



Colaiste Pobail Setanta

Misneach (Courage) ~ Bród (Pride) ~ Meitheal (Support)

Trips & Outings Policy Ratified by the BOM 23-5-18

Our Mission Statement

Our college is a vibrant, friendly, learning community where students, teachers and parents are encouraged, supported and challenged in pursuit of the highest standards of achievement and academic excellence.

Scope of Educational Outings and Trips Policy:

This policy applies to all members of the staff of Colaiste Pobail Setanta who take students off site. It is applicable to the students participating in the activity and to their parents/guardians.

The Learning Code of Colaiste Pobail Setanta applies to all students of Colaiste Pobail Setanta and relates to all College activities both during and outside of normal College hours; it applies both on and off the College grounds and anywhere students are clearly identified as students of the College.

Rationale

Extracurricular events are very important for our students as they allow the students to engage in activities that would otherwise be out of reach to them. These activities allow the students to engage with the curriculum material in a very meaningful and active way and allows them to develop as young adults. Extra-curricular activities allow our students to achieve a more rounded education while creating positive friendships with peers, SNAs and teachers.

The college owes a huge debt of gratitude to each and every member of staff who facilitate the involvement of our students in extracurricular activity.

Outings and Trips

The Learning Code also applies to all outings and to trips, whether or not they involve an overnight stay.

- Before a student is accepted for a trip, his/her previous behaviour may be taken into consideration. A student on Stage 2,3 or 4 will need Year Head Permission to attend all trips or outings.
- Parents/Guardians will be notified, in advance, of all trips and both parents and students should sign the appropriate consent form. In this way parents, students and teachers enter into a partnership promoting good and appropriate behaviour at all times.

Rationale for having trips/outings and the need for a relevant policy

- Colaiste Pobail Setanta strives to provide an effective education for all its students and is committed to the education, in the broadest sense of the word, of all students who attend



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the College. Colaiste Pobail Setanta provides an education, which also recognises that exposure to a variety of experiences and cultures, is part of a holistic education.

- The curriculum content of some subjects requires field studies/trips/outings/recreational activities, which take place off College grounds.
- Trips assist in bonding between students, as well as providing teachers with an opportunity to get to know students in a non-classroom environment.
- There should be a balanced programme of outings and trips for the College year that does not prove too costly to parents and does not overburden the College timetable.
- All education trips must be consistent with the rationale as specified by the Department of Education & Skills in Circular Letter M20/04. All reasonable efforts will be made to satisfy all of the criteria contained in this circular.
- To assist staff in the planning of trips and outings, so that they are aware of all necessary precautions which must be observed to provide for the health and safety of staff and students. It also ensures that trips and outings take place efficiently and smoothly and that the standard of supervision is firmly within guidelines and standards as determined by the Board of Management.
- To clarify expectations of behaviour for all trips and to outline the conditions whereby a student may be refused permission to be included on a trip.

Objectives

- That the health, safety and welfare of our students is safeguarded by ensuring that reasonable care has been taken in the nature of the trip chosen, the level of supervision provided, the venue, the means of transportation, the demands on the physical resources of the students, having regard to their age and capacity, and the dangers to which they may be exposed.
- The students gain maximum educational benefit and enjoyment from all trips/outings.
- That staff are aware that the degree of care required of them should be that of a 'careful parent' which would vary with the circumstances and the age of the student.

Day Trips within Ireland

- Day trips may take place during the College day or may extend beyond normal College 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 Principal. As much notice as possible should be given.
- Specific parental permission is required for any trip.
- Members of staff must follow the protocol for taking students out on extra-curricular activities.
- Students who have a history of defying the Learning Code may be excluded from trips.
- Once the Principal has approved a trip, the organiser should place a list of students participating in the trip on the staff notice board and the office notice board.



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- 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. 1st Year will require most supervision. On a private coach there should be at least one member of staff in addition to the driver. The Board of management will determine the ratio of staff to students at the 1st BOM Meeting of the year.
- Day trips may involve a financial cost to the student. For example, a fee may be charged to cover the cost transportation to/from sporting events. This must be approved by the principal and all fees to be paid in advance of the trip.
- The College will always have the mobile/contact numbers of the Coach Company or staff involved in case of delays or any other occurrences.
- On occasion it may be suitable for Senior Cycle students to travel independently to and/or from an event. In such an instance, the organiser of the trip must advise parents and senior management in advance. Junior Cycle students may not do so.
- For trips that extend beyond normal College hours, it is responsibility of parents/guardians to ensure that arrangements are in place for their son/daughter's journey to/from the College. The organiser of the trip must be informed in advance of these arrangements.
- A member of staff should never travel alone with a student.
- An Accident/Incident Report Form must be completed for all accidents or incidents which have occurred. Examples of reportable incidents include: persistent lateness at the rendezvous point; not staying with the group; rudeness to teachers; and serious breach of College rules, particularly in relation to alleged or proven alcohol or substance abuse.

Overnight trips, inside or outside the Republic of Ireland

- Members of staff, who wish to take students on an overseas trip, must submit their request for approval to the principal, who will then seek Board of Management approval. Included in the proposal should be the rationale and educational benefits that the students will derive from the trip.
- The number of students participating varies depending on the nature of the trip and the staff/student ratio will be appropriate to the age group and as recommended by the travel agency and approved by the Board of Management.
- In the case of trips being oversubscribed, priority is given to these students who are studying the relevant subject. The College reserves the right to refuse students it deems unsuitable for the trip. Those considered unsuitable would include:
 - ✚ Students who in the past have proved unruly or undisciplined on trips
 - ✚ Students who have a history of defying the Learning Code in the College
- Before a student with a medical condition is accepted to participate in a trip the College must be confident that they can manage the needs of the student without compromising the health & safety of the student in question and the other students participating or the



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itinerary of the trip. Each case will be considered on an individual basis in consultation with parents.

- The initial letter parents should contain a draft itinerary and deadline for registering and payment of non-refundable deposit. Parents must be made aware that the organiser reserves the right to make minor changes to the itinerary.
- If a passport is required, parents/guardians should ensure that passports are valid for at least six months following 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. Parents should be informed that students with non-EU passports may need visas for EU countries.
- Students must have their E111 or European Health Insurance Card for travel to countries in the EU.
- It is important to impress upon parents 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.
- Parents should be informed in good time if there are any mandatory or recommended inoculations for the destination. It is important that parents understand that the onus is on them to make arrangements for their son/daughter to receive all necessary inoculations.
- Students must attend all information meetings and co-operate with all requests pertaining to the trip.
- Following receipt of the deposit, parents will receive the Permission Letter and Form, all sections of which must be completed and the form returned to the organiser by a specified date. Details of accommodation, travel arrangements, any special local conditions, personal items that the students' needs to bring, guidelines for spending money and money for extras such as meals and excursions will also be sent to parents.
- Mobile phones communication between teachers and students on the trip may be necessary. A list should be made of participants' mobile phone numbers (as given on the Permission form) and students may be given (if appropriate) the mobile phone number of trip leader – to be carried with them while on the trip. A mobile phone is available from the College, as staff members are advised not 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.
- If necessary two members of staff should carry out an inspection of rooms or personal property (bags, suitcases, etc.) 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.
- Staff should not have any physical contact with a student's clothing. If a search is deemed necessary, the students should be asked to empty his/her own pockets or to search the clothing that he/she is wearing.
- If a student is found to be in serious breach of any of the rules in the College or Behaviour & Learning Policy/Code, the staff in charge must contact the Principal immediately.
- An Accident/Incident Report Form must be completed for all accidents or incidents which have occurred. Examples of reportable incidents include: persistent lateness at the



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rendezvous point, not staying with the group, rudeness to teachers and serious breach of College rules, particularly in relation to alleged or proven alcohol or substance abuse regardless of the legal age for consumption of alcohol and or legality of the substances which are illegal in Ireland.

Transition Year Programme

- The Transition Year programme at Colaiste Pobail Setanta aims to give students a wide variety of experiences. Many of these experiences take the form of outings and trips.
- At the start of the year parents will give advance permission for all such trips that have been approved by the Principal as part of the Transition Year programme.

Monitoring and Review

- As part of the Development Planning process Colaiste Pobail Setanta Community College will monitor, review and evaluate this Policy and all related work and procedure on an ongoing basis to ensure legal compliance and the maintenance of best practices.

Protocol for Taking Students on Extra-Curricular Outings.

When taking students on extra-curricular events and outings it is important that we are able to account for every student at all times. For this reason the following steps must be followed in good time so that it doesn't become a last-minute rush to get students on a bus etc.

1. Organising teacher compiles a list of students that he/she wishes to take to an event
2. Organising teacher emails this list to the relevant Year-Head for approval.
3. Year head reviews the list and emails back the organising teacher indicating which students can or cannot go
4. Organising teacher enters "school event" on the roll on VSWare so that the student is not marked absent for the classes when he/she is at the event.
5. Organising teacher emails the list of students attending the event to the front office so that the secretaries can answer any questions parents may have.
6. Organising teacher posts a list of students attending the event on the staffroom notice board so that all teachers are aware.



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Extra-Curricular School Activities 2018/19 App1

This declaration to be signed by Parent(s)/Guardian(s)

Student's Name: _____ . Current Year Group _____

Address: _____

1. I/We agree to the participation of _____ student at Colaiste Pobail Setanta, attending and participating in tours/fieldtrips/outings organised by the College.
2. I/We acknowledge that tours/fieldtrips/outings constitute extracurricular school activities and clearly understand that Colaiste Pobail Setanta and DDLETB accept no responsibility whatsoever for any damage or accident caused by students involved in such tours/fieldtrips/outings.
3. I/We also acknowledge that I/We have been advised by Colaiste Pobail Setanta and DDLETB that it recommends that all students involved in tours/fieldtrips take out a comprehensive personal accident insurance policy arising from the fact that tour/fieldtrips/outings are optional extracurricular activities.
4. Parents/guardians will be informed of any college organised outings through text and or the school journal.
5. Should there be a cost involved it is the responsibility of the Parent/Guardian to ensure that this cost is paid in full prior to the event.
6. As with every College Trip, The CPS Learning Code and other relevant policies will always apply

Signature: _____ Parent / Guardian

_____ Student

Date: _____



To the Management Authorities of all Post Primary Schools

Educational Tours by School Groups (both inside and outside the State)

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 inschool activities alone. Where a Board of Management is satisfied that a school tour meets the above criteria, such a tour may be undertaken **without seeking prior approval from the Department**. However, the template attached as appendix 1 should be completed by 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.

Authorisation to grant approval for educational tours by school groups both inside and outside the State is hereby devolved to the school board of management subject to the following criteria ...

- School tours should be an extension and reinforcement of classroom activities and should be designed to include the maximum number of pupils in a class. The tour should, accordingly, enhance the learning process of as many pupils as possible by providing educational experiences which the classroom alone cannot provide.
- Tours should be planned, in consultation with parents, well in advance of tour dates and preferably before the start of the school year. 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. 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.
- By international standards, the school year in Ireland has long holiday periods. Educational tours of more than one days duration should be arranged to coincide with normal school holiday periods.
- Schools should ensure that adequate insurance cover is in place and that written parental approval is obtained for each pupil to take part in the tour. Such written approval must not seek to devolve any liability to the parent for any aspect of the tour. (Boards of Management of Comprehensive and Community schools should refer to appendix 2 of this circular regarding State Indemnity cover for out-of-school educational activities)
- The Board of Management must ensure that pupils who are not participating in the tour (including pupils from other classes who will be affected by their subject teachers absence) are adequately catered for while their teachers are away on the tour. Appropriate arrangements should be made for the conduct of those teachers' classes in their absence in accordance with Circular PPT 01/03. Schools should on all occasions take into account the effect that the absence of accompanying teachers will have on the normal work in the school and numbers absent should be kept to the minimum level required.



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Where school tours impinge upon the standard school year, the following guidelines are put forward as to the type of educational visit envisaged by the Department as acceptable for the purposes of regarding absence on such visits as school days:

- (a) Educational visit involving an exchange of groups of students with another school.
- (b) Educational visit involving attendance at a course of instruction.
- (c) Educational visit involving active participation in a music or drama festival.
- (d) Educational visit to a conference or exhibition of clear educational value (e.g. Young Scientist Exhibition, Higher Options Conference or Exhibition on Careers and Guidance Counselling)
- (e) An educational visit should be appropriate to the age group/grade concerned (e.g. The Higher Options Conference would be more appropriate for senior cycle students than for junior cycle students)
- (f) Educational visits (inside or outside the State) involving significant linguistic or cultural benefit to the maximum number of pupils.

This list is given by way of example and is not intended to be exhaustive.

This circular supersedes and replaces Circulars M87/78, M62/83, 12/79 and Circular Letter to the Boards of Comprehensive and Community schools entitled "Out of School Educational Activities within the State" and dated 19 February 1987.

Mathew Ryan
Principal Officer
Post Primary Administration.



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Tour Template Appendix 2

Details of the Tour

Name of School	Address	Roll No.
Tour Dates		
From	To	Number of School Days
_ / _ / _	_ / _ / _	
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		



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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:

Signature of Principal:

Date:



College Trips and Outings Contract Appendix 3

- All College trips will be planned and implemented with due regard to DES Circular: M20/04, 'Educational Tours by School Groups (both inside and outside the State)' and any relevant policies put in place by Dublin and Dún Laoghaire Education Training Board and Coláiste Pobail Setanta.
- The College aims to balance the achievement of academic excellence with the social and personal development of students. College trips and outings can make an important contribution to the achievement of this aim.
- Students, as ambassadors of the College, are expected to conform to the highest standards of behaviour and courtesy. A high standard of self-discipline and trust is required. Examples of breach of trust may include but is not limited to: refusal to cooperate with a staff member, gross disrespect, fighting, unsafe behaviour, any behaviour which threatens the safety and security of anyone, alcohol or substance use, breach of room curfews, inappropriate liaisons, the purchase of inappropriate items or materials and the misuse of facilities.
- Students must be properly dressed in full school uniform for all College trips, unless with the express approval of the Principal.
- Any breach of trust may result in parents being contacted and requested to arrange, at parent's expense, the return of the student from abroad.
- As with every College Trip, The CPS Learning Code and other relevant policies will always apply

I understand that if I renege on any of my commitments, I may not be allowed to go on any further trips in Ireland or abroad.

.....

.....

Parent's/Guardian's Signature

Student's Signature Date



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Transition Year Permission Slip Appendix 4

Dear Parent/Guardian,

As part of the Transition Year Programme, students will be participating in a wide range of activities which take place outside the school building.

- These educational trips and experiences form an integral part of the programme for the year and students are expected at all times to be on their best behaviour as they are representing the school.
- As with every College Trip, The CPS Learning Code and other relevant policies will always apply.

If a student, for any reason, engages in negative behaviour during any Transition Year activity, he/she may be asked to remain in school for subsequent trips.

Please sign below, allowing your son/daughter to participate in all out of school activities for the coming academic year 2018-19.

I _____, allow my son/daughter _____

to participate in all out of school activities during the TY Programme 2018-19.

I understand that the CPS Learning Code applies at all times.

Signed: _____ (Parent/Guardian)

Signed: _____ (Student)

Date: _____



Policy on College Exchange Programme.

Appendix 5

- All College trips will be planned and implemented with due regard to DES Circular: M20/04, 'Educational Tours by School Groups (both inside and outside the State)' and any relevant policies put in place by Dublin and Dún Laoghaire Education Training Board and Coláiste Pobail Setanta.
- The College aims to balance the achievement of academic excellence with the social and personal development of students. College trips and outings can make an important contribution to the achievement of this aim.
- All those travelling on an exchange must provide full payment of in advance, adhering to deadlines communicated.
- All those travelling on an exchange are required to be in possession of a valid passport.
- All those travelling on an exchange are required to be in possession of an EHIC Card (formerly E111 Card).
- Any illnesses, allergies, dietary or medicinal requirements must be reported in good time to the Tour Organiser.
- Students, as ambassadors of the College, are expected to conform to the highest standards of behaviour and courtesy. A high standard of self-discipline and trust is required. Examples of breach of trust may include but is not limited to: alcohol or substance use, breach of room curfews, inappropriate liaisons, the purchase of inappropriate items or materials and the misuse of facilities.
- As with every College Trip, The CPS Learning Code and other relevant policies will always apply
- Any breach of trust may result in parents being contacted and requested to arrange, at parent's expense, the return of the student from abroad.
- We are responsible for the safety and happiness of the exchange students while in Ireland. We expect that all students will be housed and fed suitably each day and that the main language of communication would be English. If the visiting students are going on day trips, please provide a packed lunch.

.....
Parent's/Guardian's Signature
Signature

.....
Student's



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