



**LORETO SECONDARY SCHOOL,
CLONMEL**

SCHOOL TRIPS AND OUTINGS

**Ratified by
The Board of Management
on 8th June 2023**

This policy should be read in conjunction with:

1. The Loreto Clonmel Child Protection Policy.
2. The Loreto Clonmel RSE Policy.

Loreto Secondary School, Clonmel's Policy on Trips and Outings

This policy is written in the context of the Health and Safety at Work Acts 1989 and 2005 and [Circular Letter M20/04](#) issued by Department of Education and Skills.

1. Introduction

Loreto Secondary School, Clonmel believes that students can derive a great deal of educational benefit from participating in well planned school tours and field trips. The organisation of such out of school activities has long been an integral part of school life. They give opportunities to engage in experiences not available in the classroom, help develop a student's imaginative skills, encourage greater independence and enhance a student's social and cultural development. These events allow the students to engage with the broader curriculum in a very meaningful and active way; enrich the social and personal development of those participating students and help foster positive interactions with peers and all staff. The academic education on offer is complemented by exposure to a variety of experiences and cultures and part of the true holistic education.

Cognisance is taken of the fact that teachers who organise tours do so, after consultation with the Principal, in their own time and are to be fully supported by the Board of Management, In-School Management, all staff, students and parents/guardians.

Objectives

This policy seeks to assist staff in the planning of trips and outings, so that they are aware of all necessary planning and precautions, which must be observed to provide for the health and ensure the safety of staff and students. It also ensures that that trips and outings run efficiently and smoothly.

It also seeks to clarify for all partners the expectations of behaviour and to make clear the situations and conditions whereby students are refused permission to be included on a school trip.

Application and Scope

This policy applies to all members of staff of Loreto Secondary School, Clonmel who take students off site. It is applicable to the students participating in such trips and to their parents/guardians. While routine extra-curricular activities are touched upon in this policy, its main thrust is directed at events that entail a great deal of structured organisation, such as field and adventure trips as well as national and international tours.

General

All education trips must be consistent with the rationale as specified by the Department of Education and Skills in [Circular Letter M20/04](#). All reasonable efforts will be made to satisfy the criteria contained in this circular. Educational tours of more than one day's duration should be arranged to coincide with normal school holidays as set out in [Circular Letter M20/04](#). If an educational trip is an integral part of a school programme the Board of Management of the school may grant permission for the tour or field trip to be held during term time and as per the requirements of in [Circular Letter M20/04](#).

Loreto Secondary School, Clonmel's Code of Behaviour applies to students participating in any school related activity, including national and international trips or outings and extra-curricular activities. Staff wishing to organise school trips should read and familiarise themselves with this policy and all relevant policies ratified by the Board of Management.

Loreto Secondary School, Clonmel expects that all tours and field trips will be thoroughly planned. Reasonable care must be exercised in the nature of the trip that is chosen, the venue, the means of

transport, cost, the level of supervision, the demands on the physical resources of the students, having regard to their age and capacity and the potential obstacles to which they may be exposed.

GDPR (General Data Protection Regulation)

The General Data Protection Regulation (GDPR) became law across the European Union (EU) on May 25, 2018. This regulation significantly increases our obligations and responsibilities in relation to how we collect, use and protect personal data. Data is defined as “any information, including documents, that identifies an individual”. Data protection is about safeguarding the privacy of data subjects.

Staff must understand their responsibilities under data protection law and be cognisant of data protection at all times. All staff wishing to organise a school tour must do so in conjunction and consultation with the Data Protection Policy of Loreto Secondary School, Clonmel. Adherence to high standards of ethics and professionalism in all data collection and retention for the purpose of educational tours is paramount.

It may be necessary for the organising teacher to collect extra information on students, e.g. passport information, medical data, etc. All such data must be treated in accordance with the Data Protection Acts and the terms of the school’s Data Protection Policy. Data will only be processed in a manner consistent with the purpose for which it was gathered. Information will only be disclosed to relevant parties (airline, hotel, embassy etc.) on a need-to-know basis and access to it will be strictly controlled.

Any staff member charged with handling sensitive personal data for the purpose of booking flights, hotel, tours or assisting parents/guardians in applying for visas must at all times keep personal data safe and secure.

2. Day Trip Procedures

General

Day trips may take place during the school day and/or may extend beyond normal school hours. Day trips must have the approval of the Principal. Members of staff who wish to take students on a day trip must make their request to the Deputy Principal so permission can be granted, and teacher cover (if necessary) arranged. As much notice as possible should be given, but where possible at least 5 working days. Trip organisers should ensure that their proposed dates and/or cohort of students are not in conflict with any other trips already underway, by consulting activities calendar on Microsoft. If the day is free add the trip/activity to the calendar to reserve the day and avoid clashes.

Day trips may involve a financial cost to the student; for example an entrance fee may be involved. The Principal must approve this and all fees are to be paid in advance of the trip. If the nature of the trip being organised requires non-refundable deposits, then it is the duty of the organising teacher to communicate this clearly to parents/guardians involved.

Permission

Members of staff must follow the protocol for taking students out on extra-curricular activities. Information about the trip, itinerary, associated cost, activities or gear needed, must be communicated clearly to students who should convey this information to their parents/guardians. For extra-curricular activities (such as sports teams, etc) permission slips are not required. Parental permission may be required for specific trips. Similarly, if students have medical conditions permission may be needed from medical team.

A permission slip should be given to all students involved in other relevant activities off-site and must be returned, signed by the parent/guardian, in order for the student to embark on the tour.

Students who have a history of not adhering to the Loreto Secondary School, Clonmel's Code of Behaviour may, at the school's discretion, be excluded from trips on behavioural grounds.

Once the Principal has approved a trip and all permission slips have been returned, the organiser should communicate to other teachers, on the day or the day before the trip, a list of any students who are missing class activities to attend the trip. Student's must ask for permission/excuse themselves from class prior to the trip on Teams and ensure that they catch up with classwork and homework for any class that they miss.

A student's suitability to travel will be taken into consideration by school management before a place can be confirmed on the tour i.e. behaviour, medical conditions, attendance, emotional / physiological wellbeing, physical health and relevant health & safety concerns.

To ensure the wellbeing and safety of all students, our school may require that a student with specific medical condition(s) provide a medical letter before being considered for participation in a school trip. Prior to accepting a student with specific medical condition(s) on a trip, it is imperative that the school is confident in its ability to accommodate the student's needs while maintaining the health and safety of both the student and other participants. It is important to note that the inclusion of such a student should not necessitate any modifications to the trip itinerary. Moreover, the school will carefully assess if the student's health condition would place an undue concern on the teachers. Each case will be evaluated on an individual basis through consultations involving parents/guardians, organisers, school management and other agencies where necessary.

Supervision

On all trips there must be an appropriate ratio between the number of students and the number of staff travelling. This ratio will vary depending on the nature of the trip and the age of the students travelling. Management will determine the ratio of staff to students. All organising teachers should direct any queries on supervision ratios to management. A list of students on the trip should be emailed to reception@loretoclonmel.ie and the teaching staff so that students will be marked as "*In-school business*".

School authorities should have the contact numbers of the coach company/staff in case of delays or any other occurrences. It is the responsibility of the supervising teacher to ensure they ask the coach driver for the day for his/her contact number. This allows for better communication in the arrangement of a rendezvous point.

For trips that extend beyond normal hours, it is the responsibility of the parent(s)/guardian(s) to ensure that arrangements are in place for their child's journey to/from the school. Staff should ensure that students communicate this to their parents/guardians.

Staff should not travel alone with a student – or should only travel alone with a student when parental permission has been obtained, or in an emergency.

Students will be accompanied by teachers throughout the trip. However, it is usual that students are allowed free time for shopping/ lunch etc. A prominent meeting place will be advised before the group divides.

Students should stay in groups and never wander off alone.

Students who misbehave and/or deviate from the recommended area do so entirely at their own risk and will be subject to the school's disciplinary measures in accordance with our established policies.

Parental Responsibilities

- It is the duty and responsibility of all parents/guardians to read over and closely study any documentation regarding the trip.
- All permission slips, medical forms, etc should be filled out promptly and returned to the organising teacher as instructed.
- The school **must** be made aware of any medical conditions.
- If fees are involved parents/guardians must meet all payment deadlines or risk their child's place on the trip being revoked. Due to the nature of some trips, there is a possibility that some deposits may be non-refundable.
- If money is needed for lunch while on tour, then this should be given to students by parents/guardians.
- For trips that extend beyond normal school hours, it is the responsibility of parents/guardians to ensure that arrangements are in place for their child's journey to/from the school.
- There will be no stops on either the outward or the return trip to drop students at a venue other the school (i.e. all students must be dropped and collected from the school at the start and the end of the trip).
- For families who wish to collect a student from the trip/tour venue it is necessary that they make prior arrangements with the school in writing. Parents/Guardians are responsible for ensuring that this arrangement is made well in advance.
- It is every parents'/guardians' responsibility to ensure their child is aware of the school's Code of Behaviour while on tour. Students on tour are ambassadors for their school and should behave in a way that reflects the school's ethos of respect.
- In the event of a student having to be removed from a trip and sent home it will be the parents'/guardians' responsibility to meet any costs incurred. Where necessary parents/guardians will be responsible for collecting their child from the trip that the student is sent home from.
- It is the responsibility of parents/guardians to discuss the suitability of a trip with their child. For example, a student who dislikes sports or does no exercise would be ill-advised to sign up for a school skiing tour.
- If students are not attending a trip/tour the permission slip still must be returned to acknowledge that parents/guardians are aware that the student in question is not attending.

Student responsibilities

- Ensure that any letters and forms relating to the visit are safely delivered from school to home and vice versa.
- Students with Formal Complaints must write to Principal for permission to participate on the trip. This permission is at the discretion of the Principal.
- Students at Loreto Secondary School, Clonmel are expected to observe school rules, the Code of Behaviour and Health and Safety Regulations at all times while travelling to/from an activity and for the whole duration of activity/tours.
- Students must be punctual for all buses and rendezvous points. In the case of serious punctuality problems while on tour, parents/guardians may be notified and sanctions taken.
- Students are expected to behave in a polite manner towards and to take direction and follow instruction from teachers, supervising staff, bus drivers, tour guides, activity organisers, etc.
- Instructions will be given by organising teacher on whether mobile phones are permitted on tour.

- Students are responsible for their personal property (including money) and not leaving any possessions behind them on the bus or at any venue visited. The school, tour company, bus company and venue cannot take any responsibility for lost property.
- Students must travel in groups at all times and should not for any reason separate from their peers while on tour i.e. students must ensure that they are never isolated from the group, in the interests of personal safety.
- Students should behave sensibly and responsibly by not taking any unnecessary risks and should inform staff at the time of any threats or dangers encountered or received.
- On the relevant form, prior to the trip/tour, students should inform staff of any necessary medical or dietary requirements, in advance of the outing.
- Students should bring snacks, drinks, lunch etc. as stopping at a shop can never be guaranteed.
- Wear school uniform or PE uniform or otherwise as directed by staff organising the trip. It is essential that students maintain a high standard of personal appearance while on tour
- Students arrange to be dropped and collected from the school at the start and the end of the trip i.e. there will be no stops on either the outward or the return trip to drop students at a venue other the school.
- For families who wish to collect a student from the trip/tour venue it is necessary that they make prior arrangements with the school in writing. Students are accountable for ensuring that this arrangement is made well in advance.
- It is the responsibility of students to discuss the suitability of a trip with their parents/guardians. For example, a student who dislikes sports or does no exercise would be ill-advised to sign up for a school skiing tour.

3. General procedures for Overnight and International Trips

Overnight tours/Foreign Tours are always organised on a voluntary basis, in accordance with DES guidelines, and are determined by the availability of teaching staff. The following general procedures apply to Overnight Tours/Foreign Tours:

Staff Approval

Prior to seeking permission, the Tour Leader must check with the Principal to ensure that the proposed tour dates do not impinge on the normal teaching routine of the school year. Factors involved in preliminary discussions include:

- Educational value
- Price and overall value for money
- Suggested itinerary
- Staff availability/interest
- Safety of location / established structure in place to cope with school groups

Members of staff, who wish to take students on an overnight or overseas trip, must submit their request for approval to the Principal. Trip organisers should ensure that their proposed dates and/or cohort of students are not in conflict with any other trips already underway.

The Tour leader will seek the approval of the **Principal and The Board of Management** submitting a tour plan which will cover:

- a) A draft itinerary
- b) Timing and duration
- c) Year group(s)/ approximate numbers
- d) Approximate costs
- e) Educational benefit

Accompanying teachers will then be chosen by the Principal in consultation with the tour leader. The Tour Team may come from different departments within the school structure. If a sufficient number of Team members are not available within the school, other adults wishing to travel may come from outside the school. Tour Team members may include:

- (a) Teaching Staff
- (b) Special Needs Assistants
- (c) Secretarial Staff
- (d) Caretaking Staff
- (e) Parents/guardians
- (f) Supervision may be augmented by approved centre staff (all subject to Child Protection Guidelines/Garda vetting).

The Tour Leader(s) should meet the full Tour Team at the outset so as to discuss individual duties. Ideally all members of the Tour Team should be involved in organising the tour i.e. taking up duties in one of the following areas:

- Tour Finances Tour Leader or Deputy Leader
- Passports Tour Leader or Deputy Leader
Note: while travelling the teacher in charge of the specific student will hold the student's passport when they are not retained in a safe
Note: for reasons of privacy some students may obtain their own passports this will have to be agreed with the Principal and the Tour Leader
- EHIC forms any member of the Tour Team
- Tour Itinerary any member of the Tour Team
i.e. itinerary information will include cultural passes, internal tours, etc
- General needs Tour Team members
i.e., general needs will include medical kit, home contact numbers, medical services and contacts in area to be toured etc.)

Allocation of Places

The size of the group will depend on the number of students the Tour Coordinator feels able to manage, the nature of the trip, coach size, hotel beds availability and availability of plane seats (if applicable).

The staff/student ratio will be appropriate to the age group and as recommended by the travel agency and approved by school management. In the case of trips being oversubscribed, priority is given to those students

- with an excellent behavioural record
- with an excellent work ethic
- with an excellent attendance record (however medical certs will be considered)
- specific conditions related to the specific trip leaving the school.

Loreto Secondary School, Clonmel reserves the right to refuse students it deems unsuitable for the trip. Those considered unsuitable might include:

- students who in the past have proved unruly or undisciplined on trips or in school
- students who have a history of defying the Code of Behaviour.

A student may be excluded if it is felt, based on this misbehaviour, that bringing the student would be a liability or that the teachers would be unable to accept responsibility for the possible consequences of such behaviour if it were to reoccur on the trip.

Students given a place on the tour but who misbehave in a manner deemed serious by the school authorities thereafter may be deprived of their place on the tour. This is in the interest of safety to themselves and other students/staff. In such a case, refunds, depend entirely on the conditions of the travel company and depends on the actual date of cancellation of the place. In the case of a late exclusion and subsequent cancellation, a refund will not apply.

A student's suitability to travel will be taken into consideration by school management before a place can be confirmed on the tour i.e. behaviour, medical conditions, attendance, emotional / physiological wellbeing, physical health and relevant health and safety concerns. Student's must ask for permission/excuse themselves from class prior to the trip on Teams and ensure that they catch up with classwork and homework for any class that they miss.

To ensure the wellbeing and safety of all students, our school may require that a student with specific medical condition(s) provide a medical letter before being considered for participation in a school trip. Prior to accepting a student with specific medical condition(s) on a trip, it is imperative that the school is confident in its ability to accommodate the student's needs while maintaining the health and safety of both the student and other participants. It is important to note that the inclusion of such a student should not necessitate any modifications to the trip itinerary. Moreover, the school will carefully assess if the student's health condition would place an undue concern on the teachers. Each case will be evaluated on an individual basis through consultations involving parents/guardians, organisers, school management and other agencies where necessary.

Choosing an Operator

The organising teacher should quote multiple tour operators to ensure students have access to the best available itinerary, price and most suitable flights. The merits of each operator must be discussed with management before any decisions are made on selecting a provider.

An agreed graduated payment plan should be put in place with the successful tour operator and this should be clearly communicated to parents/guardians early on, so they are aware of all upcoming payment deadlines before they commit to the trip. An FSSU requirement is to select a tour company that can process online payments. All payments should be between parent/guardian and the company. No payments should be made through the school. Parents/guardians should retain proof of payment.

In exceptional cases, agreed between management and the tour organiser(s), an exception may be made to facilitate same.

All income and expenditure related to the Tour should conform fully to the accounting practices of the school. The Tour Leader is responsible for following Financial Procedures which must comply with those set out by the FFSU. The Tour Leader gets approval from Board of Management for the financial matters. All monies used for contingency must be receipted and any surplus funds are to be rolled over to the next trip.

Communication to/from parents/guardians

A letter/expression of interest will be given to all interested students with brief details of destination/itinerary/estimated price (dependent on ultimate uptake)/payment dates etc. This letter aims to establish level of interest and does not in itself constitute an offer of a place on the tour. '*Expression of Interest*' forms are necessary to gauge sufficient interest in the trip. The trip may only go ahead if enough interest has been generated as tour suppliers have a minimum requirement of students needed to run trips.

Having discussed the suitability of a trip with their child (e.g. a student who dislikes sports or does no exercise would be ill-advised to sign up for a school skiing tour) parents/guardians should return their *'Expression of Interest'* forms promptly by the date set out by the organising teacher.

Students may be refused application at this and/or later stage.

Documentation issued to successful applicants

Once sufficient interest has been established and the minimum requirement of students has been met, the organising teacher(s) will be in a position to offer places. Accompanying the *'Offer of Place'* letter should be a cover letter explaining any visa/passport requirements. This documentation pack should also contain a draft itinerary, payment plan and deadline for payment of a non-refundable deposit. It is at this stage that the organiser must also issue *'Parental Consent & Terms and Conditions'* forms. Under no circumstances should a deposit be accepted until a completed *'Parental Consent & Terms and Conditions'* is returned to the organising teacher. It is best practice to issue *'Parental Consent & Terms and Conditions'* before releasing instructions on how to pay.

If a passport is required, a photocopy of the student's passport must be included with the deposit. Students will also be informed that any subsequent name change will result in fees (paid by the student) levied by the airline. This is outside the control of the tour organiser or the travel company. In certain cases passports must be valid for at least six months following the trip. This is the responsibility of the student/parent/guardian.

Failure to comply with deadlines given in relation to deposit/passport details/letters of consent/ medical forms/ contact details etc., may result in a student forfeiting the place on a tour and deposit.

Parents/guardians must be made aware that the organiser reserves the right to make minor changes to the itinerary. They should also be informed in good time if there are any **mandatory or recommended vaccinations** for the destination.

Students must have their European Health Insurance Card for travel to countries in the EU. It is important to impress upon parents/guardians that the onus is on them to ensure that their son/daughter has all necessary up-to-date documentation well in advance of the trip.

Visas may be necessary for the destination and some countries require them to be processed together. There may be an additional cost to secure a visa. If such a cost is necessary, parents/guardians should be informed by the organising teacher from the onset. Parents/guardians should be informed that students travelling with non-EU passports may need visas for EU or non-EU countries.

For travel outside the EU students and staff must have adequate travel/health insurance cover as advised by the travel agent.

Students under the age of 18 must have written permission from parents/guardians allowing the student to travel with the tour leader, as this can be requested by the airport authority.

It is good practice for the organising teacher to create a list of students travelling in Teams accessible to the administrative staff. This is convenient for texting SMS reminders to parents/guardians about upcoming meetings, payment deadlines, etc.

Students' Wellbeing

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 to inform the Tour Leader about the illness and the manner in which the medication should be administered.

School management or the Tour Leader should establish if a non-medical person can administer the medication.

Each parent/guardian must inform the tour leader, if the medical condition of a student travelling requires contact numbers, allergies or medication to be taken. It is the responsibility of parents/guardians to ensure that a student has medication sufficient to last the entire Tour.

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.

e.g. We, the tour leaders (named below) will act on medical advice presented to us if in the event of an accident or emergency where it is not possible to contact parents/guardians or next of kin either by phone or due to time considerations.

Before the tour leaves parents/guardians must specify in writing the person/s they wish the Tour Leaders to contact in the event of parents/guardians being unavailable. In the event of emergency parents/guardians will always be contacted first.

Information Meetings

The organising teacher will arrange an information meeting for parents/guardians of those students travelling with the school.

Students must also attend an information meeting, which may be at the same time or held separately to the meeting with parents/guardians. The main purpose of this meeting is Health and Safety. Non-attendance may result in the offer of the tour place being withdrawn. The meeting will include information on:

- a) Detailed itinerary
- b) Rationale for trip
- c) Mandatory or Recommended Vaccinations
- d) Extra costs (e.g lunch not included, recommended spending money etc)
- e) Educational and recreational components
- f) Miscellaneous e.g., phones, electrical sockets, baggage allowance
- g) Recommended clothing
- h) Recommended pocket money
- i) Personal items that a student may need to bring
- j) Rooming arrangements
- k) Supervision
- l) Insurance
- m) Expected Standards of Behaviour

Parents/Guardians are reminded that acceptance of a place on the tour is also acceptance by students and parent(s)/guardian(s) that school staff may act in loco parentis. This also covers all aspects of student health and behaviour. Students and parent(s)/guardian(s) shall acquaint themselves with the school's

Code of Behaviour and agree to abide by it. Any additional rules, regulations and special requirements will be outlined and accepted prior to travel.

Parents/Guardians will be informed that adjustments to the itinerary (including changes / cancellations) may happen and this is out of the control of the school.

Parents/Guardians Responsibility

It is the duty and responsibility of all parents/guardians to read over and closely study any **documentation** regarding the overnight/overseas trip.

All cover letters, '*parental consent forms*', '*terms and conditions*' and '*medical and dietary requirements*' forms should be read closely and filled out with due care. Incomplete application forms will not be considered. All questions on the forms must be fully completed by the parents/guardians applying for a position for their child on the trip. Parents/guardians must use their child's name as per passport when filling in any documentation.

Parents/guardians **must meet all payment deadlines** or risk their child's place on the trip being revoked. Monies paid in advance will be forfeited if a student withdraws from the tour, except where such funds are recoupable through the insurance policy.

It is the parents'/guardians' responsibility to ensure their child's **passport** has enough validity to enter the country required. Some countries (such as China and Russia for example) require an extra six months passport validity AFTER the date of return to Ireland. It is strictly the parents'/guardians' responsibility to ensure that their child meets the required criteria for entry to the country concerned in terms of passport, visa and documentation. Students travelling on non-Irish passports may be required to submit extra documentation depending on the countries' entry requirements.

It is the parents'/guardians' responsibility to ensure that they correctly apply for any **visas** required if applicable. Requirements for travel visas vary widely depending on your nationality and your destination. Some destinations require visa forms to be completed online and some require hard copy forms to be filled in and returned to the embassy. Some destinations may even require a visit to the embassy in person. Although the school is unable to fill in visa paperwork on behalf of students or parents/guardians, the school will endeavour to assist and give some guidelines on how to fill in applications on the parents'/guardians' night. Such assistance will be limited and guidance will be advisory as the visa application process may vary widely for each passenger. A visa if applicable, may involve a necessary additional financial cost to the parent/guardian. Visa documentation is ultimately the parents'/guardians' responsibility. Neither the school nor the tour operator will be held responsible for any visa applications declined or indeed tour deposits forfeit due to incomplete or inaccurately filled out visa forms on behalf of the parent.

It is every parents'/guardians' responsibility to ensure their child is aware of the school's **Code of Behaviour** while on tour. Students on tour are ambassadors for their school and should behave in a way that reflects the school's ethos of respect. If a child is seriously in breach of the Code of Behaviour while on tour, parents/guardians may be contacted. The matter may first be referred to principal before parents/guardians are contacted.

Parents/Guardians must understand that it is their responsibility to impress upon their child (even if over 18), the seriousness of any breach of school rules while on tour. It is a particularly serious breach if any student is found out of their rooms after curfew. Any such breaches will be dealt with in the most serious manner.

Parents/Guardians must understand their duty to inform the school of any relevant Health or Safety issues which might affect their children or the tour team while on tour (through the [Circular Letter M20/04](#)). The signed consent/permission of parents/guardians and students is an essential pre-requisite for the participation of any student on the tour.

Student responsibilities

Prior to Departure

- Students must attend all information meetings and co-operate with all requests pertaining to the trip
- They should act as prompt couriers of all essential documentation between parents/guardians and organising teacher
- Students must make sure to pack appropriately and within the baggage limits. The school will not be responsible for any fees incurred on overweight baggage.

On Tour

- Students of Loreto Secondary School are expected to observe the Code of Behaviour at all times
- Students must be punctual for all buses and rendezvous points. This is particularly important while abroad and while travelling or transiting through airports.
- Students are expected to behave in a polite manner toward supervising staff and any bus drivers, tour guides, activity organisers., etc.
- Students are expected to take direction and follow instruction from all staff members and those in a position of leadership while on tour.
- Students are expected to look out for each other while travelling and always travel in pairs or groups.
- Students are required to look after their own property at all times while travelling with the school. The school or the tour company will not be held responsible for any lost property. Students must pay particular attention to carrying their money and travel documents responsibly.
- Students must abide by set curfew at all times. Students are not permitted out of their rooms after curfew for any reason. Failure to abide by set curfew will be considered a serious breach and will result in appropriate measures and sanctions being taken. Under no circumstances may a student leave the hotel/hostel/B&B/any other type of accomodation unauthorised at any time. Unauthorised excursions out of hotel will result in serious disciplinary action being taken by supervising staff.
- Alcohol or substance abuse is banned under all circumstances regardless of the legal age for consumption of alcohol and or legality of the substances where the school tour travels to but which are illegal in Ireland. This is also true for those of our students aged 18+ while on tour.

Staff Protocol while on tour

• **Communication with students**

Mobile phone communication between staff and students on the trip may be necessary. A list should be made of participants' mobile phone numbers and students will be given the school mobile phone number to be carried with them while on the trip.

A mobile phone is available from the school, as staff members are not advised to give their personal mobile phone numbers to students. The trip organiser should have two emergency contact numbers; usually this will be the Principal and the Deputy Principal. The tour company should also provide the organising teacher with an emergency contact number in case of any hiccups with flights or the tour itinerary.

- **First Aid**

One of the staff members on the tour should be responsible for carrying a basic First Aid Kit.

- **Family Hosting**

In the case of a family hosting a student, the tour coordinator must request that the student is given proper adult supervision by a parent /guardian and appropriate accommodation.

- **Designated Liaison Person**

The Tour Coordinator becomes the Designated Liaison Person in case of emergency during the trip in compliance with Child Protection Guidelines.

- **Rooms and responsibilities**

Hotels reserve the right to request a deposit from school groups. This is payable per student and is refundable on checkout. This will be forfeited if damage is caused or a disturbance made to adjacent rooms, or charges incurred. The allocated person(s) to the room will be responsible for same.

On overnight trips, students will be informed of a curfew time, by which they should retire to their allocated rooms for the night. Before bed, staff will go around each room and announce themselves by knocking on the door. Students should report to the door so the organising teachers can check them off on the roll call to make sure they are in the correct room. Once the teacher is satisfied that the occupants of each room are present and correct the teachers may retire to their own room. Any student caught out of their room after this point is in serious breach of the school's Code of Behaviour and appropriate sanctions will be taken accordingly.

If necessary two members of staff should carry out an inspection of rooms with the student present. This will only be done for good reasons based on reasonable grounds, such as concern for physical safety, suspected possession or use of a banned substance or other concerns. Any student found to be in possession of a banned substance or item (regardless of the legality of this in the country the tour is visiting) will be in serious breach of the school's Code of Behaviour and appropriate sanctions will be taken accordingly.

- **Contact Information:**

The Tour Leader must ensure that complete contact 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.
- Full details of the itinerary, hotel addresses, phone numbers etc.
- A contact number, day or night, for the Tour Leader(s).

- **On Tour Supervision:**

Prior to leaving each teacher should be assigned a small number of students and be known to the students as their Group Leader. If possible, these groups should remain unchanged throughout the tour. It is the responsibility of each Group Leader to:

- Call his/her group together at specific times in busy areas (bus depots, airports etc.)
- Count the group members on and off planes, ships, trains, buses etc.
- Arrange specific meeting points and times to meet students when on day tours (city landmarks, cafes, ski slopes etc.)
- Hold passports when not held in safekeeping in, for example, a dafe.

Teachers or accompanying adults should have a Supervision Rota for use in the various types of overnight accommodation used. Students should be made aware that corridors are being supervised (further details in section below). Parents/Guardians should understand that once the supervising teacher is satisfied that the occupants of each room are present and correct the teachers will retire to their own room

The Tour Leader should:

- Ensure that all accommodations are checked on arrival and on departure by the supervising adults. This is to speed up the return of any deposit taken by the hotel on arrival.
- Ensure nightly corridor supervision.

Student Code of Behaviour:

The Code of Behaviour is to be observed by all students.

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

- Students must adhere to the school rules at all times where they are applicable.
- Students must adhere to the Tour dress code as set down by the Tour Leader.
- Students must follow the rules of the hotel, hostel or other type of accommodation where they are staying.
- Students must be well behaved on public and/or private transport while on tour.
- Students are responsible for leaving all forms of transport in a tidy condition.
- Students are responsible for leaving their bedrooms tidy.
- Students are responsible for their own property, passports and money.

Sanctions on Tour:

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, in consultation with the other teachers on the tour, may however feel that specific sanctions are required such as:

- The student missing out on a specific tour activity.
Note: the student or students must be supervised at all times.

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 (but are not limited to):

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

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

In ongoing and extreme cases of dangerous and/or gross misbehaviour a student may be sent home. In the event of this happening, the parents/guardians will be informed and if necessary, a teacher will travel home with the offending student. Parents/Guardians will be liable for any costs incurred as a result of this action.

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 on return to school.

Unforeseen Circumstances

In the event that a student withdraws from the tour, their position may be offered to the first available student on the waiting list, if applicable.

If there is no suitable candidate on the waiting list the deposit will be forfeited. Please see the tour company's refund policy. Cancellations may result in a claim under the terms and conditions of the travel insurance of the tour company.

In the event that a student is deemed unsuitable to travel on the tour, a parent / guardian must fill out and submit the tour company's insurance claim form. All claims will be dealt with in accordance with the tour company's refund / claim policies.

Reporting Back to Board of Management and Principal

Within two weeks of the Tour Party's return, the Tour Team should provide the school management with a general report outlining:

- The achievements/success of the Tour.
- A review of the educational benefit to students.
- A financial statement.
- Any difficulties/problems encountered during the tour.
- An assessment of the School Tour Policy and suggestions for ways to improve or strengthen it prior to future School Tours.

Loreto Secondary School will monitor, review and evaluate this policy and all related work and procedure on an ongoing basis to ensure the maintenance of best practices.

Success Criteria

This policy is deemed successful as:

- All stakeholders are satisfied with its effectiveness.
- Tours are planned, organised and carried out effectively.
- Unforeseen events are catered for and provisions made for dealing with them.
- The trip/tour has returned all participating safely and it has been a worthwhile learning experience.

Conclusion

As with all Loreto Secondary School's Policies, accepting an offer of a place is also an acceptance of all school policies. Parents/Guardians should ensure that these procedures are clearly understood.

Loreto Secondary School believes that the personal and social development of each member of the school community is important. Education flourishes in an environment where value, respect, tolerance, fairness and support for all are evident. Positive relationships are encouraged. School policies are intended to ensure a high standard of behaviour, respect, courtesy and safety within our school community.

Signed:  **Date:** 8th June 2023
Ms. Mary Ryan, Chairperson of Board of Management

Signed:  **Date:** 8th June 2023
Ms. Anne Mc Grath, Principal