



# Duiske College

Graiguenamanagh, Co. Kilkenny

## Duiske College School Trips Policy

Ethos ETB schools are state, co-educational, multi – denominational schools underpinned by the core values of excellence in education, care, equality, community and respect. Duiske College aims to protect the wellbeing of its students and staff by providing a safe and nurturing environment at all times.

- The purpose of this policy is to ensure
- The Health and Safety of all students and staff involved.
- That school trips will be effective and appropriate learning experiences for the students
- That all participating staff will understand the protocols and procedures to adopt when planning and engaging in trips out of class excursions.
- That the school will be represented while students are on trips, in line with our stated KCETB Ethos.
- The curriculum content of some subjects requires field studies/ trips/ recreational activities/visits which take place off the school grounds. These trips are a course requirement.
- Duiske College is committed to providing quality learning for all students. In order to achieve this, it is recognised that exposure to a variety of experiences and cultures is part of a holistic education.
- Trips assist in bonding between students and provide teachers with an opportunity to get to know students in a non-school environment

All School rules and all school policies apply while on school trips. In particular, parents and student should be aware that permission to travel on a school related activity is conditional on strict adherence to the Code of Positive Behaviour.

The Trips Policy takes cognisance of and operates in conjunction with other Duiske College Policies and programmes

The Trips Policy has been developed in line with best practice, with guidance from Department of Education and Skills (DES) underpinned by relevant legislation and documents.

**School Trip** The term “school trip” refers to all expeditions off the school premises. This policy is applicable to

- (a) all members of staff who organise such trips,
- (b) the students who are participating in these activities and
- (c) the parents/guardians of the participating students.

Duiske College recognises the benefits of trips to complement normal school work, for educational or sporting purposes. Some trips are organised as part of the course to be followed in a subject area. Other outings and trips are additional to the curriculum and are not deemed a core activity. The length of trips may vary from short local visit to a longer trip involving staying away for several days both nationally or internationally. Duiske College trips, outings, and tours are a privilege reserved for students who meet minimum standards of behaviour while at school. The Principal reserves the right to refuse permission to participate in a school outing. The Principal also reserves the right to disallow a student from participation in a school trip if, in his/her opinion the health and safety of the student or other students or teachers is at risk. Please note the policy applies to students both under and over 18 years of age.

**TYPES OF SCHOOL TRIPS:** The nature and type of school trips include: Educational visits and trips involving instruction e.g. Field trips, Sports trips, Educational day/overnight trips for school groups within the country and abroad, involving cultural, social or linguistic benefit to students.

**CRITERIA FOR ALL SCHOOL TRIPS:**

- All educational trips must be consistent with the rationale and guidelines as specified by the DE in Circular Letter M20/04.
- Teachers organising trips must inform the Principal and Deputy Principals of the intended trip, its nature and the proposed date. The trip must be approved by the Principal and KCETB where required.
- The Code of Behaviour of Duiske College applies to all outings and trips. Expectations of behaviour of students should be clarified before each trip.

- All teachers on the trip have equal responsibility and must have the school number with them at all times.
- As a courtesy to colleagues, full details of trips including date, time and names of participating students must be posted to all staff by the trip organiser prior to the event.
- Teachers who are away from school on a trip of any kind must leave work for their classes with the Principal/Deputy Principal or on the MS Teams Cover Page.
- Students who have a history of inappropriate behaviour may be excluded from participating in trips.
- Permission forms covering trips must be completed and signed by parent/guardian. Students who have not completed forms may not participate in trips.
- All school rules, and in particular the Policy on Substance Misuse and Internet and Acceptable Usage Policy must be strictly adhered to.
- Being in the possession of or consumption of alcohol or any other behaviour altering substances in any form will be considered a serious violation of the rules and immediate action will follow.
- The excessive consumption of any behaviour affecting drinks/isotonic/sports drinks such as red bull, espresso coffees or other drinks with enhanced caffeine or other substance is prohibited.
- Duiske College is not responsible for the loss, damage, misplacement (this list is not exhaustive) of any student property
- Smoking/Vaping is prohibited as under the school rules
- In the case of Sports trips to matches, athletics, games etc. a permission form for each match/outing is not necessary. Parents must sign a permission form at the beginning of the academic year giving permission for their son/daughter to participate in games/matches as required throughout the school year.
- Students with Special Educational Needs require additional consideration on all trips. The trip organiser(s) should liaise with the Special Educational Needs (SEN) Department and the parent/guardian to identify these specific needs.
- Students with medical conditions require additional consideration. Trip organisers should be aware of students with medical conditions and liaise with parents/guardians prior to the trip in order to familiarize themselves with these students' particular medication requirements.
- Teachers organising sporting trip are responsible for taking a properly equipped first- aid kit on the trip. Parents are responsible for ensuring that their son/daughter brings any medication required with him/her on the trip. Parents are responsible for informing staff of necessary medication.
- Regarding some trips, especially overnight trips and trips abroad, it may be necessary to refuse students who have particular additional needs and health issues, that may impact on the ability of the organisers to ensure the health and safety of the student in question as well as all students in the group.
- On all trips there must be an appropriate ratio between the number of students and the number of staff traveling. This ratio will vary depending on the nature of the trip, the age of the students traveling, Special Educational Needs and safety requirements.

- Child Protection guidelines and procedures must be followed at all times on all school trips.
- An Accident/Incident Report Form must be completed for all accidents or incidents which have occurred on the trip.

#### Health and Safety

- Health and safety of students and staff is always a priority when organising and taking a school trip/tour. Teachers taking any trip will exercise due care, common sense and judgement when issues of health and safety arise.
- Parent(s)/guardian(s) shall be requested to inform the tour/trip leader in writing of any special needs, medical needs or medication required by their child while on the tour/trip. See Health Care, First Aid and Medical Policy for more.
- Parent(s)/guardian(s) shall be required to sign a consent form which will allow medical advice to be followed in the event of injury/illness and where it is not possible to contact them in the time available.
- In case of an accident, staff will normally apply basic first aid only.
- Expert medical attention will be sought should this be thought necessary and best practice will be followed.
- Where a serious accident occurs, staff will seek medical assistance as a first priority and contact the school to inform the school management of events. Parents will be contacted by the school in the first instance.
- On return from, or during any trip, staff may advise a parent/guardian to seek medical advice.
- School Teams must have a first aid kit with them at all times

#### Uniform and Dress Code

- Student must wear the official school uniform on all trips unless otherwise decided in advance by School Management.
- All students should note that while in school uniform they are ambassadors for the school and should behave accordingly.

#### Insurance

KCETB and Duiske College Insurance requires the following forms to be completed.

There are 3 different forms depending on the nature of the trip. Please note they are not required for sports teams but are if bringing supporters.

Category Type A Trip: - The nature of this trip type is defined within the following category areas e.g. (nature / fact finding / zoo / museum / library etc.) – this list is not exhaustive.

Category Type B Trip: - The nature of this trip type involves Adventure Excursions – Whether Outdoor, Indoor, or Water Related Activities e.g. (Ice Skating / Swimming /Horse Riding /Tree Top Activities / Trampoline Centre / Rowing / Adventure Centres / Zip Lining / Bungee Jumping /

Abseiling / Rock Climbing / Go Karting / Kayaking / Archery etc.) – this list is not exhaustive. Category Type C Trip: - This is for trips outside of the country including Northern Ireland or in the UK

#### Guidelines for the use of Buses/Coaches on all trips

Members of staff taking students away in coaches should take note and apply the following:

- Staff must use the KCETB Bus Hiring Framework – See use guide for more details of lot and procedures
- All coaches used by the school must have an up to date PSV License and Cert
- Before setting off, the emergency exits must be pointed out to students.
- Central aisles and access to exits must be kept clear at all times.
- Students must be advised to remain seated facing forward and not to have unnecessary movement during the journey.
- Teachers must check that students are wearing seat belts at all times.
- In the event of any emergency, students should leave the coach by the nearest exit as quickly as possible and re-assemble at a given area where a head-count can be quickly made. Students should not go back to the coach for any reason until the all clear is given
- If the teacher in charge considers that there was anything the matter with the coach, or that the behaviour of students was not appropriate, a full report must be given to the Principal as soon as possible after returning to the school
- In the event of a delay in the time of returning to school, the teacher should advise students to contact parents by text, informing them of the revised time of arrival.
- It is advisable to obtain a mobile telephone number from the coach driver (with his/her agreement) in order to be able to liaise regarding meeting times, change of meeting point or emergency situations.

#### Cancellation of School Trips

Duiske College reserves the right to cancel a school trip or to prohibit the participation or continued participation of a student or teacher in a school trip. This may be on health and safety ground or due to other considerations. In the event that a trip organised by the school or by a licenced agent is cancelled, it may not be possible to refund monies paid. While every effort will be made to return monies paid in good faith, this policy gives no guarantee that cost can or will be partially or entirely refunded in the even to the cancellation of a trip. In the event that a student is prohibited from participating or continuing to participate in a school trip on health and safety or other grounds, Parents/Guardian area advised that monies paid will be forfeit. If this occurs on a trip in the country or abroad the cost of the journey home must be paid in full and entirely by the students' parents/guardians. Overseas trips are organised by teachers in collaboration with licenced / bonded tour operators, according to aviation guidelines, payments for overseas trips are made directly to the tour operator, not the school. For this reason, the school cannot arrange payment plans. Any quibble over costs remain between the Parent/ Guardian and the tour operator.

## Inclusion of Students with Special Educational Needs.

Duiske College recognises that students with special educational needs can greatly benefit from school trips. The enjoyment, health and safety of the student are considered to be of paramount importance. Where students with special educational needs are involved in a group who are going on a school trip, it may be necessary for Parents /Guardians Management and the organising teacher to discuss arrangements in advance in order to ensure the enjoyment health and safety of the student and the whole group, mindful of the specific strengths and vulnerabilities of the student. Student who have access of shared access to a Special Needs Assistant (SNA) during the school day will be facilitated with SNA care as far as is practicable. Where possible, the designated SNA or a member of the School SNA Team will accompany the student for the full duration of a day trip. The School is not obliged to provide SNA care on overnight trips. Where a student with access or shared access to SNA care wishes to participate in an overnight trip, the school is willing to consider alternative solutions proposed by Parents / Guardians. The proposals should be made in writing to the Principal in conjunction with the students SEN team in school.

## Day Trips/Overnight trips within the Country

The CRITERIA FOR ALL SCHOOL TRIPS (above) apply to all day trips and overnight trips.

- Permission must be received from Senior Leadership Team to arrange the trip.
- The organising teacher must keep a careful note of any money paid by students for the trip. All money should be paid via our Way2Pay system. All money received must be receipted.
- Members of staff are required to ensure costings cover the entire cost of the proposed trip. (an approximate costing/guideline should be given for various entry fees and food while on the trip if these are not included in the tour fee)
- For trips that extend beyond normal school hours, it is the responsibility of parents/guardians to ensure that arrangements are in place for their sons/daughters' journey to/from the school. Parents/guardians must ensure that they are on time to collect their son/daughter on return to the school.
- In the interests of health and safety, mobile phone communication between teachers and students may be necessary. In the case of overnight trips, a list of student's mobile phones should be compiled and carried by the teachers at all times. When it is deemed necessary and subject to agreement of the teachers, students should have a copy of the mobile number of the organising

teacher(s). This should be carried at all times during the trip. Students should be strongly advised of the sensitive use of this number.

- On overnight trips Students are permitted to bring digital entertainment items including a camera/tablets/phone on school trips. The taking or sharing of images considered inappropriate is not permitted.

Unauthorised recording of staff or Students, transfer of images of staff or Students, or using the phone to harass others will be considered a serious breach of discipline.

- The taking of unposted, invasive or otherwise inappropriate photographs / videos while on a trip is forbidden and is regarded as a serious breach of discipline. See Internet and Acceptable Usage Policy for more. Please note under no circumstances can photographs or videos to be taken in the accommodation setting.

- It is forbidden for male students to enter the rooms of female students and for the female students to enter the rooms of male students unless given permission to do so by a teacher. All sexual activity is forbidden between students of any gender.

- Students are expected to treat teachers/supervisors/instructors/tour guides with respect at all times.

- Two members of staff, gender appropriate, may carry out inspection of rooms or personal property (bags, suitcases, etc.) with the student present. This will only be done when based on reasonable grounds i.e. concern for physical safety, suspected possession or use of a banned substance or other concerns. Students and parents will be made aware of this prior to application to participate on a trip. In the case of inspection of students' personal property, this should only be carried out for good reasons based on reasonable grounds such as concern for physical safety, suspected possession of or use of a banned substance or other concerns. This should only be carried out with the student present. Staff should not have any physical contact with a student or the clothing worn by the student. If a search is deemed necessary, the student should be asked to empty his/her own pockets or to search the clothes that he/she is wearing.

- All students are expected to turn up on time for all roll calls.

- Foul language is not acceptable from any student on the trip at any time.

- FREE TIME – during trips it is common for students to be given some free time. During such time students should always travel in groups. Under no circumstance should any student walk on their own. During this time students are expected to treat their surroundings with the utmost respect and are also expected to adhere to all the school rules applicable above.

- In the event of a serious breach of the school's Code of Behaviour the staff in charge must contact the school management immediately.

- The participation by the Students in all of the activities of the tour/trip is expected.

- In the case of overnight trips, teachers should also carry a list of contact details of parents/guardians for use in case of emergency. This information will be guarded safely. Teachers should carry the phone numbers of the Principal and/or Deputy Principals as well as the Emergency Number provided by the Travel Company (if applicable).

- The Teachers on the trip must do a daily check in with the Senior Leadership Team.

- If a student is found to be in serious breach of any of the rules outlined in the Contract for the trip or the School Code of Behaviour, the teacher(s) in charge must contact the Principal and the parents/guardians of the student involved.

#### International Trips Abroad

The CRITERIA FOR ALL SCHOOL TRIPS (above) apply to all trips abroad.

- Members of staff who wish to take students on an overseas trip, must submit a request for approval to the Principal who will consider the following when reaching his/her decision.

The appropriateness of the proposed trip in terms of DES Circular M20/04.

The staffing requirements for the trip and for the school.

Due regard for health and safety of the students on the trip.

- The school will only use the services of licensed tour operators/travel agents when organising trips outside the state, as per the Aviation Regulation Act 2001. Proper and full insurance must be in place for the trip.
- Selection of students: Designated students (e.g. 2nd years) will be informed of the date, cost and details of the proposed trip. They will be invited to apply for a place on the trip by making the required deposit. This deposit is non-refundable as it is used by the Travel Agency to book flights, reserve hotel rooms and provide travel insurance.
- In cases where the trip is oversubscribed, names of applicants are drawn by lottery on a designated date, overseen by management. A full record is kept of the order in which all the names

are drawn. Two lists are prepared; a list of the successful applicants and a list of those who were not selected (the reserve list), both in the order in which they were drawn.

- In the event of a student withdrawing from the trip, the place is offered to the first person on the reserve list. This procedure is followed in the event of further withdrawals. Some airlines charge a fee to change a name on a booking. This cost is borne by the student taking the place of the withdrawn student.

- Students who drop out of the tour for reasons covered by the travel insurance must apply to the insurance company to recover their costs. In all circumstances Duiske College will not be in a position to refund money paid if it has already been forwarded to the travel agency responsible for booking the tour. In all circumstances the initial deposit is non-refundable as stated above.

- Management reserves the right to refuse any student deemed unsuitable for the trip. Those considered unsuitable may include: Students who have proved unruly or undisciplined on trips in the past or Students who have a poor discipline record in school. It may be necessary to refuse students who have particular additional needs and health issues that may impact on the ability of the organisers to ensure the health and safety of the student in question as well as all students in the group.

- The staff/student ratio will be decided considering

the age group travelling

the nature of the trip

any Special Educational Needs and safety requirements

the recommendation of the tour operator

- For all international trip's, parents/guardians pay the travel company directly, the school will not accept any payments for international trips

- When passport details are required, a photocopy of the students'/teachers' passport will be requested by the organising teachers. Students are advised to acquire a European Health Insurance Card E111. The appropriate HSE forms required to apply for same will be distributed to students.

- A meeting of both the students travelling and their parents will be convened approximately 2/3 weeks before departure at which the following will be distributed/outlined:

A detailed itinerary.

A medical form to be completed by parents/guardians.

A contract form outlining the rules, to be signed by both student and parent/guardian.

Final details of the tour will be outlined.

All aspects of expected student behaviour and safety procedures will be covered in detail.

Parents will have an opportunity to raise questions or concerns. Students must attend all information meetings and co-operate with all requests pertaining to the trip.

- While on tour students will be divided into groups (size depending on the overall number and the number of accompanying teachers) and assigned to a supervising teacher. In the interests of health and safety, any necessary information about students is given to each teacher, e.g. details of

medication/health issues. This information is kept confidential. During the week before departure, a meeting will be held at which the supervising teachers will meet their groups and final information will be distributed.

- In the interests of health and safety, mobile phone communication between teachers and students may be necessary. A list of students' mobile phones should be compiled and carried by the supervising teachers at all times. Students should have a copy of the mobile number of the organising teacher(s). This should be carried at all times during the trip. Students should be strongly advised of the sensitive use of this number.
- On overnight trips Students are permitted to bring digital entertainment items including a camera/tablet/phone on school trips. The taking or sharing of images considered inappropriate is not permitted. Unauthorised recording of staff or Students, transfer of images of staff or Students, or using the phone to harass others will be considered a serious breach of discipline.
- The taking of unposted, invasive or otherwise inappropriate photographs / videos while on a trip is forbidden and is regarded as a serious breach of discipline. See Internet and Acceptable Usage Policy for more. Please note under no circumstances can photographs or videos to be taken in the accommodation setting.
- Teachers should also carry a list of contact details of parents/guardians at all times for use in the case of emergency. This information will be guarded safely. Teachers should carry the phone numbers of the Principal and/or Deputy Principal as well as the Emergency Number provided by the Travel Company. The Tour Leader should have the school mobile phone with him/her at all times and all students and parents should be given this number.
- The Teachers on the trip must do a daily check in with the Senior Leadership Team.
- In the case of inspection of student personal property, this should only be carried out for good reasons based on reasonable grounds such as concern for physical safety, suspected possession or use of a banned substance or other concerns. This should only be carried out with the student present. Staff should not have any physical contact with the student or the clothing worn by the student. If a search is deemed necessary, the student should be asked to empty his/her own pockets or to search the clothes that he/she is wearing.
- If a student is found to be in serious breach of any of the rules outlined in the Contract for the trip or the School Code of Behaviour, the teacher(s) in charge must contact the Principal.

The CRITERIA FOR ALL SCHOOL TRIPS apply to sport trips.

- In general, written permission is required from a parent/guardian for a student before they may go on a trip. It is understood that students who play as part of a team representing Duiske College has ongoing parental permission to travel to all away matches.
- Students must wear the correct Duiske College School Uniform.
- It is the responsibility of the student to catch up on class work missed as a result of taking part on the school team.
- Supporters may be brought to away fixtures that may be arranged at short notice. Students must have secured parental permission to travel as a supporter to away matches.

- Each sports coach is responsible for taking a properly equipped first- aid kit on the outing and the portable defibrillator.
- Parents are responsible for ensuring that their son/daughter has any medication required with him/her and students are responsible for informing staff.
- If a minor accident occurs the coach/teacher will treat it on the spot. In the event of a serious accident the coach/teacher will ring an ambulance directly.
- Any accident deemed to be of a serious nature is recorded on an accident report form, a copy of which is submitted to the Principal. Coaches/PE staff will inform students of the necessary safety equipment for each respective sport.
- Child Protection procedures must be followed at all times and particularly in regard to the use and supervision of dressing rooms.
  - It is school policy that all students are encouraged to participate in team competitions. However, the school recognises that it is the parents/guardian’s prerogative how often their child shall be involved in such competitions.
- While every effort is made to adhere to arranged times on trips, in particular the return arrival time, parents/guardians will be informed of changes and will be expected to ensure arrangements are made for collection of their children if trips run beyond the school day.
- An Accident/Incident Report Form must be completed for all accidents or incidents that (may) occur during the trip.

Duiske College, cannot guarantee such times, for example where circumstance arise which are outside the control for staff involved.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

(Chairperson of Board of Management)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

(Principal/Secretary of Board of Management)

Date of next review: \_\_\_\_\_