



## **Policy on Trips and outings**

## **Rationale**

The Board of Management supports the active involvement of staff in organising trips/outings and activities for students, viewing these activities as an enriching part of the school experience. The following information is provided to assist staff in the planning and conduct of such activities and ensures that such activities meet the necessary requirements of health, safety and welfare of all involved. The Board has delegated powers to the Principal to authorise day trips.

This policy will be linked to the school's Child Safeguarding Statement and Child Protection Policy, the Code of Behaviour and the Substance Misuse Policy.

## **General information**

This policy is framed by the FSSU Financial Guideline 2019/2020 - 32 (appendix A) on school tours and the Department of Education and Skills Circular Letter M20/04 which the Board understands to be best practice when this policy was adopted. These documents should be strictly adhered to. If the document/s are updated then this would automatically replace the older version and all staff would be advised of the changes.

The organisation, conduct and supervision of students and all activities must be of a very high standard. The school is acting in loco parentis for the students for the duration of the trip and a number of factors need to be given consideration in both the planning and delivery of all activities whether they are overnight or during the day only:

- Appropriateness of the activity should be considered, including a written risk analysis if there are any hazardous activities to be undertaken.
- Student teacher ratio - This will vary dependant on the risk factor. For overnight tours a ratio of 1-8 is advised.
- Appropriate permissions have been given by parents/Principal/Board of Management. All overnight tours need the express permission of the Board. Day tours can be authorised by the Principal, who may refer to the Board in the case of potentially dangerous activities.
- Roll of students to be taken at regular and appropriate times including the entry to a coach at all times.
- Current and up to date medical information of all students has been sought by the organiser and notified to all staff travelling as appropriate.
- All students travelling overseas should have their European health cards collected by staff prior to the tour commencing.
- The dissemination of timings and key details of the tour to students, parents and the school has been completed.
- Students apply to go onto a tour. It is at the tour leader's discretion at the registration stage as to the suitability of any student to go on the tour with regards to behaviour and cooperation. This will be made clear in the opening letter giving students the opportunity to apply for a place on the tour.

- If the schools policy with Allianz is being used then please provide copies of notification from Allianz accepting the risk.
- The schools full code of behaviour is operated on all tours.

### **Tasks to be completed before presenting a proposed tour to the Principal/Board.**

- Ensure the tour leader is happy with the activities the students are undertaking and the company that the school is going through has provided the appropriate risk analysis documentation. For day trips the tour leader needs to have satisfied themselves that no activities will constitute the need for a risk analysis over and above the normal risks that are associated with moving around the school every day.
- Meet with the Principal and finance secretary presenting a detailed income and expenditure sheet with a proposed timeline for payments including costs of transport.
- Tour leaders need to be clear what insurances are in place for the activities and show these along with appropriate insurance and details of qualifications for any third party that may be leading our students e.g. Outdoor education centre insurance policy and copies of qualifications.

### **After sanction is provided by the Board/Principal**

- Parental consultation for trips 3 nights or more.
- Collection of money details published to parents and the office.
- Lists of students travelling must be provided to the school secretary and the Deputy Principal in advance of travel. Any amendments to the list must also be notified immediately.
- The teacher in charge of the tour must assist the accounts secretary with the collection of money. Receipt books will be issued to enable this and monies should be returned daily to the office, counted by 2 people and lodged in the safe. It is the teacher's responsibility to follow up on non-payments or incomplete payments with students and school secretary. Where possible the Board would like to move towards electronic payments to help both the tour leaders and finance secretary. This will also lessen the risk of cash being held on the premises.
- All trips involving travel outside of the country will require direct payment to the tour company.

### **Booking of regular buses for sporting fixtures and activities**

- Ensure a bus can be booked for that day and that the secretary has been given enough notice prior to the commencement of the trip by completing a bus request form (see appendix).
- All buses must be booked through the office and should be paid for at least 48 hours prior to commencement. A list of students travelling must also be

provided along with the bus request form. This list must also be provided to the Deputy Principal for the purposes of attendance recording. Any amendments to the list must also be notified immediately to both the secretary and the Deputy Principal.

- Collection of money agreed with the finance secretary.
- It is the teacher's responsibility to follow up on non-payments or incomplete payments with students and school secretary.

### **Guidelines during any trip**

- Mobile numbers of all teachers travelling should be left in the school office incase of any issue arising.
- The school Code of Behaviour should be adhered to at all times whilst on school outings and tours.
- Students should have the roll taken on the bus before leaving the school site. This needs to be cross referenced with the list that is provided by the office prior to any outing and notification sent to the school office. When a bus is leaving outside office hours then arrangements should be made individually with the office on the previous day.

### **Supervision**

- Students should be appropriately supervised at all times. Travelling by bus requires supervision by teachers on the bus in order to be covered by insurance. The maximum ratio for supervision on buses is 1 – 24.
- For normal sports or class trips the maximum ratio is 1 – 24. Other ratios are available subject to planning and consultation between the Board/Principal and organising teacher based upon the nature of activities, length of tour, age of students and availability of other supervision.
- In the event of a student becoming ill or injured on a day trip, the teacher must notify the school immediately and initiate contact with the appropriate medical emergency services. The school will make contact with the parent/guardian. Should the student need transportation by ambulance the supervising teacher will accompany him/her. Another teacher will be released immediately by the school to travel to the location and this teacher will return home with the remaining students on the bus.

### **REVIEW AND RATIFICATION**

This Policy was reviewed in January 2020 and ratified by the Board of Management on 16th January 2020.

Signed



Date 16/01/2020

Chairperson, Board of Management