



**OUR
LADY'S
SCHOOL**
TERENURE



EDUCATIONAL TOURS POLICY

Ratified by the Board of Management on:

Date: _____

Signature: _____
(Chair of the Board of Management)

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MISSION STATEMENT

Our Lady's School is a community that embraces Christian values. The education it provides is rooted in a deep sense of faith.

We aim to create a positive inclusive environment which enables everyone to reach their full potential. We promote mutual respect within the school community and strive to provide a happy and secure atmosphere which fosters a love of learning.

We encourage the development of the whole person, by fostering the personal, spiritual and moral development of every student. The realisation of individual talents and academic excellence is paramount.

We aim to create a friendly, healthy, safe and caring environment which affirms our pride in the school.

We promote the development of the necessary skills so that students may become responsible members of society. It is our wish to see every student leave Our Lady's School with moral integrity and a heightened sense of social conscience.

1. INTRODUCTION & RATIONALE

- 1.1 Our Lady's School, in line with its mission statement is dedicated to fostering each student's love of learning and the development of the whole person. It is therefore committed to the inclusion of well-planned school tours within the curriculum as they serve to enhance the learning experience of the student, providing experiences not available within the confines of the classroom. Excursions and tours can help develop a student's social empathy, promote independence, stimulate cultural awareness, spark further enquiry, encourage creative learning and advance self-management skills.
- 1.2 This Policy is designed to ensure that students stay safe and healthy as they enjoy the educational experiences of school tours. The School Tours Policy operates within a legislative framework and adheres to the following documents:
 - The Education Act, 1998
 - The Education Welfare Act, 2000
 - Circular Letter M20/04
 - Circular PPT 01/03
 - Children First Act 2015
 - General Data Protection Regulation Guidelines
 - Data Protection Acts 1988 and 2003
 - Health and Safety at Work Acts 1989 and 2005
 - Guidelines on Managing Safety and Health in Post-Primary Schools
 - Commission for Aviation Regulation under the legislative framework of the Aviation Regulation Act 2001
 - Financial Support Services Unit Financial Guideline 2017/2018 – 07
 - School Tours – Booking & Collection of Payments

JMB Bulletins 04 / 2005 and 08 /2007

Critical Incident Policy

Acceptable Use Policy

Health & Safety Statement

Child Safeguarding Risk Assessment

Child Safeguarding Statement

- 1.3 The objective of an educational tour should be that it should provide a significant benefit in the educational, intellectual, cultural and social development of the maximum number of pupils in the particular grade(s) taking part in the tour and which benefit cannot be provided by in-school activities alone.
- 1.4 The organisation of school tours requires a significant investment of staff time and energy. The degree of care required of staff is that of a “careful parent” which will vary with circumstances and age of the student. The purpose of this policy is to assist teachers and group leaders in the organisation of tours and to offer guidance to parents and students prior to a school tour.
- 1.5 Authorisation to grant approval for educational tours rests with the Board of Management whereupon it is satisfied that a school tour meets the above criteria (See 1.3).
- 1.6 The template attached as **Appendix 1** should be completed and submitted to the Principal in the planning of a school tour and should be retained in the school for examination by a Departmental Inspector in the course of normal school inspection.
- 1.7 It has been specified by the Department of Education and Skills that by international standards, the school year in Ireland has long holiday periods. Consequently, educational tours of more than one day’s duration should be arranged to coincide with normal school holiday periods.
- 1.8 If an educational tour/field study is an integral part of a school programme the Board of Management of the school may grant permission for the tour/field study to be held during term time and as per the requirements of CL M20/04.
- 1.9 The Board of Management must ensure that students who are not participating in an educational tour/field study are adequately catered for while their teachers are away on school tours. Appropriate arrangements must be made for the conduct of all classes in accordance with Circular PPT01/03. In the planning of the tour cognisance must be taken of the impact the tour will have on the normal work of the school and the numbers of absent teachers should be kept to a minimum.
- 1.10 In exceptional cases it should be noted that:

- 1.10.1 The Board of Management reserves the right to deny an individual to travel. This may be determined on the grounds of health and safety due to outstanding medical issues, behavioural difficulties and/or a poor attendance record. It is expected that the essential costs payable to cover necessary student resources be prioritised over optional school tours.
- 1.10.2 Any breach of behaviour by a student that is deemed to jeopardize the safety of an individual or the group as a whole may result in the immediate sending home of that student.

2. SCOPE OF THE POLICY

- 2.1 Tours may be categorised into two subsections:
- 2.1.1 Those which, under the criteria set out in specified syllabus are deemed obligatory to the content and/or assessment of the subject, such as field investigations.
- 2.1.2 Those which are undertaken in an effort to engage with experiential learning outside of the classroom, deepening the student's knowledge and understanding of the subject matter to which they are exposed.
- 2.2 For the purposes of this policy the following definitions apply:
- Excursions: A one day, or part thereof, tour which does not involve an overnight stay.
- Trip: A tour of more than one day's duration that involves an overnight stay.
- Tour: Refers collectively to excursions and trips.
- 2.3 While routine extra-curricular activities are covered under this Policy, its main thrust is directed at events that entail a great deal of structured organisation such as day excursions, residential, field study, adventure tours and foreign tours.
- 2.4 Permission for students to participate in team sports and other activities that take place on a regular basis throughout the school year should be sought on registration.
- 2.5 This policy applies to all members of staff of Our Lady's School who take the students off site. It is applicable to the students participating in the activity and to their parents/guardians. The Code of Behaviour (of Our Lady's School) applies to all students, both on and off the school grounds and anywhere students are clearly identifiable as students of the school.

3. PLANNING AND ORGANISATION PROCEDURES

- 3.1 Procedures for teachers organising excursions (maximum one day duration) and trips (more than one day in duration):

Step 1:

Outline the proposal to the Senior Management Team seeking approval in principle.

In the case of particularly onerous excursions/trips (e.g. those involving foreign travel) the proposal must be brought to the Board of Management (no later than April of the previous academic year) for approval.

Proposals should include:

- The objective(s) of the activity.
- The intended date, timeframe and location(s) of the excursion/trip.
- A profile of the student group potentially involved - age, numbers, etc.
- The supervision requirements of the excursion/trip.
- The estimated costs and how the excursion/trip is to be funded.
- Any additional resources that may be required.

Step 2:

School Planning

1. Decide who will lead the group and the level and availability of supervision required.
2. The Group Leader should then formally confirm with Senior Management and the respective Year Head as to whether there may be a student(s) that are not eligible to travel.
3. Contact reputable and fully licensed tour operator/service provider/venue to clarify:
 - Full costs.
 - Any necessary planning requirements.
 - A risk assessment of health and safety concerns.
 - Supervision/instruction/guiding provided.
 - Transport options.
 - Insurance cover necessary.
 - Any necessary contingencies.

Step 3:

Correspondence

1. Brief the students on the proposed excursion/trip.
2. Write to parents informing them of the details of the excursion/trip. (See section 8.6 and section 9, together with Appendix 6)
3. Clearly communicate to parents any required costs and the payment procedures/schedule involved.
4. Get parental consent for students to partake in the excursion/trip.

Step 4:

Preparation

1. Organise and collate necessary documentation. This includes:
 - Written parental consent.

- Access to parental contact information in case of emergency (VSWare).
- Confidential medical information:
In the case of excursions, parents/guardians should be requested in the original information letter to communicate any relevant medical information to the lead teacher in advance of the excursion.

In the case of trips, rather than excursions, additional documentation may be necessary, for example:

- Parents/guardians and students must sign a form indicating their acceptance of school trip rules (see Appendix 2).
- Parents/guardians must complete a confidential medical form (see Appendix 3).
- It may be necessary to collect passport details, an immigration consent letter signed by parents/guardians, etc. (see Appendix 4).
- The group leader must ensure that the group has comprehensive travel insurance.
- The group leader should ensure that all members of the group have valid passports and visas/ESTA (if appropriate) in the early stages of planning the trip.
- A photocopy/digital copy of each individual passport should be accessible for emergency use.
- If a student is subject to a care order, foster parents will need to ensure that Social Services consent to any proposed trip. If a student is a Ward of Court, the principal should seek advice from the Court in relation to trips abroad well in advance.
- Emergency medical facilities are available through reciprocal health care arrangements in EU countries to EU nationals. The European Health Insurance Card from the local Health Service Executive is the means of entitlement and should be carried by all those travelling.

Any documentation collected in relation to a trip/excursion will be stored in accordance with the Data Protection protocols defined in subsection 4.5.

2. Monitor that the payment schedule has been followed. In the case of payments going directly to a tour operator, request regular updates regarding any non-payment of instalments.
3. It is expected that students and parents make every endeavour to meet deadlines for paperwork and payments to facilitate the organisation of the tour. Where this presents a difficulty, it is expected that the parent/guardian will communicate with the lead teacher in an effort to reach a mutually acceptable solution. Failing this, missed deadlines may compromise a student's ability to partake on an excursion/trip.

Step 5: Final preparation

1. Communicate final excursion/trip details to relevant school personnel.
This may include:
 - Senior Management Team
 - Office staff (in case of parental queries)
 - Receptionist (to update VSWare)
 - Bursar (should meeting/collection times on school premises vary from normal)
2. Communicate final excursion/trip details to parents.
3. Ensure full payment has been made by all participants.
4. Whereby excursions/trips take place during school hours, teachers must arrange work for their classes through regular school procedures (see Appendix 5).
5. Particularly in the case of foreign trips, a briefing meeting for parents/guardians and students should be held.

Step 6: Emergency Details

1. In the case of trips, rather than excursions:
 - The lead teacher will ensure he/she has access to ICE (in case of emergency) details and relevant medical information for staff members as well as students.
 - The lead teacher will ensure he/she has access to emergency contact numbers such that as embassy numbers, travel agent emergency line etc.
 - The lead teacher will ensure he/she has access to contingency funding (e.g. school credit card details) in case of emergency.
 - Ensure the lead teacher has informed the parents of the school mobile number and has it charged and switched on for the full duration of the trip together with any other relevant phone numbers e.g. accommodation or travel company.

4. SUPERVISION

- 4.1 Our Lady's School expects that all school tours, field studies and extra-curricular activities will be adequately supervised.
- 4.2 The supervisor in discharging his/her duty should take such care as to ensure the health and safety of the pupils as is reasonable in the circumstances.
- 4.3 It therefore recommends that the following ratios should apply as general principles regarding the supervision of students on particular tours. Slight deviation from the ratios may be acceptable where a risk assessment (see Appendix 10) has been carried out by or on behalf of school management and where said management is satisfied that the health and safety of the students is assured:

Games:	1 teacher: 30 students
Field Study (Ireland):	1 teacher: 30 students

Adventure Activities:	1 teacher: 10 students (The level of supervision at activity centre may allow for a 1:20 ratio here)
Residential Trips	1 teacher: 15 students (Maximum unless there is good and sufficient reason for school management to approve otherwise)
School Tours (Ireland):	1 teacher: 30 students
School Tours (Abroad):	1 teacher: 10 students
Swimming Pool	1 teacher: 30 students (With a lifeguard present)
Swimming (Beach, River etc.)	1 teacher: 10 students (With a lifeguard present)

- 4.4 Students should not be brought swimming or on adventure type activities without a qualified lifeguard or other suitably trained personnel.
- 4.5 It is not recommended that personnel other than teachers are engaged to chaperone or supervise students. Nevertheless, on occasion this necessity may arise. In this regard personnel other than teachers e.g. Special Needs Assistants, PMEs, past staff members or parents should only accompany students if a suitably qualified teacher is also accompanying the group and if he/she has received Garda clearance with regard to working with young people. Non-teaching staff will act in a purely supervisory role. Non-teaching staff, therefore, will not engage with disciplinary actions other than to inform the teacher present of any situation that may arise.
- 4.6 The group leader must ensure that all supervisors understand their roles and responsibilities at all times and that they are fully briefed as to the rules, regulations and requirements pertaining to the particular tour before departure.
- 4.7 Remote supervision may have to take place on occasion. For example, when students are on instructed adventure activities, shopping etc. Parents should be notified of this in advance. Students should be advised to stay in groups of at least 3 or 4 students, as appropriate, and adequate arrangements should be made regarding checking in with supervisors at given times.
- 4.8 All supervisors have a responsibility to act as positive role models for students in terms of their actions and behaviour and in particular in relation to smoking and consuming alcohol, etc.
- 4.9 Regular head counting of students should take place, particularly before leaving any venue. All supervisors should carry a list of all students and adults involved in the activity. The group leader should establish rendezvous points and tell students what to do if they become separated from the group.

5. DATA PROTECTION

- 5.1 The school will keep financial information regarding the students' participation in a tour, a record of monies paid by parents/guardians for the tour, insurance information and/or details of any fundraising for the tour.
- 5.2 The tour operator selected by the school should have a Data Protection policy and this should be made available to all parents/students.

- 5.3 As the school will be supplying the Tour Operator with personal data relating to their students, parents/guardians and students must be informed in writing in advance that their personal data will be transferred to the tour operator for the purpose of making travel arrangements etc.
- 5.4 Parents should be informed that a copy of the personal information held by the tour operator will be provided on request.
- 5.5 Where school tour operators have a legitimate basis to receive personal data of students, they must comply with the Data Protection Acts and third party service agreements. This includes the rights of data subjects to have access to their personal data under Section 4 of the Data Protection Acts.
- 5.6 The school also receives detailed information for the student travelling on the trip including medical data and may include copies of passport and health insurance e.g. copy of the E111/EHIC card. Under data protection legislation, schools may only keep data for specific, lawful and clearly stated purposes and the data should only be processed in a manner compatible with the purpose(s). The information contained in these forms should not be used for further purposes or disclosed to third parties.
- 5.7 Records of school tours, including permission slips, itinerary reports etc. are never to be destroyed in accordance to the Records Retention Schedule.
- 5.8 Archiving of such data should take place according to the following procedures:
Electronic correspondence and/or electronic records pertaining to a tour should be forwarded to tours@olschool.ie for encrypted archiving.
Non-electronic correspondence and/or records pertaining to a tour should be kept securely by the Group Leader until the completion of the tour whereupon they are filed and stored in the school safe. These files should be titled and dated.

6. PHOTOGRAPHY/SOCIAL MEDIA

- 6.1 It is expected that students' use of mobile phones will be responsible and in line with the school's Acceptable Use Policy and the Code of Behaviour.
- 6.2 Posting/sharing photos online of any group member, student or teacher, without their express consent is forbidden. Any taking of photographs that is deemed to be irresponsible or bring the school into disrepute will be subject to the school's disciplinary procedures in line with the Code of Behaviour.

7. INSURANCE

- 7.1 Public and Employer's Liability
 - 7.1.1 Our Lady's School's Liability policies operate to cover the legal liability of the school in relation to Educational Tours/Activities organised by Schools/Centres subject to the normal terms, conditions and exceptions of the policies.

7.1.2 Where educational tours/activities involve activity of a specialist or high risk nature e.g. adventure sports, skiing, horse-riding, ice skating etc., schools/centres should ensure that the Centre providing the activity is a reputable provider and that evidence of their Public Liability Insurance including an indemnity to Our Lady's School is obtained.

7.1.3

7.2 Travel Insurance

7.2.1 Travel Insurance should be organised for educational tours/activities, which involve travel outside the island of Ireland. School tour travel operators normally provide travel insurance as part of the tour package. However, when travel and accommodation are organised directly by the school/centre (e.g. language exchanges), travel insurance must be organised with the Travel Agency or an Insurance Broker. Please note the exclusions in the Travel Insurance Policy.

7.3 Personal Accident Insurances

7.3.1 The Public Liability Policy covers the legal liability arising from third party bodily injury or third party property damage as a result of the negligence of Our Lady's School Board of Management or its employees. In some circumstances accidents may occur which are not the result of negligence. It is therefore recommended that all students engaged in sporting/high risk activities take out Personal Accident Insurance.

8. FINANCE

8.1 If a tour is linked to a particular curricular or subject area the charge to be imposed may be compulsory.

8.2 Compliant with The Commission for Aviation Regulation set up under the Aviation Regulation Act 2001 it is obligatory for schools to use the services of a licensed tour operator or travel agent when bringing any group of students or adults outside the State.

8.3 It is imperative that the tour operator or travel agent chosen to arrange the overseas trip holds a current license. The full list of all current license holders is available on www.aviationreg.ie and should be checked in advance of the tour being advertised.

8.4 All monies must be paid directly to the tour operator or travel agent, not to school staff or event coordinator. Payments from students should be made directly to the travel agent or tour operator and not collected through the school. Where it is not possible for payments to be made directly to the travel agent the Aviation Regulator has confirmed that a school is in compliance with relevant legislation where cheques made out to the bonded travel operator are collected by the school. These cheques can be forwarded to the bonded tour operator by the school. The school must store the tour cheques in the school safe until they are forwarded to the travel operator. It is important to note that

these cheques must be made payable to the bonded tour operator, not to the school.

- 8.5 The tour organiser is required to work closely with the tour operators in establishing procedures to ensure the school retains full control of the tour.
- 8.6 Group leaders should be mindful of the social and economic status of families when charging for tour. Planning should be done well in advance and a procedure should be put in place whereby students can pay for the tour over a period of time at an agreed rate.
- 8.7 When planning for a tour, group leaders should factor in all and ensure that all charges are paid well in advance of departure. The group leader should also request that a statement of account, from the tour operator, be sent to the Bursar's Office.
- 8.8 Monies paid in advance may be forfeited if a student withdraws from the tour, except where such funds are recoupable through the insurance policy.

9. COMMUNICATION WITH PARENTS

- 9.1 Tours should be planned, in consultation with parents, well in advance of tour dates and preferably before the start of the school year.
- 9.2 The full cost of the tour should be communicated to parents at the planning stage. This will have the added advantage of facilitating financial preparation with a view to allowing maximum pupil participation.
- 9.3 Every effort should be made to ensure that the cost involved does not prevent any pupil or group of pupils from participating in the tour.
- 9.4 Parents should be informed in writing of any off-site activity or tour unless it is a regular part of the school curriculum, which parents already know about through the school prospectus or a letter. Seeking consent at time of enrolment for such routine activities may be appropriate.
- 9.5 Before residential visits or when students are to travel abroad or engage in adventure activities parents should be invited to attend a briefing meeting where details (oral and written) of the proposed trip should be provided. There should be alternative arrangements for parents who cannot attend.
- 9.6 Parents need to be made aware that the teachers and other adult supervisors on the trip will be exercising the same care as a prudent parent. The following information on matters that might affect student health and welfare should be given to parents:
 - Dates of the trip.
 - Objectives of the trip.
 - Times of departure and return.
 - The location where the students will be collected and returned.

- Modes of transport including the names of travel companies, etc.
 - The level of supervision, including times when remote supervision may take place.
 - Details of accommodation with security and supervisory arrangements on site.
 - Names of leader, of other staff and of other accompanying adults.
 - Contact details for the group leader for the duration of the trip.
 - Details of planned activities and how any risks will be managed.
 - Standards of behaviour expected in line with Our Lady's School's Code of Behaviour.
 - Details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents may need to arrange additional cover.
 - Clothing, equipment and items of personal hygiene to be taken.
 - What students should refrain from taking on the tour or purchasing while on tour.
 - Currency that will be used.
 - Information regarding parental consent.
- 9.7 A parental consent form (appendix 6) should be completed for each student in the group. Besides conveying the parent's consent it may also be used for obtaining details required as follows:
- The parental home phone numbers and address.
 - An alternative contact, phone number and address.
 - Name, address and telephone number of family doctor.
 - Any allergies/phobias the student may have.
 - Any medication the student is taking.
 - Any contagious or infectious diseases suffered within the immediate family during the preceding four weeks and any other recent illness suffered by the student.
 - Any special medical or dietary requirements.
 - Any other information the parent thinks is relevant.
- 9.8 Medical consent should form part of the parental consent form for foreign and residential trips. Parents should be asked to agree to the student's receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If the parents do not agree to this, the Principal may decide to withdraw the student from the trip – given the additional responsibility this would entail for the school.
- 9.9 Parents are responsible for seeking medical advice in relation to vaccinations that may be needed when travelling abroad. When considering the student(s) participation on an international tour, parents should make themselves aware of any indigenous medical issues that may be present in the destination country.
- 9.10 The Board of Management may decide that students with certain medical conditions may not be brought on tours. Such decisions shall be taken on the basis of medical evidence and in the interest of the health and safety of the student and others. This should be explained to the student and parents.

- 9.11 In the event of an emergency on the tour, students should not contact home directly, before the group leader/school contact has done so or as directed by the group leader.
- 9.12 An evaluation of all tour should take place on return and a report, should be submitted to the Principal and Board of Management within 28 days of return (see Appendix 9).

10. TRAVEL DOCUMENTS

- 10.1 Every effort should be made to inform parents of the relevant travel documents that will be needed for the trip. This should include passport needs and visa/ESTA requirements.
- 10.2 The attainment of travel documents such as passports and/or visas/ESTA will be the sole responsibility of the parent. The parent will also be responsible for ensuring that these documents meet the required prerequisites.
- 10.3 In the case where group includes a student(s) whose national or immigration status or entitlement to an Irish passport is in doubt, it is advisable that parents make early enquires to the Department of Foreign Affairs, the Department of Justice and Law Reform and/or the Passport Office.
- 10.4 Students other than EU nationals should be made aware that they may require a separate passport and/or visa/ESTA and may need to use separate passport control channels from the rest of the group.
- 10.5 If a student is subject to a care order, foster parents will need to ensure that Social Services consent to any proposed trip. If a student is a Ward of Court, the principal should seek advice from the Court in relation to trips abroad well in advance.
- 10.6 Emergency medical facilities are available through reciprocal health care arrangements in EU countries to EU nationals. The European Health Insurance Card from the local Health Service Executive is the means of entitlement and it is recommended that this card should be carried by all those travelling.

11 STUDENT PREPARATION & RESPONSIBILITIES

- 11.1 Students should note that for the duration of any school tour, they will be subject to normal school rules as per the Code of Behaviour at all times.
- 11.2 No cigarettes, alcohol or any other illegal substances are to be carried, purchased or used. This is in accordance with normal school policy. There will be no exceptions. These are deemed as serious breaches of the Code of Behaviour.
- 11.3 For the safety and security of the whole group, students' bags and rooms will be subject to random searches should teachers feel it is necessary.

- 11.4 Students will be held responsible for the condition of their rooms. Each room will be checked upon entry and students will be liable for any subsequent damage.
- 11.5 Students must never leave their group without permission and must observe all curfews.
- 11.6 Any breach of behaviour by a student that, in our opinion, jeopardizes the safety of an individual or the group as a whole may result in the immediate sending home of that student.
- 11.7 It is expected that students' use of mobile phones will be responsible and in line with the school's Acceptable Use Policy. Posting/sharing photos of others (students or staff members) without their consent is expressly forbidden.
- 11.8 Students should be of full cognisance that any tour undertaken is to garner a learning experience and therefore the student must take responsibility for her learning whilst engaged with the tour.
- 11.9 Students should make themselves aware of any cultural, environmental or social sensitivities or hazards that may be encountered when on tour.
- 11.10 Students take personal responsibility for their health and safety by making themselves aware of emergency exits, fire assembly points and fire fighting equipment. Students must also wear seat belts when provided.

12 EMERGENCY PROCEDURES

- 12.1 Emergency procedures are an essential part of planning a school tour. Teachers and others in charge of students during a school tour have a duty of care to ensure that the students are safe and healthy. They also have a duty to act as a reasonably prudent parent.
- 12.2 Teachers traveling on a school tour should ensure the following health and safety standards are in place:
- All private coaches that are hired are fitted with seatbelts and that these seatbelts are worn by the students at all times.
 - Accommodation has safety procedures in place including emergency exits, fire assembly points and fire fighting equipment.
 - Students are made aware of emergency exits where applicable.
- 12.3 If an incident/accident happens, the supervisor present should act accordingly in line with school policies such as The Child Safeguarding Risk Assessment, Child Safeguarding Statement, Health & Safety Statement and the Critical Incident Policy. In the event of a critical incident occurring in a foreign jurisdiction, consular assistance from the appropriate embassy will be sought by the Team Leader who will also liaise with all other appropriate agencies.

- 12.4 If an incident/accident happens, an accurate incident/accident report form (see Appendix 7 and Appendix 8) should be filled out as soon as possible and records submitted to Senior Management upon return.
- 12.5 Should a student become injured or ill while on a tour, necessary medical attention will be sought by the teachers on behalf of the student. It is the parents' responsibility to cover the costs of this treatment or to pursue reimbursement through insurance procedures. Where practicable, parents will be consulted before such treatment is sought.
- 12.6 Should a student become injured or ill while on a tour, to the extent that they cannot safely continue to partake in the activities, and whereby they require individual care that supersedes the level the supervising teachers can give without infringing on the care needs of the group as a whole, parents will be contacted and asked to collect their child.
- 12.7 In the event of an emergency at home parents should contact the group leader/school contact, who will then liaise with the student.
- 12.8 In the event of an emergency on the tour, students should not contact home directly, before the group leader/school contact has done so, and only as directed by the group leader.
- 12.9 Students should be advised not to use social media e.g. Facebook, Twitter as this may be picked up by Media and there is may be a risk that family and friends become aware of the incident before being officially informed by the school.
- 12.10 Appropriate first aid equipment should be brought on all tours and a member of staff should be competent to use the contents.

13 SPECIALISED ACTIVITIES

- 13.1 The group leader should check and agree the provider's arrangements for supervision and recreation during the evenings and between adventure activities.
- 13.2 The group leader/teachers retain ultimate responsibility for students at all times, even when the group is under instruction by a member of the provider's staff. The provider is responsible for the safe running of the activity. Everyone, including the students, should have a clear understanding of the roles and responsibilities of the school staff and the provider's staff.
- 13.3 The Board of Management should satisfy itself that:
- The group leader and other supervisors are competent to act as leaders and/or instructors of students in a given activity. Competences should be demonstrated by holding the relevant certification, where it exists.
 - The group leader is competent in safety procedures and the planning of adventure/activities tour.
 - An appropriate risk assessment has been carried out.

- The supervision will be appropriate.
 - There is adequate first aid provision, expertise and equipment within the group.
 - The equipment is appropriate, safe and in good condition.
 - Every student is suited to the activity and is properly briefed, prepared and equipped.
- 13.4 Some adventure activities, such as those under the Gaisce Awards or the Ski Trip, may require students to work without direct supervision. Particular attention should be given to the information and training provided to students before supervision can be withdrawn. Specific parental consent must be sought.
- 13.5 Appropriately qualified personnel should provide the information and training. The project leader should be satisfied that the students have the necessary experience, confidence, physical ability, judgment and skills to be left without direct supervision.
- 13.6 The withdrawal of direct supervision should be a gradual four-stage process.
- Accompanying the group.
 - Shadowing the group.
 - Checking regularly at agreed location
 - Checking occasionally at agreed locations.
- 13.7 Students should be familiar with all equipment used or taken without direct supervision, and in addition to training, an initial element of adult supervision in the use of equipment may be required.
- 13.8 The group leader should be satisfied that the condition and suitability of any equipment, particularly safety equipment, taken or used during these activities meet the required standard.
- 13.9 Field Studies associated with a range of subjects including Geography, Biology, History, Agricultural Science, CSPE etc. may take students to urban or rural sites which may have very specific hazards that must be acknowledged in the planning. The scope of field studies means that the group leaders, who will usually be subject specialists, should also be competent to lead and instruct their students within urban and rural environments at minimal risk. The following list, though not exhaustive, may need to be considered when planning and carrying out a field investigation:
- Field investigations to rivers or coastal areas are in potentially high risk environments and therefore parents should be made aware of this and the precautions that will be undertaken. Boundaries should be set and no student should be allowed beyond these set perimeters without express permission of the supervisor present and only when it is safe to do so.
 - The Group Leader should ensure group members are aware of warning signs and flags.
 - Cliff tops/caves/ river banks and other such natural landforms are potentially dangerous. The Group Leader should ensure that all

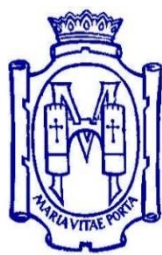
present, staff and student, keep to the designated path at all times.

- Field investigations may involve the necessity for students to work in rivers, caves, sea and/or other natural landforms. Students should be given a safety lesson in advance advising them of the potential hazards and their responsibilities. This may include awareness of such hazards as tides, currents, undercut banks, loose rock, uneven walkways, overhangs etc. Timings and exit routes should be checked if undertaking an investigation in a coastal environment.
- Field investigations may also involve farm visits. The group leader should check that the farm is well managed, that it meets safety standards, animal welfare standards and that it maintains good hygiene standards.
- The risks to be assessed should include those arising from the misuse of farm machinery and the hazards associated with Ecoli D157 food poisoning and other infections. Up to date information, in regards to Agricultural hazards, should be researched prior to the farm visit.
- Students should be given a safety lesson in advance advising them of the potential hazards and their responsibilities.

Details of School Tour

Name of School	Address	Roll No.
Tour Dates		
From	To	Number of School Days
<u> / / </u>	<u> / / </u>	
Brief Outline of Tour		
Number of Students Participating	Total number of students in relevant grade	
If some students are not participating, outline the reasons why		
Expected benefit to accrue from the tour		

Why is the tour deemed to be necessary		
Adults accompanying the students		
Class Teacher	Number of other teachers	Number of other adults
Confirmations		
That appropriate arrangements are made in accordance with Circular PPT 01/03 for those classes whose teachers are absent with the tour	Yes:	No:
That adequate insurance is in place to cover all risks while on tour	Yes:	No:
That parental permission has been secured for each student who is to participate on the tour.	Yes:	No:
<div style="display: flex; justify-content: space-between;"> Signature of Principal: Date: </div>		



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RULES DURING SCHOOL TRIP

Students should note that for the duration of any school trip, they will be subject to **normal school rules** at all times. However, we wish to highlight the following rules in particular:

- No cigarettes, alcohol or any other illegal substances are to be carried, purchased or used. This is in accordance with normal school policy. **There will be no exceptions.**
- For the safety and security of the whole group, students' bags and rooms will be subject to random searches should teachers feel it is necessary.
- Students will be held responsible for the condition of their rooms. Each room will be checked upon entry and students will be liable for any subsequent damage.
- Students must never leave their group without permission and must observe all curfews.
- Any breach of behavior by a student that, in our opinion, jeopardizes the safety of an individual or the group as a whole may result in the immediate sending home of that student.
- It is expected that students' use of mobile phones will be responsible and in line with the school's Acceptable Use Policy. **Posting/sharing photos of others (students or staff members) without their consent is expressly forbidden.**

We have read the above rules and accept that these are the conditions to participate in a school trip.

Parent / Guardian: _____

Date: _____

Student: _____



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CONFIDENTIAL MEDICAL FORM

For the duration of the trip teachers are acting in *loco parentis*. In the event of accident or illness, medical information about your daughter may be required. Please fill in the form below with **as much detail as possible**. Information will be treated in the **strictest confidence**.

1. Student's Name:	Class:
2. Date of Birth:	
3. Contact number(s) for parent(s)/guardian(s):	
Name _____	No. _____
Name _____	No. _____
4. Does your daughter suffer from any medical condition (e.g. asthma, migraine etc.)? Give full details.	

5. If your daughter is bringing any medication with her, please specify name and purpose .	

6. Does your daughter have any food allergies/dietary requirements ? Please give details.	

7. Does your daughter have any allergies to medication ? Please give details.	

8. Has your daughter ever had a general anaesthetic? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If so, did she suffer any adverse reaction? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Please be advised that by signing this document you are consenting to:

- (a) the transfer of relevant personal information (e.g. passport details, dietary requirements, relevant medical details) to the tour operator for the purposes of making travel arrangements.
- (b) your daughter receiving medication and/or medical treatment, in the case of an emergency, as considered necessary by the medical practitioners present.

Signed: _____ (Parent/Guardian) Date: _____



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LETTER OF CONSENT FOR GROUP LEADER TRAVELLING WITH MINORS

To whom it may concern.

I _____ (parent/guardian)

Give permission for Ms. xxxxxxxxxxxxxx (Group Leader from Our Lady's School) to travel abroad to xxxxxxxxxx and back into xxxxxxxxxx with my daughter

xxxxxxxxxxxxxx.

My contact details are as follows:

Phone number:

Email address:

Signed:

ABSENT SCHOOL ACTIVITY FORM

Please fill in this form and hand it in to the Deputy Principal in advance of seeking cover for school related activities.

IN ADDITION PLEASE POST A COPY OF THE STUDENT LIST ON THE NOTICE BOARD IN THE STAFFROOM

Teacher/s: _____ Date: _____

Activity: _____ Class Group: _____

Periods To Be Covered (e.g. P1, P3): _____

Supervision Duty Swapped With: _____

Work Left: Yes ☐ No ☐

Work Left In: Staffroom Tray ☐ Classroom ☐ Given To Class in Advance ☐

Class List (or attach your list):

- | | |
|-----------|-----------|
| 1. _____ | 16. _____ |
| 2. _____ | 17. _____ |
| 3. _____ | 18. _____ |
| 4. _____ | 19. _____ |
| 5. _____ | 20. _____ |
| 6. _____ | 21. _____ |
| 7. _____ | 22. _____ |
| 8. _____ | 23. _____ |
| 9. _____ | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |



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1st September 2017

Dear Parent(s) / Guardian(s),

This April it is intended that Transition Year students have the opportunity to travel to France. The tour is being offered to enhance the students cultural and linguistic knowledge of France and the French language. The intended dates for this tour will be June 21st –June 29th 2018. The Total cost is €1500 which includes flights, accommodation, travel insurance, daily bag transfer, breakfasts, dinners, use of a coach and entrance to all activities on the trip.

Lunches are not included and students should bring approximately €10 per day for lunch, snacks and water.

Outlined below is a payment schedule.

<u>Payment</u>	<u>Date</u>	<u>Amount</u>
Deposit	Friday 14 th November	€250
Second Instalment	Friday 22 nd December	€500
Third Instalment	Friday 2 nd February	€500
Fourth Instalment	Friday 3 rd April	€250

Payment Instructions

All payments must clearly indicate the **name of the student** and the booking reference **18-CHINA**. Please note that failure to meet the payment schedule may result in the cancellation of your trip place on the trip and the forfeiture of any deposit.

All monies should be transferred, as per schedule above, to the Tour Operator at the following account:

Account details:

- Name: China Tour
- Bank: Bank of Ireland, Ballytown, Co. Clare, Ireland
- IBAN: IE 88 BOFI 111 3333 5555 77
- BIC/SWIFT: BOFI IE2D

A parent's information night will be held in the school on January 30th. Further information will be disseminated at this meeting including information relating to travel documents, supervision, expectations, rendezvous times, emergency procedures etc. Please note that it will be the sole responsibility of you, the parent, to ensure that all travel documents (including passport and visa) meet the requirements to travel.

Please see the attached itinerary for full details of the trip.

The following documents should be signed and returned, no later than September 19th, to the Group Leader Ms. Bloggs:

- (a) Confidential Medical Form
- (b) Immigration Consent Form
- (c) Rules During School Trip Form

Please be advised that by signing the document below you are consenting to the transfer of relevant personal information (e.g. passport details, dietary requirements, relevant medical details) to the tour operator for the purposes of making travel arrangements.

Yours faithfully,

 Ms. Bloggs
 Teacher & Group Leader

ITINERARY & CONSENT FORM**OUR LADY'S TERENCE****CHINA TOUR****21th – 29th JUNE 2018**

Date	Itinerary	Remark
21-June	07:00 Etihad Checkin begins for EY0042 Dublin to Abu Dhabi.	Refer to flight itinerary for connecting flight times
22-June	Arrive Beijing via EY888 @08:50 Transfer and check-in to Hotel 15:00 Leave Hotel 16:00 Beijing Olympics Sites (outside only) 17:30 Dinner at local restaurant 18:30 Sichahai Historic Scenic Area 20:00 Transfer back to Hotel Accommodation: Four Points by Sheraton Beijing	Tour guide: Jing, cellphone# 13146564429 Early check-in subject to availability Including daily Breakfast
23-June	Beijing 08:30 Leave Hotel 09:30 Tiananmen Square, Forbidden City 13:00 Lunch at local restaurant 14:00 Yonghe Palace (the Lama Temple) 17:30 Dinner at local restaurant Accommodation: Four Points by Sheraton Beijing	 Including daily Breakfast
24-June	Beijing 08:30 Leave Hotel 09:30 Climb Great Wall at Badaling 13:00 Lunch at Runze Jade Garden 14:30 Summer Palace 18:00 Peking Duck dinner at Quanjude Accommodation: Four Points by Sheraton Beijing	 Including daily Breakfast
25-June	Beijing 09:00 Leave Hotel 10:00 Hutong tour with rickshaw 11:30 visit local family & Lunch 13:00 Chinese Tea Ceremony 14:30 Temple of Heaven 18:00 Buffet dinner at Hotel Accommodation: Four Points by Sheraton Beijing	 Including daily Breakfast

- 26-June Beijing - Shanghai
 08:00 Transfer Hotel to Train Station
 High-speed train G#13 (10:00/14:55) Ticket will provided by tour guide
 15:00 Pick up by Shanghai Tour Guide Tour guide: Qi, cellphone# 15800400583
 16:00 Stop at the Bund for photograph
 17:30 Dinner at local restaurant
 18:30 Transfer to Hotel
Accommodation: Renaissance Shanghai Putuo Hotel Including daily Breakfast
- 27-June Shanghai
 08:30 Leave Hotel
 09:30 Shanghai Old street
 11:00 Xintiandi (old French Concession)
 12:00 Lunch at local restaurant
 13:30 Shanghai Museum
 15:00 Nanjing Road for shopping
 18:30 Farewell Dinner at BBQ Place
Accommodation: Renaissance Shanghai Putuo Hotel Including daily Breakfast
- 28-June Shanghai
 Free day at leisure
 12:00 Check-out Hotel
 19:30 Transfer to Airport
 Checkin begins at 21.30 for EY867 Shanghai to Abu Dhabi Please refer to flight itinerary for connecting flight times

29-June Shanghai to Home via **EY867 @00:30**



CONSENT FORM

I _____ (please print name) parent of _____ consent to my daughter travelling to China with the school from 21st June 2018 -28th June 2018 and to the preconditions outlined.

I fully understand that this consent slip must be returned to Ms. Bloggs no later than October 1st. By consenting to this letter, I agree to the aforementioned payment schedule and understand the implications if I fail to meet a payment.

Furthermore, I understand that it is my responsibility, as the parent, to arrange the travel documents needed and ensure that they meet the prescribed requirements to travel.

I give my express permission for the transfer of relevant personal information (e.g. passport details, dietary requirements, relevant medical details) to the tour operator for the purposes of making travel arrangements.

Signed

Date



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INCIDENT REPORT SHEET

Pupil's Name:

Class:

Time:

Date:

REPORT OF INCIDENT

[illegible]

Signed: _____

Date: _____

ACTION TAKEN:



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ACCIDENT / ILLNESS REPORT

Name: _____ Class: _____ Date: _____ Time: _____

Status (please tick appropriate box):

☐

Pupil

☐

Teacher/ Staff member

☐

Visitor

☐

Contractor

Details of Accident/Illness:

Location: _____ Name of Teacher/Supervisor present: _____

Time reported to Receptionist: _____ Other student present: _____

Time Parent contacted: _____ Time Ambulance called: _____

Please tick more than one box below and circle word/s where appropriate:

Type of Injury

Body Part/s Injured

Abrasion/Cut/Graze		Multiple Injuries	
Bruise		Abdomen/Chest	
Burn/Scald		Ankle/Foot/Hip/Knee: L/R	
Concussion		Arm: L/R Upper/Lower	
Fatality		Back/Neck/Spine	
Fracture		Calf/Thigh: L/R	
Insect bite/s/Stings		Shoulder: L/R	
Internal injury		Ear/s: L/R	
Occupational injury		Eye/s: L/R	
Sprain		Elbow/Hand/Wrist: L/R	
Torn Ligament/s		Face	
Trauma		Finger/s/Thumb/s (#):	
Injury not ascertained		Head (excluding eyes)	
Other (please specify):		Shock/Trauma	
		Toe/s (#)	
		Other (please specify):	

Action taken:

Ice applied		Inhaler used		Medicine given		
				Please specify:		
Other (please specify)						

* Further details of accident/illness may be recorded on reverse.



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Please give details below of how the accident/illness happened:

Follow up:

No. of days absence that followed accident/incident: _____

Was insurance form completed? _____

Was any action taken to prevent such accidents/incidents in the future:

Other relevant information: _____

This form must be copied when completed for The Principal, Bursar and Office file.

EVALUATION OF AN EDUCATIONAL TOUR/FIELD STUDY BY GROUP LEADER

Tour:		
Group Leader:		
Number in group:	Students:	Supervisors:
Date/s of tour:		
Purpose/s of tour:		
Venue:		
Commercial Organisation:		

	Satisfactory Yes/No	Comment
1. Pre-visit organisation by external agency:		
2. Travel arrangements:		
3. Instruction:		
4. Equipment:		
5. Suitability of environment		
6. Accommodation		
7. Food:		
8. Evening activities:		
9. Student behaviour		
10. Supervision:		
11. Incidents/close-calls etc.		

Overall Evaluation (assessment of educational benefits):

Signed: _____ (Group Leader) Date: _____

To be forwarded to the Principal no later than 28 days after the group's return.

RESIDENTIAL / FOREIGN TOUR RISK ASSESSMENT

Complete this form for all Residential/Foreign Tours with students and submit to Principal at the planning stage.

GENERAL ACTION CHECKLIST TO REDUCE RISK

ALL RESIDENTIAL VISITS	Y / N	COMMENTS
Has the status of the tour operator/activity centre provider been checked?		
Does the Tour Operator/activity centre provider specialise in the organisation of the relevant tour/activity?		
Have you checked out background information on the area and the hotel/centre for suitability (e.g. hotel is not situated in areas renowned for violence/muggings/prostitution etc.)?		
Have you checked that student rooms have individual locks to ensure personal safety?		
Is the ratio of supervisors to students adequate for the tour and complying with the conditions set out in Section 4.3?		
Have you drawn up an itinerary, including details of activities and any free time allowed?		
Have you made clear arrangements for the supervision of free time including contact arrangements (i.e. checklist of names and intended destinations of students, agreed curfew times, safety of money, keeping in groups)?		
Is any of the party qualified in First Aid? If not who is the appointed person taking responsibility for First Aid Box?		
Have arrangements been made for special needs including access during travel and accommodation (e.g. disability/diet/medical etc.)?		
If additional hazardous activities are included in the schedule have specific risk assessments been done to cover the activities (e.g. Ice skating/Skiing/Swimming/Mountain walking/Theme Parks etc.)?		
Have you provided a written briefing to both the students and their parents to cover the above, and provided them with appropriate contact numbers?		
Have you confirmed that the operator/activity centre safety guidelines meet the required standard?		
Have you obtained Parental Consent?		
Has planning for inclement weather/protection from sun been accounted for?		
Have you organised adequate insurance cover?		
ADDITIONAL RISK CONTROLS FOR FOREIGN TOURS	Y/N	NOTES
Have students been briefed about local customs and behavioural, dress codes etc.?		
If vaccinations are necessary, have parents been informed?		
Are supervisors clear on how to contact any Emergency Services and Irish Embassy in the country of visit?		
Have the students obtained a European Health Insurance Card (available from the Health Service Executive) to ensure sufficient medical cover?		
Have you verified that all passports are valid?		

Telephone number of Irish Embassy/Consulate in country to be visited: _____

Signed (Group Leader) Date