



BORRISOKANE COMMUNITY COLLEGE



Educational Tours and Out of School Activities Policy

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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 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.

Borrisokane Community College – Covid-19 Response Plan

In line with government legislation and Public Health Guidelines, Borrisokane Community College has developed a COVID-19 Response Plan for the school year 2021-22. It is the responsibility of all members of the school community to familiarize themselves with the plan and carry it out. All school policies should be implemented regarding the procedures outlined in the Borrisokane Community College COVID-19 Response Plan. Failure to comply with this plan constitutes a serious threat to the health and safety of other members of the school community and will be treated as a major offence under the Code of Behavior.

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 ETB requirements.
- Obtain quotation from Tour Company.
- 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.
- 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/student over 18) 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. All passports must be valid for at least 6 months following the trip.
- Collect E111 forms two weeks beforehand, copy them and return to students.
- Obtain medical forms (see Appendix One) from all students. These medical forms are to be signed by parents/guardians/student over 18. The tour leader should make contact with parents/guardians/student over 18, prior to the commencement of the trip, if there are any issues of concern regarding illness, type of medication being taken etc.
- 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/student over 18.
- Give students and parents a contact number/ school mobile 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/student over 18 and students.
- Get a letter from the principal showing the names of the students travelling on the tour and 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.)
- 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/student over 18 must accept full responsibility for the punctual arrival and collection of their son/daughter/self 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.
- When 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.

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.)

Day Trips within Ireland (including Northern Ireland)

1. Day trips may take place during the school day or may extend beyond normal school hours.
2. Members of staff who wish to take students on a day trip must get approval from the Principal before organising the trip.
3. Once the Principal has approved a trip, the organiser should send a letter/message to Parent detailing the trip, details including times of departure/return, requirement for students etc. A complete list of participating students must be given to the Principal/Deputy Principal prior to the trip.
4. Booking of Buses will be through the school office. The Organising Teacher will complete a School Tour Booking Form. The School Secretary will book the bus in line with the Tipperary ETB Bus Hire Contract.
5. Written permission from parents/guardians/student over 18 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/student over 18 at the beginning of the school year.

6. 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 currently €5. The Parents Association support extracurricular activities by subsidising the cost of buses.
7. On all day trips there must be an appropriate ratio between the number of students and the number of staff travelling. On a private coach there should be at least one member of staff in addition to the driver.
8. Day trips may involve a financial cost to the student. For example, a fee may be charged to cover the cost of transportation to the event and also in some case a fee will be charged to take part in an activity.
9. A detailed record of all monies paid and by whom should be given to the principal. Appendix 3 may 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.
10. The school will always have the mobile/contact number of the Coach Company or staff involved in case of delays or any other occurrences.
11. For trips that extend beyond normal school hours, it is the responsibility of parents/guardians/student over 18 to ensure that arrangements are in place for their sons/daughters/own self journey to/from the school.
12. Students will return to the school following all trips. Due to Health and Safety students cannot be dropped off on the route from the trip.
13. An accident/incident Report Form must be completed for all accidents or incidents which have occurred during the trip. This must be submitted to the main office or the principal. Any issues of misbehaviour must be reported to the relevant Year Head and recorded on EPortal.
14. 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.

Sporting Trips/Activities

1. Booking of Buses will be through the school office. The Organising Teacher will complete a School Tour Booking Form. The School Secretary will book the bus in line with the Tipperary ETB Bus Hire Contract.
2. A detailed record of all monies paid and by whom should be given to the principal. Appendix 3 may 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.
3. Each coach is responsible for taking a properly equipped first aid kit to the match.
4. If a minor accident occurs the coach will treat it on the spot. In the event of a serious accident the coach will ring an ambulance or other mode of transport directly. The coach will also contact the school if assistance is needed. If there is a need to call an ambulance parents will need to be contacted.
5. Any accident deemed to be of a serious nature is recorded on an accident report form, a copy of which is submitted to the school office or Principal. Staff will appraise students of the necessary safety equipment for each respective sport.
6. When an away match is organised during school hours, the number of staff travelling must be dependent upon the staffing requirements of the activities in school. Generally, one teacher will travel with a team. The needs of the students in school must receive priority when organising such matches.

Behaviour on School Trips

- 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.
- All students are subject to the Code of Behaviour for Borrisokane Community College while on any outing/ tour from the school.
- Parents/guardians/student over 18 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.

Monitoring and evaluation

- This policy was drawn up during the school year 2016/2017. It was reviewed by the staff, parent's association, student's council during the school year 2021/2022.
- This policy was adopted by Tipperary ETB Senior Management Team on 10th May 2022.
- 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

Student's Name: _____

Parent (Guardian) Name(s): _____

Address: _____

Contact Phone Numbers: Home: _____

Mobile: _____

Work /Other: _____

Pupil's Mobile Phone No: _____

Doctor's Name: _____

Doctor's Phone number: _____

Specialist's Name _____

Specialist's 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 a wide range of Extra Curricular Activities in the Educational, Sporting and Cultural areas are made 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/student over 18 must arrange for the collection of their child/self when they return to the school.

I _____ (Parent's/Guardian's/student over 18 Name) give _____ (Child's Name) permission to take part in the following activities during the school year 2022/2023.

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 parents/guardians. Should such activities be arranged parents/guardians/student over 18 will receive a letter.

Signed: _____ (Parent/Guardian).

Date: _____

Appendix 3 Borrisokane Community College
Collection of money from students Record Template
Lodgment 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 Lodgment _____

<p>Explanation of discrepancies:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Signed: _____
 (Teacher Organising)

Approved: _____
 (Principal)

