care needs will be reviewed on a case by case basis and advice from professionals will be sought if needed. If it is felt that the care needs of a student cannot be adequately catered for on a school tour the application to be included in the tour will have to be refused.

Travel Arrangements

Travel arrangements are from "school to school". The school cannot accept requests to collect or drop students off anywhere other than at Borrisokane Community College. Parents/Guardians must accept full responsibility for the punctual arrival and collection of their son/daughter from Borrisokane Community College.

Finances

- The Tour Leader and the Principal should be involved in the financial administration of a school tour/school activity.
- Separate financial records should be maintained for each school tour/school activity. An accurate record of all participating students and the money paid by each student should be maintained by the tour leader or the teacher in charge of the activity.
- A receipt should be issued for any money paid for each tour/school activity. If money is paid through the electronic Payment System (Way2Pay) a text receipt will be issued to the parent/guardian registered on the Way2Pay system.
- A financial report on the tour/school activity should be given to the Principal after the tour/school activity.
- In line with Data Protection, a copy of all receipts, permission slips and other records pertaining to the tour/school activity should be kept for a period of five years. This material should be submitted to the Principal at the end of the

tour/school activity where it will be securely stored. Data in relation to each tour/school activity will be securely disposed of at the end of the five-year period.

Managing risk on Educational Trips

Teachers planning to take students on school tours, school trips or school activities need to be familiar with the IPB Insurance Step By Step Guide to Managing Risk on Educational Trips as this guide assists our school in the management of risk on educational trips.

Adequate planning and risk assessment can help to ensure that all participants have a positive, safe experience and benefit from a tour/trip/school activity. A risk assessment for each proposed tour/trip/activity will enable our school to determine the number of teachers that should accompany students on each tour/trip/activity and it will help to ensure the health safety and wellbeing of all involved. A risk assessment will consist of

1. Identifying the risks
2. Assessing the risks
3. Managing the risks
4. Monitor and review the risks.

Buses: Only approved Bus Operators to be used for transporting students on school trips. For Foreign trips it is best practice to book the bus through the tour company so that the Travel Insurance covers the bus trips to and from the Airport or Port.

A list of bus operators will be available in the school office. When booking buses quotations should be sought to ensure value for money.

All buses are now equipped with seat belts and the staff member supervising on the bus must inform students at the beginning of all journeys to wear their seatbelts.

Procedure for organising any group outing from the school (including debating, theatre visits, educational trips, matches, tours etc.)

- Permission must be sought and obtained for all trips. This is done by discussing the date, cost, number of pupils, mode of transport and departure and return times with the Principal.
- Written permission from parents/guardians is required for all outings from school by students. See appendix 2 for permission for trips that cost less than €15 and that take place on a single day. This permit is in the students journal and must be signed by parents/guardians at the beginning of the school year.
- The cost of the trip must be covered by those participating students. An exception to this is for extracurricular activities. In the case of extracurricular activities the cost of all bus trips is €7. The Parents Association support extracurricular activities by subsidising the cost of buses.
- In drawing up a list of participants, attention must be given to the behaviour record of applicants. The Tour Leader, Year Head, in consultation with the Principal and/or Deputy Principal, may refuse any student permission to go on an outing, for previous serious misbehaviour.
- Details of the outing must be provided to the parents/guardians prior to departure.

- Parents/guardians must be made fully aware that a student may be sent home (or flown home in the event of a foreign tour) at the expense of parents/guardians if the behaviour of the student warrants it.
- All students are subject to the Code of Behaviour for Borrisokane Community College (under school rules) while on any outing from the school.
- A complete list of participating students must be given to the Principal/Deputy Principal prior to the trip.
- A detailed record of all monies paid and by whom should be given to the Principal. Appendix 3 must be used to record the relevant financial details of the trip and the names of the students taking part. A copy of this form must be handed in to the school office if lodging money and a copy must be given to the Principal.
- Permission slips, receipts and any other documentation relating to the trip should be given to the Principal at the end of the outing. This is to ensure compliance with Tipperary ETB Data Protection Policies.

Monitoring and evaluation

- This policy was drawn up during the school year 2016/2017. It was reviewed by the staff, parents association, students council and adopted by the Board of Management on 15th June 2017. The policy will be reviewed regularly and all the partners will be consulted in relation to any changes to the policy.

Appendix 1

Borrisokane Community College Medical Form

Please complete in block capitals

Note: All information is treated in the strictest confidence

Students Name: _____

Parent (Guardian) Name(s): _____

Address: _____

Contact Phone Numbers: Home: _____
 Mobile: _____
 Work /Other: _____

Pupils Mobile Phone No: _____

Doctors Name: _____

Doctor's Phone number: _____

Specialists Name _____

Specialists Phone number _____

Nature of pupil's illness _____

Medication being taken _____

Details of any allergies _____

Any further medical information _____

Does the Tour Leader have permission to take your son/daughter to a doctor if necessary (*please circle*): Yes No

Does the Tour Leader have permission to administer medication to your son/daughter (*please circle*): Yes No

Specific Dietary requirements _____

Signatures _____

Appendix 2

The following permission sheet is in the students Journal and must be completed by parents at the beginning of the school year.

PERMISSION TO TAKE PART IN TOURS AS PART OF EXTRA CURRICULAR ACTIVITIES

During the school year there is a wide range of Extra Curricular Activities in the Educational, Sporting and Cultural areas available to students. These activities usually involve students taking part in activities outside of the school when students will travel on buses or walk to facilities close to the school. A teacher will accompany students taking part in tours. In some cases the trip to the activity may extend outside school hours. In such cases parents / guardians must arrange for the collection of their child when they return to the school.

I _____ (Parent's/Guardian's Name) give

_____ (Child's Name) permission to take part in the following activities during the school year 2018/2019.

List of activities: Debates, Quizzes, Public Speaking, Drama, Culture Day Activities, Hurling, Football, Soccer, Camogie, Basketball, Rugby, Athletics, Career Information Tours, Field trips relating to various subjects, Visits to Colleges.

Note: Parent/Guardian may delete any activity not consented to.

I understand that the Code of Behaviour applies during all school activities. I will arrange for my child to be collected when they return from the activities if it is outside school hours.

Note: Activities costing in excess of €15 or of more than one day's duration require individual consent from parent's / guardian's. Should such activities be arranged parents/ guardians will receive a letter.

Signed: _____ (Parent/Guardian). Date:

Appendix 3 **Borrisokane Community College**

Collection of money from students Record Template

Lodgement No(s) from Office: _____

Purpose: _____ Date of activity: _____

Teacher in charge: _____ Bus Company: _____

Total Cost of Bus: _____ No of Students travelling: _____

Cost per student: _____ (Bus) _____ (Activities) _____ (Total Cost).

List of students.

No.	Name	No.	Name
1		26	
2		27	
3		28	
4		29	
5		30	
6		31	
7		32	
8		33	
9		34	
10		35	
11		36	
12		37	
13		38	
14		39	
15		40	
16		41	
17		42	
18		43	
19		44	
20		45	
21		46	
22		47	
23		48	
24		49	
25		50	

Total cost: _____

Total Collected: _____

Profit/Loss: _____

Total for Lodgement _____

Signed: _____ (Teacher Organising)

Approved: _____ (Principal)

Explanation of discrepancies:

