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## **SCHOOL TOUR POLICY**

### **SECTION A: MISSION STATEMENT**

Clonkeen College is a caring Christian community, founded by the Christian Brothers, now under the Trusteeship of the Edmund Rice School's Trust (ERST). Clonkeen College is a Catholic voluntary secondary school for boys only.

The ethos of the school is based upon the five key elements of the ERST Charter which are

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership

The school promotes the personal, spiritual, physical, creative and intellectual development of its students. Its functions and institutions are based on respect for all members of the school community, students, parents and staff. It recognises the importance of each individual's place and function and seeks to facilitate and encourage the active participation of each individual in the development of the school community. All students, parents and staff are expected to conform to the school ethos, rules and policies.

Clonkeen College follows the Department of Education and Skills national curricula and programmes including the Junior Certificate, Transition Year Programme, Leaving Certificate Vocational Programme (at the discretion of the Board of Management) and Leaving Certificate.

### **Mission Statement**

Clonkeen College is a voluntary Catholic secondary school, where each individual and group within the school community is encouraged and facilitated to contribute to the creation of a caring, supportive and inclusive educational environment, conducive to developing the diverse talents of all the participants.

## **Introduction**

Clonkeen College has a duty of care to all its students and to school personnel. We seek to safeguard the welfare of students while on school tours and also to support school personnel who accompany students.

## **Policy Statement**

It is the policy of the Board of Management to encourage, where appropriate, extra-curricular and/or co-curricular activities which further the broader educational development of students.

This School Tour Policy sets out the general policy of Clonkeen College and has been prepared in compliance with Department of Education guidelines and the school's following:

- Code of Behaviour
- Critical Incident Policy
- Child Protection Policy
- Safety, Health & Welfare Policy
- Safety Statement
- Substance Abuse Policy
- Student Journal
- Staff Handbook

The welfare of all students and teachers while on school tours cannot be compromised by an individual and his actions. Partaking in school tours is a privilege not a right. Students who misbehave in school and/or on previous tours/visits/outings may be refused participating in this and future school tours or outings. This is at the discretion of the teacher(s) organising the tour, other relevant teachers and school management.

## **Approval**

The Tour Leader must obtain permission from the Principal and/or the Board of Management to take students on a school tour. An outline of the tour, including travel dates, tour company details, travel insurance, the total tour price and the general tour itinerary, must accompany the request for permission of the Principal and/or the Board of Management. No arrangements regarding a school tour should be made until the Principal and/or the Board of Management have given permission for the tour to be organised.

## **Teacher Leading the Tour**

The Tour Leader must ensure that:

- Every reasonable step be taken to ensure the safety of all tour members. Students must not be placed in situations which expose them to an unacceptable level of risk.
- There should be appropriate and adequate supervision for each activity undertaken on the tour. Supervision is at the discretion of the Tour Leader.

- The ratio of adults to students should be appropriate – A recommendation of one teacher for every ten students travelling, with a minimum of three teachers in total on foreign school tours.
- Child Protection procedures are in place in line with the DES guidelines and the relevant Child Protection procedures put in place by Clonkeen College.
- Parental consent forms have been issued and returned signed; the onus is on parents to return all completed documentation and failure to do so will mean that a student will not be permitted to travel.
- Students must have an up to date EHIC card and it is presented to the Tour Leader before payment of the deposit has been forwarded to the tour company.
- Suitable arrangements have been made for the medical needs of all pupils.
- S/He is in possession of the following information:
  - a) Details of medical conditions.
  - b) The student's GP's name, address and telephone number.
  - c) Written details of any medication required (including instructions on dosage/times) and if necessary, parental permission for a supervisor to administer medication.
- First aid provision is available. The medical kit should always include any medical conditions of participants, the information being acquired from Parents/ Guardians.
- Parents/Guardians are provided with information that will include the following:
  - a) Dates and times of departure and return – parents/guardians must have agreed to meet their son on return.
  - b) Details of accommodation such as hotel or exchange family name, address and telephone number.
  - c) Name(s) of Tour Leader(s) and of other staff.
  - d) Standards of behaviour expected in respect of, for example, alcohol, smoking and general group discipline.
  - e) Details of insurance taken out for the group, and whether parents/guardians need to arrange additional cover.
  - f) Details on the cost of the tour including methods and deadlines for payments. All payments are to be considered non- refundable including the final payment.
- Copies of the completed contact information document is left on file in the School Office and with the Principal, available for use in the event of an emergency. The list must include:
  1. Names, addresses and home contact numbers of all those going on the Tour.
  2. Full details of the itinerary, hotel addresses, phone numbers etc.
  3. Contact telephone numbers, day or night, for the Tour Leader(s) and accompanying teachers.

## **Notice to Parents**

1. Once permission has been granted by the Principal and/or the Board of Management the parents/guardians of the selected group/year/class will receive a letter outlining the general nature of the proposed tour.
2. The letter should specify:
  - The itinerary and duration of the tour
  - The full costs involved and the method of payment (deadlines etc.)
  - Information regarding insurance and indemnity
  - The general rules of behaviour to be observed (detailed rules to follow)
  - If the numbers are limited and a deposit is required to secure a place.
3. Parents should also be made aware, through the letter, of their duty to inform the school of any relevant Health, Safety and Welfare issues which might affect their son while on tour.
4. The signed consent/permission of parents/guardians is an essential pre-requisite for the participation of any student on the tour.
5. Parents pay a non-returnable deposit. It is made clear to parents that this deposit is non-returnable and that students will not be taken if their behaviour is unacceptable or unsafe in the interval between the date of being accepted on the school tour and the date of departure.
6. All students must complete the Application form set out in Appendix 2 in full.
7. Partaking in school tours is a privilege not a right, students who misbehave in school and/or on previous tours/visits/outings may be refused participating in this and future school tours or outings. This is at the discretion of the Tour organisers, relevant teachers and school management.
8. Transition Year students who do not go on Transition Year Day Tour may not be considered for inclusion on any overnight/foreign school tour. This is at the discretion of the Tour organisers, relevant teachers and school management.
9. Transition Year students who refuse to pay the compulsory TY fee without engaging with the school about not paying this fee will not be allowed on foreign school tours.
10. If demand exceeds places available, then the places will be allocated on a first come first served basis, providing all criteria is met by each applicant. The opening date and time to receive applications is at the discretion of the Tour organiser.

## **Meeting Parents**

A meeting of the parents of all students going on the tour must be held. Where possible, all students and staff travelling should attend this meeting. A representative of the Tour Company may also be invited to the meeting to address parents.

The following information will be given to parents at this meeting:

1. A detailed itinerary – dates, times, locations, hotels, addresses, contact phone numbers etc.
2. Advice on a reasonable daily allowance, in the currency of the country to be visited, for each student to bring.
3. Advice as to how best students can safeguard their money when on tour.
4. Parents should also use the meeting to provide the Tour Leader with written information on the form provided about the student's medical background.
  - 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 at another time to inform the Tour Leader about the illness and the manner in which the medication should be administered.
  - The Tour Leader should establish if a non-medical person can administer the medication.
  - Each parent/guardian must fill in a form which includes medical history, contact numbers, allergies and 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.
  - ***We, the tour leaders (named below) will act on medical advice presented to us if in the event of an accident or emergency and 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 an emergency parents/guardians will always be contacted first.

## **Student Code of Behaviour**

Clonkeen College's Code of Behaviour is to be observed by all students.

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

1. Students must adhere to the school rules at all times
2. Students must adhere to the Tour dress code as set down by the Tour Leader
3. Students must follow the rules of the hotel, hostel or other type of accommodation where they are staying
4. Students must follow the instructions and directions of any member of school tour staff, accommodation staff, instructors, bus drivers, travel personnel etc.
5. Students must be well behaved on public and/or private transport while on tour
6. Students are responsible for leaving seats on all forms of transport in a tidy condition
7. Students are responsible for leaving their bedroom tidy.

The Tour Team should check all rooms before students have access to them and make a note of any damage done prior to their arrival. Vacated rooms should also be checked for damage. The cost of repair or replacement of damaged property will be borne by the student(s) responsible for such damage.

## **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 may, however, feel that specific sanctions are required such as:

1. The student missing a half-day's activities (not, however, an activity related to health and safety).
2. The student missing out on a specific activity e.g. bowling.
3. The student missing an evening activity e.g. disco.
4. Agreed fines for being late for an arranged meeting/activity.

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:

1. Use/possession of alcohol
2. Use/possession of illegal substances (drugs etc.)
3. Use/possession of cigarettes
4. Misuse of legal substances (lighter fluid, type etc.)

5. Disruptive behaviour on coach, plane, boat or in the hotel/hostel
6. Lack of respect for accommodation rules
7. Lack of respect for Tour Team or any other supervising adults
8. Theft or criminal damage to property of others etc
9. A student placing himself, fellow students and/or teachers at risk.

***This list is not exhaustive***

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

In on-going and/or cases of serious misbehaviour, a student may be sent home at the expense of his parent(s)/guardian(s).

In the event of this happening, the parents/guardians will be informed and if necessary a teacher will travel home with the offending student. The Tour Leader will decide which teacher accompanies the student home.

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.

### **Payment**

The school will use a licensed tour operator or travel agent to arrange the travel package including accommodation and other services. For foreign trips the tour operator or travel agent must be registered with the Commission for Aviation Regulation in the Republic of Ireland. All monies will be paid directly to the tour operator or travel agent, not to school staff or the school.

Compliance ensures that the event is covered by the relevant bond held by the tour operator or travel agent with the Commission for Aviation Regulation as part of the annual licensing requirement. If for any reason the license holder ceases to trade, 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](http://www.aviationreg.ie)

### **NB**

1. All school tours travelling outside of the Republic of Ireland must be booked through a bonded licensed travel agent or tour operator from the approved list on [www.aviationreg.ie](http://www.aviationreg.ie)
2. Payments from students should be made directly to the travel agent or tour operator and not collected through the school. Many tour operators and travel agents can accept payments electronically or by cheque and cash.

The tour leader will work closely with the tour operators in establishing procedures to ensure the school retains full control of the tour.

### **Information retained at the school**

Full details of the visit should be retained at the school while the tour is in progress.

This should include:

- a. the itinerary and contact phone number/address of the group.
- b. a list of group members and their details.
- c. contact names, addresses and phone numbers of the parents/guardians.
- d. copies of parental consent forms.
- e. copies of travel documents, insurance documents, medical papers.
- f. a copy of the contract with the tour company/hotel etc.

It is the Principal's responsibility to ensure that this information is available at all times, particularly if the tour takes place when the school is closed.

### **Prohibition**

Going on a school tour is a privilege and not a right. Students who misbehave in class /school forfeit the right to participate in the school tour. It is at the discretion of the teachers going on the tour and school management to decline a student's request to participate in a school tour.

Up to the time of departure it shall remain the prerogative of the Tour Leader in consultation with the teachers going on the tour and the Principal, to refuse a student's participation on the tour without a refund should the student's behaviour give cause for concern. Students withdrawn from a school tour will not be entitled to a refund.

Parents/Guardians will be made aware of this policy and put in writing that they have become so, before making any payment.

### **Students on their own**

A member of staff on his/her own should not be with an individual student on his own unless there is a window to the corridor or to a public place, others enter the room often or if it is a public room (e.g. a classroom or staff room) or they have told another member of staff that they need a private conversation.

- If visiting students in rooms on their own, staff should leave the door open or tell another member of staff that they need to have a private conversation
- It is wise for members of staff to avoid being in cars or on expeditions with students on their own unless another member of staff has been informed about it (e.g. visits to hospital). If members of staff need to escort a student for whatever reason, they should do so in the company of another member of staff.

### **Groups of students**

Staff should not feel that lavatories, changing rooms, dormitories and showers are off limits but they should avoid being there with an individual student and they should exercise caution and sensitivity in these areas particularly.



**Example of Parental Consent Form – can be modified as required**

**Parental Consent Form**

**School Tour to \_\_\_\_\_ Dates: \_\_\_\_\_**

We, the parents / guardians of \_\_\_\_\_, a student in Clonkeen College, agree that our son may go on a school tour with \_\_\_\_\_ (the tour leader) to \_\_\_\_\_.

We accept that our son will abide by the terms of the School's Policies including the School Tour Policy.

Our son may not consume any alcohol or any other prohibited substance whilst on this tour.

We further accept that the Tour Leader may send him home for such behaviour or for any other serious disciplinary offence. It shall be our responsibility to arrange, and pay for, any travel so required and for our son's accompaniment on such travels as may be necessitated by our son's misbehaviour.

We also give permission to the Tour Leader to take any necessary decisions for the medical treatment of our son.

I have read and accept Clonkeen College Policy for School Tour and all the school's policies which are available on [www.clonkeencollege.ie](http://www.clonkeencollege.ie)

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Parent/Guardian)

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Parent/Guardian)

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Student)

**Example of Application Form – can be modified as required**

**Application Form for School Tour**

Name (as on passport): \_\_\_\_\_

DOB: \_\_\_\_\_

Passport No: \_\_\_\_\_ Issuing Authority: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Home Address:

\_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Parents'/Guardians' Mobile Numbers: \_\_\_\_\_ / \_\_\_\_\_

Parents'/Guardians' Work Telephone Numbers: \_\_\_\_\_ / \_\_\_\_\_

Additional Nominated Adult Contact Telephone Numbers: \_\_\_\_\_ / \_\_\_\_\_

Student's Mobile Number: \_\_\_\_\_

EHIC Number: \_\_\_\_\_

Private Health Insurance – Company Name and Policy No (if applicable)

\_\_\_\_\_

GP's Name & Address:

\_\_\_\_\_

GP's Telephone Number: \_\_\_\_\_

Please securely attach any relevant medical details concerning allergies or medical requirements to this form

***Going on a school tour is a privilege and not a right. Students who misbehave in class /school forfeit the right to participate in the school tour. It is at the discretion of the teachers going on the tour to decline a pupils request to participate in a school tour.***

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Guardian)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Guardian)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Student)