



# **Scoil Mhuire agus Íde**

**Newcastlewest,  
Co. Limerick**

## **School Tour and Trip Policy**

December, 2014

## Foreword

In Scoil Mhuire agus Ide we aim to create an extracurricular atmosphere that encourages the participation of all students in all activities and trips arranged by our tour organisers. This policy is designed for use by the leaders of Scoil Mhuire agus Ide's school trip and activities.

As part of our ethos of inclusion, it is important that supervisors make every reasonable effort to accommodate all students and to ensure that all students get fair access to avail of the opportunity of educational experiences.

## Procedures for organising tour and trips

The organiser of each school tour/ trip/ activity undertakes to have the following in place, particularly in relation to overnight stays:

- Each and every tour leader / organiser will be provided with a copy of the most recent "Child Protection Policy"
- Tour leaders/ supervisors will be required to undergo appropriate recruitment and selection procedures.

### The Activity Leader will

- Collect a consent form for each student signed by parent / guardian. **(Appendix 1)**
- Provide adequate supervision ratios
- Ensure that there are (where possible) leaders of both genders where there are mixed groups going on tour
- Provide adequate supervision of students at all times
- Prepare a code of conduct for all tour leaders and students, and ensure that the code of conduct must be acknowledged and signed by students and parents / guardians. **(Appendix 3)**
- Ensure adequate record taking measures are carried out
- Collect contact information for parents / guardians
- Provide parents / guardians with details on accommodation and transport arrangements, as well as providing a tour itinerary and an outline of activities being undertaken by students

- Organise an information session for all students and their parents
- **It is compulsory that all students and at least one guardian/parent be present**
- Collect photocopies of passports and E1-11 cards where applicable
- All students must complete medical information sheet and return by given date(**Appendix 2**)
- All accidents and incident should be reported on the Report Form and records kept after the tour is complete (**Appendix 4**)

### **Procedures while on tour:**

- Arrangements and procedures must be put in place to ensure that rules and appropriate boundaries are maintained
- All times given by instructors/tour leaders must be strictly adhered to
- Students should never leave any venue or go unsupervised without prior permission
- Upon arriving at accommodation / destination, a fire briefing should be carried out so that students are aware of what to do in case of an emergency, including emergency exits and escape routes
- Regarding rooming arrangements, adults should not share rooms with students
- Similarly, students should share rooms with those students who are of a similar age and same gender - Leaders should knock before entering rooms
- All groups socialisation should take place in communal areas. There will be no boys in girl's room and vica versa.
- Lights out times should be communicated and enforced
- Should an emergency arise, or if the tour leader considers it necessary to enter / be in a student's bedroom without another adult, they will (a) immediately inform another adult / leader in a position of responsibility and (b) make a note, documenting the circumstances
- In the interest of the health and safety of all students and leaders, tour leaders may deem it necessary to carry out room or bags searches. These searches will take place while the student is present

- Rooms should be inspected by students on arrival and any damage reported to leaders, at the beginning of the tour
- Any damage during stay must be reported to leaders
- Occupants of rooms are responsible for any costs incurred due to damage

**Failure to follow all rules on tour may lead to sanctions on return to school.**

Ratified \_\_\_\_\_

Signed \_\_\_\_\_

(Chairperson BOM)

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

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

(Principal)

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

## Appendix 1

### School Tour Permission Form – Template

*I wish my son / daughter to take part in the school tour ..... on .....*

**Please fill in the following details clearly**

Pupils Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parents / Guardian's Signature: \_\_\_\_\_

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

Contact Details:

Parents / Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Day time phone number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Night time number: \_\_\_\_\_

**I have read and I understand the activity outline accompanying this parental slip. I am satisfied that I have been sufficiently informed of the activity and I agree to the students above named taking part.**

Signature of parent / guardian: \_\_\_\_\_

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

Relationship to students: \_\_\_\_\_

## Appendix 2

### Medical Information

Please complete the following regarding allergies and medical information:

1. Any Food allergy? (nuts for example) (circle as appropriate) Yes No

If yes, please state which foods and how it may affect your child if consumed:

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2. Any other allergy? (Medicine, environmental, etc) Yes No

If yes, please elaborate, including how it may affect your child:

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3. Any illness or medication? (diabetes, asthma, epilepsy...) Yes No

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4. Dietary requirements (as opposed to allergies) Please state if your child has any special dietary requirements such as being vegetarian, vegan, etc Yes No

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The hotel and tour organisers will do their best to accommodate food preferences, but this may not always be possible

5. Any further information you would like us to know when we are looking after your child on a foreign tour:

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Thank you for taking the time to complete this form.

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Teachers' name

School Tour Co-ordinator

## Appendix 3

### Scoil Mhuire agus Ide

#### Rules for school tour to (destination .....

- All school rules, as outlined in the student's school journal, will apply while travelling to, while in and while travelling home from destination.
- Courtesy, respect and good manners to everyone we meet is required of all students at all times.
- Medication of any type (e.g. travel sickness tablets, inhalers etc.) is the student's own responsibility. Any Medical condition should be made known to the teachers in charge before departure.
- Damage to property must be reported immediately to teachers.
- Students must make good any damage to property.
- The school accepts no responsibility for loss or damage to student's money or property.
- Students remain in small groups of at least three at all times.
- They must remain with their group leaders when travelling.
- Punctuality is of absolute importance.
- Students must remain in rooms assigned to them at start of tour unless a teacher in charge gives permission. Students choose their own rooms but this is a privilege that will be removed should leaders deem it necessary.
- All group socialisation must take place in communal areas.
- No boys in girls rooms and vice versa.
- STRICT CURFEW will be imposed each night at the time decided by the Group Leader.
- Remember there are other hotel guests!
- Purchase of anything deemed illegal by the IRISH CUSTOMS is strictly forbidden e.g. flick knives, air guns, fireworks etc.
- Smoking, alcohol consumption or drug abuses are completely forbidden in travelling to or on the school tour.
- Any illegal activity will be treated within the full remit of the law.

**Breach of these rules may lead to immediate return home of the student at the parents expense and responsibility.**

**Failure to follow all rules on tour may lead to sanctions on return to school.**

## Appendix 4

### Scoil Mhuire agus Ide, Newcastle West, Co. Limerick School Tour/Trip Accident/Incident Report Form

Day, Date and time of accident/incident:(Please circle as appropriate)

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Reported by: \_\_\_\_\_

Name of person(s) involved:

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Details:

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Action taken:

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Location of Activity: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Parents/Guardians informed: (circle as appropriate) Yes      No

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

Form Completed and Signed by: \_\_\_\_\_

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



