



St. Paul's Community College
A Centre of Excellence in Education since 1976

St. Paul's Community College Waterford
Educational School Tour Policy

St. Paul's Community College is a school under the patronage of
Waterford Wexford Education and Training Board



wwetb
Bord Oideachais agus Oiliúna
Phort Láirge agus Loch Garman
Waterford and Wexford
Education and Training Board

Mission Statement

Aims of this policy

St. Paul's Community College is committed to incorporating educational tours, trips and visits into its curriculum, providing that they will enhance students' relevant understanding and experience and are seen as a valuable addition to the regular school experience. The aim of an educational school tour is to provide educational, cultural, social and personal experience for everyone involved.

Educational tours, trips and visits provide an excellent opportunity for the personal growth and development of students. They can have a positive effect on students' self-esteem and social skills. Tours also enhance the collaborative relationships between staff and students and foster positive communication across classes and year groups. Educational visits provide rich experiences that cannot be created in school and many students will cherish them for a long time to come.

Rationale

Educational Tours must be consistent with the rationale as specified by the Department of Education and Science in Circular Letter M20/04. All reasonable efforts will be made to satisfy the criteria contained in this circular. This circular letter M20/24 the Department of Education and Science has devolved to Boards of Management the authorisation to grant approval for educational tours by school groups both inside and outside the State subject to a number of criteria.

St. Paul's Community College exists to provide an effective and broad education to all its students. It provides an academic education while also recognising that exposure to a variety of experiences and cultures is part of a holistic education.

Objectives

- To assist staff in the planning of educational tours so that they are aware of all necessary precautions to provide for the health and safety of staff and students.
- To ensure that educational tours are organised efficiently and that the standard of supervision is within the guidelines and standards set by the Department of Education and Science.
- To clarify expectations of behaviour and to outline the conditions whereby a student may be refused permission to be included on an educational tour.
- To involve all members of the school community in ratifying this policy.

Proposal stages

It is recommended that one teacher be nominated as Tour Leader who will be expected to ensure that it is conducted in accordance with agreed standards. The Tour Leader will approach the Principal with the educational tour proposal.

Factors involved in preliminary discussions may include:

- Relevant Travel Agency
 - Destination
 - Dates and Duration of Tour
 - Suggested Itinerary
 - Number/Age/Gender/Year of students to go on the educational trip/tour
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- Medical / Disability Concerns / Issues

- Staff Availability/Interest: Selection of teachers to accompany students will be at the discretion of the Tour leader and the Principal. The recommended ratio of teachers to students 1:10

- Price and overall Value for Money

- Educational Value

- Previous Experience organising trips/tours

- Any issues / concerns re climate / language / political situation / public health issue / vaccination requirements / communications of the place being visited

- Insurance requirements

- AOB

Approving the Tour

The Tour Leader will submit a Tour Proposal Form having consulted with the Principal and relevant Year Heads. If the Tour is approved in principle, the Principal will bring the proposal to the Board of Management for approval. If approved, the Tour Leader must apply to Waterford Wexford Education and Training Board for permission to take a tour out of the country.

Preparation and training staff travelling on the educational tour

All staff travelling on the trip / tour must read and be familiar with this policy and the behaviour checklist for the trip/tour.

Training may be organised if required for teachers travelling on the trip/tour. Role will be assigned and documented.

A Deputy Leader for the trip / tour must be appointed

All communications during the planning and delivery of the trip/tour will be handled by the leader and all instruction will come from the Leader.

The Principal will invite expressions of interest from staff who wish to accompany the trip / tour at the earliest possible date once the approval has been granted.

Visiting Foreign Countries

The laws of the destination country will apply. The Leader must inform themselves of the laws.

Contingency planning and planning for emergencies

Contingency Planning will occur when the details of the educational tour/trip have been finalised. The plan will be tested to make sure that it works. The plan will be approved by the Principal and will only change if there is good reason to do so.

'Worst Case' scenarios should be given consideration eg. A major accident, death, multiple participants being injured, fire, flooding or the outbreak of a virulent disease. Advice will be sought from the Travel Agency, our insurer, emergency services, public health doctor and / or other professionals are required.

Student's personal details, relevant document, emergency contact numbers and the local emergency contact numbers for the country being visited will be included in the plan.

Parents/ Guardians will be provided with the contact details of the person who will provide them with accurate information in the event of an emergency. This person will keep them updated with any changes or progress. One person will be given the responsibility for liaising with Principal, Parents / Guardians in the event of an emergency.

Advertising places

A meeting will be held for the relevant students who may wish to go on the proposed educational tour/trip. A letter will be given to the students with brief details of destination / itinerary / estimated price (dependent on ultimate uptake) payment dates etc.

Students will be given an application form to complete. Parents/Guardians will be required to give written consent for students under 18 years of age to participate in the educational trip/tour. The application form must provide information on the student's health, if applicable, any existing conditions and use of prescribed medications, Emergency contact details in case of an accident must be given.

The Tour Leader will now examine the application forms and decide which students are to afford a position on the educational school tour. If necessary, they will consult and meet with the Principal and Year Head(s) to discuss the behavioural record and attendance of a specific student.

Payment of Monies

Successful students will be informed on where and when to pay their non-refundable of €100. A student will not secure a place on the tour / trip until the deposit is paid. Deposit will only be accepted if accompanied by the contract of behaviour outlining dates for further instalments. The balance of cost will be due a minimum of 10 weeks in advance of the school tour / trip. All monies to be paid using Way2PAY.

Students will also be informed that any subsequent name change will result in fees levied by the airline, and are outside the control of the Tour organiser or the travel company.

Should a student decide to withdraw from the tour they will be subject to financial penalties as per the tour operator's policy. The Tour Leader has no control over this.

Collection of monies and record keeping procedures

All monies to be paid be through WAY2PAY. All monies collected will be carefully recorded by the Leader who will advise the Principal / Deputy Principal of same. Payment to the Tour/Trip operator / bus company will be made at relevant times. Receipts will be issued after the final payment is made. All records will be maintained for a minimum of six years.

Contact Details

Mobile phone numbers of all students travelling on the trip must be given at the pre-trip / tour meeting. Parents / Guardians will also be required to give all contact details for the duration of the trip. Students will be given a contact number for the tour / trip Leader and supervising teachers while they are away so that contact can be made in the event of an emergency.

Possible Extra Costs

There may be extra costs involved outside of the price given by the Tour Leader. Some of these are mentioned below. The Tour Leader, will, so far as is possible, make parents / guardians and students aware of these costs before the start of the Tour / Trip. One of the more usual costs is a hotel deposit. Hotels

reserve the right to request a deposit from the school groups (usually €20.00 per person). This is payable by students and is refundable on checkout if their rooms pass inspection. Students are asked to report any damage in their rooms on arrival so as to avoid issues on checkout.

Insurance

Standard travel insurance is included in the tour price. All parents / guardians will be given information on the EHIC form and they must take responsibility for processing this form and ensuring that students have a valid EHIC card prior to their departure which is always requested when seeking medical care in EU countries. Parents will also be required to complete a form giving details of medical problem / medication being taken and will give authorisation to the tour leader or him / her nominee to act on their behalf in a medical emergency.

Collection of Passport

The Tour / Trip Leader will explain to the students that it is their responsibility to have their own valid passport ready prior to the departure date. The tour / trip leader and the Deputy Leader will collect each student's passport at an agreed date prior to departure. The passports will be distributed and collected at the airport and should be kept in the hotel safe while on the tour / trip. The security of the passports will be the responsibility of the Leader at all times.

Code of Behaviour

A code of behaviour and set rules has been devised for educational tours / trips. Parents / Guardians and the Student (irrespective of age) will be required to sign the Contract of the Code of Behaviour.

Teachers and other designated adults supervising the Tour / Trip are in loco parentis and therefore have the responsibilities and rights of a prudent parent. Health & Safety, Child Protection and extracurricular policies also apply to supervision on tours / trips. Consumption of alcohol is not permitted. Teachers give up their free time voluntarily and students should show their appreciation of this by co-operating fully with those teachers.

Students are expected to behave in a courteous, co-operative and considerate manner. They must abide by the teachers' decisions and directions in all matters. The school's Code of Behaviour applies on any school tour / trip in addition to the particular Code of Behaviour on any tour / trip. The full penalties for breaching either code will apply on the tour / trip and/or upon return to school depending on which is most applicable and practical.

For the purpose of the smooth running of the tour / trip the students will be divided into groups and a leader will be appointed to each group.

Supervision on the Tour / Trip

During the day – Students will be accompanied by teachers throughout the tour / trip. However, it is usual that students are allowed free time for shopping, lunch etc. These free periods can be left free in an area deemed suitable, and a prominent meeting place will be advised before the group breaks.

Students, who misbehave, deviate from the recommended area, purchase or consume alcohol, cigarettes or drugs, do so entirely at their own risk and will face full rigour of school rules / laws of the destination country.

Should a teacher suspect breach of regulations he / she has the right to ask the student to empty pockets / baggage / containers / items of clothing to ascertain if illicit articles / substances are present.

Staff may carry out an inspection of rooms or personal property with the student present if there are reasonable grounds for concern for safety or use / possession of a banned substance etc.

Students must at all times carry the number of the school mobile phone in case they get lost, need help etc. They should also carry their own (switched on and with sufficient credit) phone during free time in case teachers need to contact them.

AT NIGHT – On return to the hotel each night students will go to their rooms. They will be given a specific curfew. A check will then be made to ensure that everyone is in their room. A number of further checks will be made throughout the night. However, students will be expected to follow tour rules and remain in their room.

Any breaches will be dealt with at the discretion of the tour / trip leader. Parents / Guardians will be contacted if necessary.

Contact will be maintained with the Principal on a daily basis using the school mobile phone throughout the trip.

Exclusions subsequent to acceptance to go on the school tour / trip

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

The School Tour Leader will highlight this point to students and parents / guardians before a student submits an application.

Criteria for exclusion from travelling on a tour / trip

These include: persistent minor breaches of the school's code of behaviour; suspensions arising from major breaches of the school's code of behaviour; any drugs /alcohol/ smoking related suspensions; students who have shown themselves to be unwilling or unable to take instruction. In all cases the frequency seriousness and how recently breaches of the code of behaviour took place will be factors. This list is not exhaustive.

Pre-Tour Trip Meeting

A meeting will be held in advance of the tour/trip at which a parent/guardian of each participant must attend. Attendance at this meeting is extremely important as the main emphasis of the meeting is health and safety. At this meeting a presentation on all aspects of the tour/trip will be made to the parents/guardians and the parents / guardians will get an opportunity to meet with the tour / trip Leader and the other teachers involved. The following issues will be examined and discussed:

Detailed Itinerary

Extra Costs

Contact Numbers

Medical Issues – full disclosure of conditions and medications

Expected Standard of Behaviour

Rooming Arrangements

Supervision

After the tour

On return to school, the tour /trip leader will give a written report on the tour/trip to the Principal, outlining the achievements of the tour /trip and any difficulties or problems which arose during the course of the tour/trip. A written evaluation may also have to be completed for the tour/trip operating company.

Pictures and student account of the school tour/trip will be put up on the school website.

Contact Information

The tour/trip Leader must ensure that complete contract information is left available in the school during the tour/trip for use in the event of an emergency. This should include :

- Contact and Passport details for each person travelling
- The itinerary to be followed, accommodation and travelling arrangement
- Contact details for the Travel Agency, if relevant
- Emergency numbers for the destination country

Review and evaluation

This policy will be reviewed and evaluated as necessary. The Board of Management reserves the right to amend the Policy without notice if required.

Review of Evaluation

This policy will be reviewed and amended if necessary. The Policy will be ratified by the Board of Management following any review. The Board of Management reserve the right to amend this policy at any time.

Ratification of the Policy : Date: 23rd January 2018



ETB Representative



APPLICATION FOR PERMISSION TO BRING STUDENTS ON A TOUR/TRIP ABROAD

(INCLUDES TRIPS TO NORTHERN IRELAND / UK)

NB*PERMISSION MUST BE OBTAINED FROM THE C.E. / DIRECTOR PRIOR TO FINALISING ANY TRAVEL ARRANGEMENTS *

COLLEGE / CENTRE: _____

YEAR GROUP/GROUPS: _____ **NO. STUDENTS TRAVELLING:** _____

DESTINATION (CITY/COUNTRY): _____

BRIEF DESCRIPTION OF ACTIVITIES: _____

STATE, HOW YOU PLAN TO TRAVEL (I.E. BOAT/COACH): _____

WILL TOUR/TRIP INCLUDE ANY ADVENTURE ACTIVITIES / SPORTING PURSUITS: YES NO

IF YES, WHICH ? _____

PLEASE CONFIRM THAT YOU WILL ARRANGE TRAVEL INSURANCE FOR THIS TOUR/TRIP: YES NO

WHAT INSURANCE PROVIDER WILL YOU USE? _____

PLEASE ADVISE INSURANCE SECTION, ONCE INSURANCE ARRANGEMENTS HAVE BEEN MADE AND FORWARD THEM A COPY OF THE POLICY DETAILS

DATE TOUR/TRIP BEGINS: _____ **DATE TOUR/TRIP ENDS:** _____

TOUR/TRIP CO-ORDINATOR: _____

TRAVELLING: YES NO

ACCOMPANYING TEACHERS: _____ / _____

(PLEASE WRITE NAMES LEGIBLY)

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

PRINCIPAL'S SIGNATURE: _____

DATE: _____

APPROVED BY C.E./DIRECTOR: _____

DATE: _____

C.C. PLEASE FORWARD A SIGNED COPY TO :- THE INSURANCE OFFICER, WWETB, ARDCAVAN BUSINESS PARK, ARDCAVA



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School Tours & Outings Proposal

Appendix 1

Date of proposed trip: _____

Type of Trip:

Day trip (normal school hours)

Day trip (returning after school hours)

Evening trip

Overnight trip in Ireland (one or more days)

Overnight trip abroad (one or more days)

Uniform required Yes No

Details of trip including educational value:

Names of staff involved: _____

Lead Teacher: _____

Name of coach Company: _____

Coach Company Contact details: _____

Authorisation signature: _____ Date: _____



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Appendix 2

Tour Application Form

Please fill in the following information

Students First Name: _____

Surname: _____

Address: _____

D.O.B. _____

Medical conditions: _____

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

Parent / Guardian name: _____

Parent / Guardian Phone No: _____

Contact in case of Parent / Guardian is unreachable: _____

Name (relationship) _____ (_____)

Phone No: _____

Signed: _____ Date: _____

Parent / Guardian

Tour Leaders: _____



Appendix 3

Contract of Behaviour

The _____ tour is an extension of St. Paul's activities, thus the code of behaviour will apply throughout the tour. Furthermore, all students must adhere to St. Paul's School Tour Policy.

If a student is unable to regularly attend and adhere to the code of behaviour during the period of time leading up to the tour, management reserve the right to prevent the student from travelling on the tour at a loss of any funds paid to-date.

If a student is unable to adhere to the code of behaviour during the period of the tour, the student may be sent home at the parents / guardians expense, including those of the accompanying teacher.

The above conditions are to ensure a safe and pleasant trip to everyone, and it is essential that all students co-operate fully with teachers at all times. Smoking, consumption of alcohol and use of illegal substances are strictly forbidden. Both students and parents/guardians are required to sign this contract.

Students are asked to " I promise to obey the above at all times and I understand that should I be in breach of this contract the matter will be dealt with by the School Disciplinary Board and / or Board of Management on return"

I consent of the above conditions.

Student's signature: _____

Parent's / Guardian's signature: _____

Please note:

Inclusion is the policy of St. Paul's Community College Waterford.



Appendix 4

School Tours and Outings Checklist

- The appropriate trip proposal form been completed and submitted to Principal for authorisation
- Deputy Principal informed to include in diary of events. (i.e. when trip has been approved by Principal)
- Parents have been informed about the trip and issued with a draft of itinerary outlining departure and return times, payment deadlines, explanation with regard to non-refundable deposits, measures to be taken in the event of serious misbehaviour, special clothing, currency requirements.
- Parents have signed the appropriate consent form
- Any special medical or dietary requirements have been identified and permission has been given to administer medication if required.
- List sent to WWETB for insurance purposes. (Required for high risk trips Rep. Of Ireland and for all trips outside of the Rep. of Ireland. One week's notice to be given to WWETB)
- List of participating students posted on staff noticeboard /VSWARE
- Parents and students given a contact number for lead teacher
- Lead teacher has contact details of parents/guardians of all students travelling (for emergency use)
- Appropriate number of male/female staff arranged to travel
- Coach company being used is on the approved school list
- Valid Passport (6 months) & E111 card for each student (Foreign Trips only)

Signed: _____

Date: _____

Tour Leader