

SCHOOL TOUR POLICY

Mayfield Community School

Mayfield Community School has a duty of care to its students and to school personnel. It is our aim to safeguard the welfare of students and staff while on school trips and to support school personnel who accompany students.

A school trip/tour is defined as any group travel involving at least one overnight stay or day trip.

Approval

The Tour Leader must obtain permission from the Principal and the Board of Management to take students on a school trip/tour. An outline of the trip, including travel dates, tour company details, travel insurance, the total tour price and the general tour itinerary, must accompany the request for permission of the Board of Management.

The ***Trip Leader must ensure*** that:

1. Every reasonable step is taken to ensure the safety of all trip/tour members – students must not be placed in situations which expose them to an unacceptable level of risk.
2. Appropriate and adequate supervision be provided for each activity undertaken on the trip. Supervision is at the discretion of the Trip Leader.
3. A non-refundable deposit is paid once the details of the trip have been approved – unacceptable or unsafe behaviour of any student in the interval before the trip takes place may lead to the school withdrawing a place on the trip for that student – in such cases the deposit is also non-refundable.
4. Students and parents complete the appropriate documentation. The onus is on parents to return all completed documentation and failure to do so may mean that a student may not be permitted to go.
5. The ratio of adults to students for an overnight trip travelling abroad is up to 1 adult to 10 students
6. Child protection procedures are in place in line with DES guidelines and the relevant child safeguarding procedures put in place by Mayfield Community School.
7. Suitable arrangements have been made for the medical needs of students, if required.
8. The Trip/Tour Leader is in possession of the following information:
 - Details of any medical conditions or allergies.
 - Written details of any medication required (including dosage/times) and parental permission to administer same.
 - Contact details of the student's G.P.
0. First Aid provision is available. The medical kit should always include the medical conditions of all participants, the information being acquired from the Parents/Guardians.
0. Parents / Guardians are given the following information:
 - Dates and times of departure and return : it is the responsibility of the parents / guardians to bring their child to the departure point and to meet their child on return
 - Details of accommodation such as hotel or exchange family name, address and telephone number.
 - Names of school personnel accompanying students on the trip - Standards of behaviour expected of students while on the school trip - Insurance details taken

out for the group as a whole, and whether parents/guardians need to arrange additional cover. Define. Also - what if we add events to the tour (eg, day 1, evening)

- Details of the cost of the trip, any additional costs payable, methods and deadlines of payment.
- **All payments are to be considered non-refundable including the final payment.**

Notice to Parents :

Once permission has been granted by the Board of Management the parents/guardians of the selected group/year/class/students should receive a circular outlining the general nature of the proposed trip/tour.

The circular should specify:

- The full itinerary and duration of the tour/trip.
- The full costs involved and the method of payment (deadlines etc)
- Information regarding insurance and indemnity.
- The school's Code of Behaviour is to be followed on tour
- The numbers of students that may participate, and the deposit required in order to secure a place.

Parents should also be made aware through the circular, of their duty to inform the school of any relevant Health or Safety issues which might affect their children while on tour.

The signed consent/permission of parents/guardians is an essential prerequisite for the participation of any student on the trip/tour.

Parents pay a non-returnable deposit. It is made clear to parents that this deposit is non-returnable and that students will not be taken if their behaviour is unacceptable or unsafe in the interval before the tour/trip takes place to the date of the departure.

All students must complete the Application form in full.

Partaking in school tours/trips is a privilege, not a right.

Students whose behaviour is in breach of the school rules may be refused a place on the tour, or on future tours.

A suspension is grounds for refusal.

Meeting parents

A meeting of the parents/guardians of all students going on the tour should be held shortly after confirming those students who are participating in the tour.

Where possible, all students and staff travelling should attend this meeting as well. A representative of the Tour Company may also be invited to the meeting to address parents.

The following information should be given to parents at this meeting:

1. A detailed itinerary – dates, times, locations, hotels, addresses, contact numbers etc.
2. Advice on a reasonable daily allowance, in the currency of the country to be visited, for each student to bring.
3. Advice on how students can best safeguard their money while on tour.

4. The expectations of students in relation to their behaviour while on the tour/trip. – (see Student Code of Behaviour and Sanctions)
5. Parents should also use the meeting to provide the Tour Leader with written information on the form provided about the student(s) medical background.
6. Parents need to provide the school with a copy of an EHIC card

Medical Information

- 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 at another time to inform the Tour Leader about the illness and the manner in which medication should be administered.
- The Tour Leader should establish if a non-medical person can administer the medication.
- Each parent/guardian must fill in a form which includes medical history, contact numbers, allergies and medication to be taken, it is the responsibility of parents/guardians to ensure that a student has medication sufficient to last the entire tour/trip.
- 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/trip.
- We, the tour leaders (named below) will act on medical advice presented to us if in the event of an accident or emergency and it is not possible to contact parents, guardians or next of kin either by phone or due to time considerations.
- Before the tour/trip leaves parents/guardians must specify in writing the person(s) they wish the tour team to contact in the event of parents/guardians being unavailable. In the event of an emergency parents/guardians will always be contacted first.

Special Needs

Parents/Guardians must provide the tour leaders with any relevant information relating to their child's health/care needs. It is essential that we have full disclosure from parents / guardian in relation to any medical needs.

Contact information

A school emergency contact has been nominated; the Tour Leader and the Principal have these details.

The Tour Leader should also ensure that all those accompanying the trip/tour and school Contact Person have a copy of the agreed emergency procedures and the names of all members of the group, with emergency contact details of parents/guardians or next of kin.

The Tour Leader must ensure that complete information is left on file in the school office, available for use in the event of an emergency.

The list should include:

- Names, addresses and home contact numbers of all those going on the tour/trip.
- Full details of the itinerary, hotel addresses, phone numbers etc.
- A contact number, day and night, for the Tour Leader. (School Mobile Number)

Student Code of Behaviour

Students are expected to be of excellent behaviour and to adhere to the school's Code of Behaviour at all times while on a school trip. The Code itself should be positive and consistent with the objectives of the tour/trip and with the age level and maturity of the students involved.

The Principal/Deputy Principal will meet with the students prior to departure and outline the Code of Behaviour as follows:

1. Students must adhere to the school rules at all times.
2. Students must adhere to the tour/trip dress code as set down by the Tour Leader.
3. Students must follow the rules of the hotel, hostel or other type of accommodation where they are staying.
4. Students must be well behaved on public and/or private transport while on tour.
5. Students must show respect and courtesy at all times towards tour guides, bus drivers, hotel staff, other hotel and restaurant guests and members of the public.
6. Students are responsible for leaving seats on all forms of transport in a tidy condition.
7. Students are responsible for leaving their bedroom tidy.
8. Students must obey the instructions of school personnel who accompany the students on the school trip.
9. Students may bring mobile phones on a school trip. If a parent needs to contact their child urgently they may do so through the school.
10. It may be appropriate for students to share photos at certain points of the tour. However, taking and sharing of photos from inside the bedrooms is not permitted.
11. The Tour Leader should check all rooms before students have access to them and make a note of damage done prior to their arrival. Vacated rooms should be checked for damage.

Sanctions on Tour/Trip:

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:

1. The student missing a half-day's activities (not, however, an activity related to health and safety)
2. The student missing out on a specific activity e.g. bowling
3. The student missing an evening activity e.g. cinema/disco

If a sanction is being imposed, it must be made clear to the student why it is being imposed. A student prevented from attending an activity must be supervised by a teaching member of the Tour Team for the duration of the activity. Further sanctions may be imposed when the student returns to school e.g. the student may be banned from involvement in future tours.

Examples of 'serious misbehaviour' include:

- Use/possession of alcohol
- Use/possession of illegal substance (drugs etc)
- Use/possession of cigarettes or vapes.
- Misuse of legal substances (lighter fluid etc)
- Disruptive behaviour on coach, plane, boat or in the hotel/hostel.
- Lack of respect for accommodation rules.
- Lack of respect for the Tour Team or any other supervising adults.
- Theft or criminal damage to property of others etc.

Where a student is guilty of 'serious misbehaviour' the Tour Leader may phone the students parents/guardians to provide them with details of the incident(s).

In such a case, on return to school, the student may be subject to sanctions in accordance with The School's Code of Behaviour.

In the case of a serious/criminal incident (shop lifting, a violent attack etc) the parents/guardians will be informed immediately and the matter will be handed over to the local police authorities. Incidents of serious misbehaviour must be reported to the Principal/Deputy Principal as soon as possible.

Payment

The school will use a licensed tour operator or travel agent to arrange the travel package including accommodation and other services.

Compliance ensures that the event is covered by the relevant bond held by the tour operator or travel agent with the Commission for Aviation Regulation as part of the annual licensing requirement.

If for any reason the licence holder ceases to trade, it is imperative that the tour operator or travel agent chosen to arrange the overseas trip holds a current licence. The full list of all current licence holders is available on www.aviationreg.ie

All school tours travelling outside of the Republic of Ireland must be booked through a bonded licensed travel agent or tour operator from the approved list on www.aviationreg.ie

All monies will be paid to the tour operator or travel agent and not to the school e.g. cheques will not be made payable to the school. The tour leader will work closely with the tour operators in establishing procedures to ensure the school retains full control of the tour.

Information retained in the school.

Full details of the trip/tour/outing should be retained at the school while the trip/tour/outing is in progress.

This should include:

1. The itinerary and contact phone number/address of the group.
2. A list of group members and their details.
3. Contact names, addresses and phone numbers of the parents/guardians.
4. Copies of parental consent forms.
5. Copies of travel documents, insurance documents, medical papers.
6. A copy of the contract with the tour company/hotel etc.

It is the Principal's responsibility to ensure that this information is available at all times, particularly if the tour/trip takes place when the school is closed.

The gathering of this information is covered by GDPR regulations.

- The school should inform parents/guardians the purpose for gathering information
- The school should ensure that the information is only shared with those who are entitled to see it (e.g, the tour company or its agents)
- The school should ensure that the personal information of families and students is stored securely
- The school should not retain the information once the tour is complete

Prohibition

Going on a school tour/trip is a privilege and not a right.

Following the announcement of a tour, the suspension of a student is deemed to be automatic grounds for exclusion from that tour.

If a student is excluded from the tour he/she will lose the deposit along with a percentage of money paid to that point. The percentage of money that is lost is based on a sliding scale provided by the tour company

The consumption of alcohol by students is strictly forbidden on all tours.

Prudence Code for overnight trips/tours

Students on their own

A member of staff on his/her own should not be with an individual student on his own unless there is a window to the corridor or to a public place, others enter the room often or if it is a public room or they have told another member of staff that they need a private conversation there.

- If visiting students in rooms on their own, staff should leave the door open or tell another member of staff that they need to speak to the students.
- It is wise for members of staff on their own to avoid being in cars or on expeditions with students on their own unless another member of staff has been informed about it (e.g. visits to hospital)

Groups of students

Staff should not feel that the toilets, changing rooms, dormitories, bathrooms and showers are off limits but they should avoid being there with an individual student and they should exercise caution and sensitivity in these particular areas.

Rooming Arrangements

Students will be roomed on a same sex basis only.

Parental Consent Form

School Tour to _____

Dates: _____

I/We the parent(s) / guardian(s) of _____,
a student of Mayfield Community School, agree that my / our child may go on a school trip

with _____ (tour leader) to _____.

I/We accept that:

- Students are expected to be of excellent behaviour and to adhere to the school's Code of Behaviour at all times while on a school trip
- Respect and courtesy is expected at all times towards tour guides, bus drivers, hotel staff and other hotel and restaurant guests along with members of the public
- Students must obey the instructions of school personnel who accompany the students on the school trip
- The consumption of alcohol, cigarettes, vapes, and other banned substances is strictly forbidden at all times
- Students who do not adhere to the school's Code of Behaviour, who refuse to comply with the instructions of school personnel or who partake in the consumption of alcohol, cigarettes, vaping, or other banned substances will not be allowed to continue on the school trip and may be sent home.
- I/we will be contacted in the event of any serious misbehaviour and it will be my/our responsibility to make appropriate arrangements for my/our child at my/our own cost
- Students may bring mobile phones on a school trip
- If I/we need to contact my child urgently I/we may do so through the school - While my/our child may take photos during the trip, we understand that taking photographs within bedrooms and bathrooms is not permitted.
- Up to the date of departure a student may be refused permission to travel on the trip (without a refund) if a student is suspended
- I/we give permission to the Trip Leader to make any necessary decisions for the medical treatment of my/our child.

We, the tour leaders (insert names)

will act on medical advice presented to us if in the event of an accident or emergency and it is not possible to contact parents, guardians or next of kin either by phone or due to time considerations.

Signed: _____ Date: _____

Signed: _____ Date: _____

Student Information re : School Trip

Name: _____ D.O.B.: _____

Home Address: _____

Passport No.: _____

Issuing Authority: _____

Expiry Date: _____

Home Telephone No.: _____

Parent / Guardian Contact No.: _____

Parent / Guardian Contact No.: _____

Student's Mobile No.: _____

EHIC No.: _____

Private Health Insurance Details: _____

(If applicable) _____

Medical Card Details: _____ (If applicable)

G.P.'s Name & Address: _____

G.P.'s Contact No.: _____

Details of Allergies / Medical Requirements:

School Trip Contract of Behaviour

I, _____, a student of Mayfield Community School,
agree that, while on the school trip to _____ on
(date) _____

Will be of excellent behaviour and will adhere to the school's Code of Behaviour at all times while on the school trip

- Will show respect and courtesy at all times towards tour guides, bus drivers, hotel staff and other hotel and restaurant guests along with members of the general public
- Will follow the rules of the hotel, hostel or other type of accommodation where I am staying
- Will be well behaved on public and/or private transport while on tour - Will obey the instructions of school personnel who accompany the students on the school trip
- Will be responsible for leaving seats on all forms of transport in a tidy condition - Will adhere to the tour/trip dress code as set down by the Tour Leader - Will not partake in the consumption of alcohol, cigarettes, vaping, or other banned substances
- Will be responsible for leaving my bedroom tidy

I understand that

- If I do not adhere to the school's Code of Behaviour, refuse to comply with the instructions of school personnel or partake in the consumption of alcohol, cigarettes, vaping, or other banned substances I may not be allowed to continue on the school trip and may be sent home
- I may bring my mobile phone on the school trip
- While I may share photos of the tour, I may not take or share photos inside the bedrooms or the bathrooms while on tour.
- Up to the date of departure I may be refused permission to travel on the trip (without a refund) if I receive a suspension in school.

Signed: _____ Date: _____

This policy was ratified by our school's Board of Management on Thursday, 15th December, 2022

Chairperson: _____

Secretary to the Board of
Management _____

Date: _____