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## **CBC Monkstown Park**



### **School Tour & Day-Trip Policy**

**Date of Ratification: 25<sup>th</sup> June 2024**

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#### **Rationale**

The principles underpinning this policy have been approved by the Board of Management of CBC Monkstown and are in accordance with “Educational Tours By School Groups” Circular M20/04 published by the Department of Education and Skills, and Circular 0036/2023 regarding the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023), also published by the Department of Education and Skills. Our School Tour Policy reflects insofar as they are applicable to CBC Monkstown, the good practices and guiding principles detailed therein. It is everyone’s responsibility to protect children and young people and to do our best to keep them safe. The Department of Education and Skills Child Protection Procedures for Primary and Post-Primary schools (revised 2023) gives clear direction and guidance to school authorities and to school personnel in relation to meeting the statutory obligations under the Children First Act, 2015 and in the continued implementation within the school setting (including school tours) of the best practice guidance set out in the Children First: National Guidance for the Protection and Welfare of Children 2017. This School Tours policy on all ‘Out-of-School Group Activities’ includes ‘day-out’ school activities/trips, overnight school trips in Ireland and international school trips (e.g. Ski Tour). Supporting policies include the College’s Child Safeguarding Statement, Anti-Bullying Policy, the College’s Acceptable User Policy and the College’s Code of Behaviour, all of which are available on the College Website.

## **1. Introduction**

The organisation of out-of-school group activities has long been an integral part of school life. Such activities may include attendance at sporting activities, visits to appropriate exhibitions, curriculum-related school field trips and longer-stay educational tours, either in Ireland or abroad. CBC Monkstown Park believes that students can derive educational benefit from participating in such well-planned school tours/excursions and field trips. Such activities give students the opportunity to engage in experiences not available in the classroom, and help develop a student's imaginative skills, encourage greater independence and enhance the student's social and cultural development.

This Policy is designed to help principals, teachers, Board of Management members and other school staff to ensure that students stay safe and healthy as they enjoy the educational experiences of school tours/excursions and field trips.

This policy aims to ensure that good planning and safety measures are in place to prevent accidents and incidents and lessen the seriousness of those that do occur. The Board of Management expects that all tours/excursions and field trips will be thoroughly planned and risk assessed well in advance. Reasonable care must be exercised in the nature of the trip that is chosen, the venue, the means of transport, the level of supervision, the demands on the physical resources of the students, having regard to their age and capacity and the potential dangers to which they may be exposed. Documentation pertaining to same must be provided to school management well in advance of any proposed trip. **No trips whatsoever are to be booked without prior knowledge of the school management and subsequent permission from school management and/or Board of Management.**

## 2. Objective and Scope

The Board of Management expects that all school trips and tours would have a beneficial effect on students' wellbeing, enhancing both their academic prowess and their social skills. The objective of organising educational tours is to provide our students with opportunities to develop their educational, intellectual, cultural, spiritual and social skills.

Educational tours/excursions and field trips will include both mandatory and supplementary school trips and should:

- ☐ Reinforce classroom activities.
- ☐ Enhance the learning process of as many pupils as possible by providing educational experiences which the classroom alone cannot provide.
- ☐ Support the curriculum content of some subjects through field trips, tours, outings or other recreational activities.
- ☐ Develop the interpersonal skills of the students.
- ☐ Encourage students to reflect upon and engage with the spiritual dimension of life and enhance their sense of wellbeing and belongingness to the school.

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 and planning such as residential, field and adventure trips as well as foreign tours. Permission for students to participate in team sports and other activities that take place on a regular basis throughout the school will be sought on enrolment.

### 3. Costs and Accountability

The overall cost of the trip should be agreed in advance and where possible will take into account the ability of parents to pay. The income and expenditure must conform fully with the accounting practices and policies of the school. A full written account of all income and expenditure will be recorded. All policies and procedures regarding the school's financial controls, implemented as part of the tour/trip, must be adhered to at all times. A budgeted Income & Expenditure Account needs to be prepared before the trip/tour and a final actual Income & Expenditure Account needs to be submitted after the completion of the trip/tour.

- ☐ If a trip is linked to a particular curricular or subject area, the charge to be imposed may be compulsory.
- ☐ All non-curricular and occasional trips shall be voluntary.
- ☐ Group/Tour/Trip leaders should be mindful of the social and economic status of families when charging for trips. Planning should be done well in advance and a procedure should be put in place by the Tour/Group Leader whereby students can pay for the trip over a period of time at an agreed rate.
- ☐ When planning for a trip, Group/Tour/Trip leaders should factor in all costs, including contingencies and should ensure that all charges are paid well in advance of departure.
- ☐ Monies paid in advance will be forfeited if a student withdraws from the tour, except where such funds are recoupable through an insurance policy.

### 4. Role of the Board of Management

The role of the Board of Management shall be:

- ☐ To approve any trip outside the State
- ☐ To ensure that the trip offers a worthwhile educational experience for the students
- ☐ To ensure, where feasible, that students who are not participating in the event are adequately catered for while their teachers are away, in accordance with **Circular PPT -1/03**
- ☐ To consider the timing of the event so that there is minimum impact on the normal work of the school and that the integrity of the school day is intact for those remaining in school.
- ☐ To consider the number of proposed events to take place during the course of the year.
- ☐ The Board acknowledges the significant voluntary contribution to such tours of all members of the school community.
- ☐ **Permission**

It is the responsibility of the Group/Tour/Trip Leader/Organiser to request permission from the Board of Management to organise the school tour in question. No advertising or other steps should be taken until permission to do so has been requested and granted by the Board of Management. Such requests should be given to the Principal in writing and addressed to "The Secretary, Board of Management". The request should contain a summary of the following information:

- ☐ The nature of the proposed trip and a full itinerary
- ☐ The dates and duration of the proposed trip
- ☐ The student groups/cohorts at whom the trip will be aimed
- ☐ The proposed cost of the trip
- ☐ The name of the tour operator/travel agent being used and confirmation that they are a bonded operator
- ☐ The educational value of the proposed trip
- ☐ The maximum number of students and staff members who will travel
- ☐ A full risk assessment document
- ☐ A full outline of all the Child Protection and Safe-Guarding procedures that are being put in place including the sleeping/accommodation arrangements.

In considering each request, the Board will take the following into account:

- ☐ The number of school tours already authorised for the school year in question.
- ☐ The educational value of the proposed trip.
- ☐ Whether the trip interferes unduly with tuition time and whether it would be more appropriately run during holiday time.
- ☐ The impact the trip will have on the viability of classes for the students not travelling
- ☐ The level of relevant detail provided to the Board with the request.

School Management reserve the right to refuse any student they deem unsuitable for the trip; those considered unsuitable would include:

- Students who have proved unruly or undisciplined on trips in the past.
- Students who have a poor discipline record in school.
- Students who become involved in serious discipline issues subsequent to booking a place on a school trip may be excluded from the trip. In this case, parents are liable for the full cost of the trip.
- Students that have a poor attendance record.

## **5. Role of the Principal**

The role of the Principal shall be:

- ☐ To seek the approval of the Board for any trips outside of Ireland
- ☐ To appoint a Tour Leader, who will be a current teacher in the school, whose role will be to ensure that the tour is conducted according to agreed procedures and

standards, especially in relation to child safe-guarding and behaviour throughout the tour

- ☐ To provide said Tour Leader with all relevant information on procedures
- ☐ To ensure that the following information is available in the school:
  - a) A list of those taking part together with home contact details.
  - b) The itinerary to be followed.
  - c) Mobile contact number for the Tour Leader and teachers.
  - d) Full details of all relevant medical conditions relating to those travelling.
  - e) Copies of parental consent forms.

## **6. Contact Information**

In the case of overnight tours, the Tour Leader should have the contact details for school management and parents/guardians in the event of an emergency. The Tour Leader should also carry all relevant personal details regarding each member of the tour as supplied by parents. These may include:

- ☐ Health information.
- ☐ Home contact details.
- ☐ Approval for medical attention.

## **7. Student-Teacher Ratio**

The ratio of teachers to students should reflect the level of risk of the activity and should be increased as the degree of difficulty or danger increases. The following should be considered:

- ☐ The age and maturity of the students involved.
- ☐ The number of students travelling.
- ☐ The location of the trip.
- ☐ Additional supervision which may be provided at the destination point.
- ☐ The type of transport used.

CBC Monkstown insists that the following ratios should apply as general principles regarding the supervision of students on particular trips. Slight deviation from the ratios may be acceptable where a thorough risk assessment has been carried out by or on behalf of school management and where said management is satisfied, in writing, that the health and safety of the students is assured.

The following ratios should be used as a general guideline:

- ☐ 1 to 10 for trips abroad
- ☐ 1 to 15 for residential trip in Ireland
- ☐ 1 to 20 for day visits
- ☐ 1 to 20 for short local visits
- ☐ Games: 1 teacher: 20 students
- ☐ Field Trips (Ireland): 1 teacher: 20 students
- ☐ Adventure Activities: 1 teacher: 10 students (The level of supervision at the 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: 20 students
- ☐ School Tours (Abroad): 1 teacher: 10 students
- ☐ Swimming (Beach, River etc.) 1 teacher: 10 students
- ☐ Swimming Pools 1 teacher: 20 students

-Careful judgement should be used for potentially hazardous activities, i.e., outdoor pursuits, etc. In all situations, best practice and recommended levels of supervision by tour operators, where these exist, should be adhered to.

-Students should not be brought swimming or on adventure type trips or water-based trips without a qualified lifeguard or other suitably trained personnel.

-If non-teachers/SNAs are going on a trip/tour (i.e. past pupils who coach sports), there should be at least a 2:1 ratio of teachers to past pupils.

-If past pupils are going, there needs to be a significant amount of time (several years at least) between when they have left CBC and them going on the trip.

## **8. CBC- Appointed Staff & Adults on Tours**

-It is not recommended that personnel other than teachers would be engaged to chaperone or supervise students. Sometimes this necessity may arise. In this regard personnel other than teachers e.g. Special Needs Assistants, sports coaches, should only accompany students if a suitably qualified teacher is also accompanying the group as per the correct/appropriate ratio and if he/she has received Garda clearance with regard to working with young people.

-The travel, subsistence and accommodation costs of CBC-appointed staff will be covered as per the tour operator guidelines and staff will not be paid for their time on a tour/trip/outing. If CBC-appointed staff choose to incur any costs in the aforementioned areas of travel, subsistence and accommodation, it will be at their own expense and cannot be claimed back from the school or tour costs – this includes travel to and from the airports.

-The Group Leader, who will be a teacher, 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 trip/tour before departure.

-The Group Leader must ensure that all supervisors are made aware of their duties and responsibilities vis-à-vis student health, safety, supervision and behaviour prior to departure.

-All supervisors and adults accompanying the tour have a responsibility to act as positive role models for students in terms of their own individual actions and behaviour and in particular in relation to their working and supervisory responsibilities. A Code of Behaviour for all CBC appointed tour staff will be provided in advance of all tours/trips/outing and full adherence to this Code is required.

-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.

## **9. Communication with Parents**

All relevant parents/guardians will be informed of any forthcoming off-site activity or tour. A consent form will be given to each parent/guardian, the content of which will vary according to the type and duration of the trip. For most day trips, including attendance at sports events, no consent form is required. At an appropriate time prior to any residential or overseas outing or trip as well as some adventure activities, parents/guardians will be informed of the full details of the proposed trip. This will normally be facilitated at a meeting of parents/guardians or may be communicated by letter/email. Parents/guardians and students should attend all information meetings in school and co-operate in full with all requests pertaining to the tour.

While on the tour/trip, CBC will have a dedicated school mobile phone for use by the Tour Leader for all communication purposes. A school mobile phone is available for the Tour Leader travelling on a trip or tour. The number of this phone should be given to all parents and students before the trip. The purpose of this phone is for parents and/or students travelling to contact the group leader in the case of an emergency.

### **Consent Form**

A parental consent form should be completed for each pupil in the group. Included in this form should be the following:

- 1) Full details of any medication the student is taking.
- 2) Any recent illness suffered by the student.
- 3) Any special medical or dietary requirements.
- 4) If the student suffers from travel sickness.
- 5) The student's ability to swim.
- 6) Any other information the parent deems relevant.
- 7) The parent's/guardian's mobile and home phone numbers and contact address for the duration of the trip.
- 8) An alternative contact phone number and address.
- 9) Any special requirements relating to students with disabilities or special needs and which are relevant to the trip.
- 10) Any phobias or allergies the student may have.
- 11) Name, address and telephone number of the family doctor.

A medical consent will form part of the parental consent form for foreign and residential trips. Parents/guardians will be asked to agree in writing to the student receiving emergency treatment, including anaesthetic or blood transfusion as considered necessary by the medical authorities. If the parents/guardians do not agree to this, the student will not be permitted to go on the trip – given the additional responsibility that this would entail for the school and Group Leader. Doctors in another country may be reluctant to operate on a student unless assured of parental authorisation for such treatment.

- ☐ If a passport is required, a photocopy of the details section of the student's passport must be included with the final instalment. All passports must be 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/guardians should be aware that students with non-EU passports may need visas for EU countries.
- ☐ Parents/guardians will be informed in good time if there are any mandatory or recommended inoculations/vaccinations for the destination. It is important that parents/guardians realise that the onus is on them to make arrangements for their child to receive all necessary inoculations.
- ☐ Students must have a current European Health Insurance Card for travel to EU countries and supply a copy of this to the Tour Leader prior to travel.
- ☐ It is the responsibility of the parent/guardian to ensure that their child has all necessary up-to-date documentation well in advance of the tour.



Please Note: Parents/Guardians and pupils are advised that deadlines for booking a place on a tour may have to be adjusted if demand exceeds places. Students should always assume that places will be allocated on a first-come first-served basis (provided all conditions are satisfied).

### ***Information to Parents/Guardians***

Parents/Guardians need to be made aware that teachers and other adults supervising the trip will be exercising the same level of care as a prudent parent. The following information on matters relating to the proposed trip should be supplied to parents/guardians.

- ☐ Dates of the trip.
- ☐ Objectives of the trip.
- ☐ Times of departure and return – parents must agree to meet the student on return.
- ☐ The location where the students will be collected and returned.
- ☐ Modes of transport including the names of travel companies, etc.
- ☐ The size and gender breakdown of the group and the level of supervision, including times when remote supervision may take place.
- ☐ Details of accommodation with security and supervisory arrangements on site. Accommodation arrangements: adults will never share rooms with students; students should be in single rooms or share rooms with other students under 18 years of age; adults should knock before entering rooms. Should it ever be necessary for a teacher/CBC-appointed staff member to enter a bedroom where a student(s) is staying, two adults will go together. All group socialisation should take place in communal areas. Night sleep periods should be observed, and disturbances should be effectively discouraged. Students must remain in their assigned rooms for the duration of the night sleep period unless there is a need to contact a teacher/staff member in the case of an emergency.
- ☐ Names of leaders, of other staff and of other accompanying adults.
- ☐ Details of planned activities and how any risks will be managed.
- ☐ Standards of behaviour expected in respect of alcohol, sexual behaviour, smoking, vaping and general group discipline including prohibited items and substances. This information may take the form of a code of conduct which parents and students may be required to sign.
- ☐ What students should not take on the trip or bring back.
- ☐ 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.
- ☐ Money to be taken.
- ☐ Information regarding parental consent.
- ☐ Parents/Guardians should be aware that they are responsible for funding the immediate return of a student whose conduct gives rise for serious concern on a trip.

Parents who cannot attend any information meetings will be sent all relevant documentation through the post/email.

The Principal should ensure that parents can contact their child via the Group Leader or the school contact in the event of a home emergency, and that they have a number to ring for information in the event of an incident during the trip or a late arrival home. Parents should therefore:

- ☐ Know the destination details.
- ☐ Be aware of the emergency contact arrangements at home (particularly during holiday periods when the school may be closed) and at the venues the group will visit.
- ☐ Provide contact numbers for day and night use in an emergency.
- ☐ In the event of an emergency, parents should contact the Group Leader/school contact who will then liaise with the student.
- ☐ In the event of an emergency on the trip, students should not contact home directly, before the Group Leader/school contact has done so or as directed by the Group Leader.

## 10. Preparing Students

Students who are well briefed about an activity will make more informed decisions and will be less at risk. Students should clearly understand what is expected of them and what the activity will entail. They must understand what standards of behaviour are expected of them and why rules must be followed.

- Students should be made aware of any potential dangers and how they should act to ensure their own safety and that of others.
- Students, whose behaviour is such that the Group Leader is concerned for their safety, or for that of others, should be withdrawn from the activity. On residential activities the Group Leader should consider whether such students should be sent home early.
- Parents and students should be told in advance about the procedures for dealing with misbehaviour, how a student will be returned home safely and who will meet the cost.

For some students an overnight trip may be their first experience away from home on their own and in the close company of other students. They should understand:

- The aims and objectives of the trip/activity
- Background information about the place to be visited
- Basic foreign words and phrases where appropriate
- Relevant foreign culture and customs. How to avoid specific danger and why they should follow rules
- Why safety precautions are in place
- What standard of behaviour is expected
- Appropriate and inappropriate personal and social conduct
- Who is responsible for the group
- If on a foreign trip, items not to be brought back to Ireland
- What to do if approached by anyone from outside the group
- Rendezvous procedures, including time keeping

- What to do if separated from the group
- Emergency procedures, including telephone numbers, etc.
- Pocket money and security of personal items
- Maps and town plans, as appropriate
- Limitations of movement, such as out-of-bounds areas

## 11. Code of Behaviour

The Code of Behaviour to be observed during the course of the tour will be the school's Code of Behaviour as adopted by the Board of Management of CBC Monkstown Park. All Students travelling as part of a school group represent CBC Monkstown Park. As already mentioned, when tours/outings/trips are arranged, parents/guardians are notified and are required to sign the appropriate consent form. Students will also be requested to sign a Code of Conduct form. In this way, parents/guardians, students and teachers enter into a partnership promising good and appropriate behaviour at all times.

The school management reserves the right to refuse permission to travel to any student they deem unsuitable for the tour. Those considered unsuitable would include:

- 1) Students who in the past have proved unruly or undisciplined on tours in the past.
- 2) Students who have a poor discipline record in the school.
- 3) Students who become involved in serious discipline issues subsequent to booking a place on a school trip may be excluded from the trip. In this case, parents are liable for the full cost of the trip.
- 4) Students that have a poor attendance record.

In addition to the school's existing code of behaviour, other rules and regulations may be added as deemed appropriate for specific tours and outings. Such rules and regulations may include:

- ☐ Room inspections as well as inspection of personal property (bags, suitcases, etc.) may take place by the teacher(s)/school personnel in charge. The students will be present during such inspections. If any participating member of staff has any concern based on reasonable grounds, such as concern for physical safety, suspected possession or use of drugs or alcohol or other concerns, two members of staff, may carry out inspections of rooms or personal property (bags, suitcases etc.) with the student present. If deemed necessary, the student may be asked to empty out their own pockets.
- ☐ The possession or use of tobacco, alcohol, illegal substances or drugs is forbidden.
- ☐ Students must not purchase alcohol or tobacco or vaping products for any purpose at any stage of the tour, even if a student is 18+.
- ☐ The use of alcohol or other non-medically prescribed drugs by students on a tour is absolutely forbidden, even if a student is 18+.

- ☐ In the event of a serious breach of the school's Code of Behaviour, the staff in charge must contact the school management immediately.
- ☐ The full participation by the students in all of the elements/activities of the tour/outing is expected.
- ☐ The possession or use of a dangerous item considered by the Group Leader/Tour Staff to be harmful to others
- ☐ Students are permitted to bring digital entertainment items such as mobile phones, ear pods, digital cameras etc. on school trips. However the school's policy on the use of such equipment will apply. In this regard, the taking or sharing of images considered inappropriate is not permitted. Any unauthorised recording of staff or students, transfer of images of staff or students, or using a phone to harass, intimidate or bully others will be considered a serious breach of discipline. In addition, students are prohibited from posting images of staff/students on social networking sites. The Board will respond appropriately in the case of inappropriate equipment use and will have the full range of sanctions, including exclusion, open to them.

Regarding behaviour, students will also:

- ☐ Be addressed by the teacher in charge before departure
- ☐ Must follow the rules of the hotel/hostel/host family where they are staying
- ☐ Must be well behaved on public/private transport
- ☐ Are responsible for leaving their seats on buses, trains, boats and planes tidy
- ☐ Are responsible for leaving their hotel/hostel room tidy
- ☐ Should check the room upon entrance and report any existing damage to the teacher in charge

## 12. Supervision & Child Safe-Guarding

Student's leaving on a day activity must have their attendance recorded on the roll prior to departure. On trips which involve an overnight stay in Ireland or abroad, students will not be directly supervised on a 24-hour basis and all extended school tours will involve periods of time without direct supervision. Parents/Guardians who are concerned that such a level of supervision is inappropriate or insufficient should not permit their son to take part in such trips. Certain trips may facilitate shopping or recreational activities which may not be directly supervised.

- ☐ Students should not be brought swimming or on adventure type trips without a qualified lifeguard or other suitably trained personnel.
- ☐ It is not recommended that **personnel other than teachers** would be engaged to chaperone or supervise students. Sometimes this necessity may arise. In this regard personnel other than teachers 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.

- 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 trip before departure.
- The Group Leader must ensure that all supervisors and school tour personnel are made aware of their duties and responsibilities vis-à-vis student health, safety, supervision and behaviour prior to departure. A copy of this policy should be provided by the Group Leader to all tour personnel.
- All supervisors and adults accompanying the tour have a responsibility to act as positive role models for students in terms of their own individual actions and behaviour and in particular in relation to smoking, vaping and consuming alcohol which is strictly forbidden while acting in a supervisory capacity. A Code of Behaviour for all CBC appointed tour staff will be provided in advance of all tours/trips/outings and full adherence to this Code is expected.
- 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 and their mobile telephone numbers. The Group Leader should establish rendezvous points and tell students what to do if they become separated from the group.
- Students should always remain in pairs/groups.
- Accommodation arrangements: adults will never share rooms with students; students should be in single rooms or share rooms with other students under 18 years of age; adults should knock before entering rooms. Should it ever be necessary for a teacher/CBC-appointed staff member to enter a bedroom where a student(s) is staying, two adults will go together. All group socialisation should take place in communal areas. Night sleep periods should be observed, and disturbances should be effectively discouraged. Students must remain in their assigned rooms for the duration of the night sleep period unless there is a need to contact a teacher/staff member in the case of an emergency.

### **13. Health and Safety**

In case of an accident, expert medical attention will be sought should it be deemed necessary. At least one teacher or staff member on the trip/tour should be qualified in basic First Aid. On return from, or during any trip, staff may contact a parent/guardian to seek medical advice. Where a serious accident occurs, staff will seek medical assistance as a first priority and immediately contact the school to inform the school management of events. Parents/Guardians will be contacted by the school. The health and safety of all who partake in a school trip is paramount. Every reasonable effort should be made by all to ensure the health and safety and enjoyment of everyone who partakes in such a trip. An Accident Report Form must be completed for all accidents/incidents that may occur on the excursion.

## **14. Withdrawal from Trip**

Students, who withdraw from a trip after a deposit or full cost has been paid, may not be entitled to a refund. Any pupil who is prevented from travelling or sent home for disciplinary reasons will not be entitled to a refund.

## **15. Uniform and Dress Code**

Students will be required to wear the official school uniform on all trips/tours unless otherwise notified in advance by school management.

## **16. Insurance, Indemnity and Financial Policy Controls**

All those travelling on the tour must have adequate insurance. The school will arrange this by way of a group policy and the cost of this will be included in the price of the trip. Irrespective of any personal insurance policies under which the student may be covered, it shall be a condition of travel that all students are covered by the group policy and no requests for exclusion will be entertained.

Parents/Guardians should note any exclusions which apply to this policy.

All students but especially those participating in sporting events are advised to take out the pupil insurance offered through the school and available from the school at the start of each academic year. The school cannot accept responsibility for any costs associated with injury, accident or theft/loss of belongings occurring while on, or as a result of, a school outing or trip howsoever incurred by the student concerned.

Where educational tours/activities involve activity of a specialist or high risk nature e.g. adventure sports, skiing, horse-riding, ice skating etc., the organisers should ensure that the Centre providing the activity is a reputable provider and that evidence of their Public Liability Insurance including an indemnity to the school is obtained. The current recommended limit of indemnity is €9.5 million.

All policies and procedures regarding the school's financial controls, implemented as part of the tour/trip, must be adhered to at all times. A budgeted Income & Expenditure Account needs to be prepared before the trip/tour and a final actual Income & Expenditure Account needs to be submitted after the completion of the trip/tour.

## **17. Legal Obligations and a Full Pre-Tour Risk Assessment**

It is obligatory under legislation for schools to use the services of a licensed and fully bonded tour operator or travel agent when bringing any group of students or adults outside the State. School tours are contracted through a travel agent. Deposits, balances, and cancellation fees are paid or communicated between the parent/guardian and the travel agent. The school takes no responsibility and will not answer queries relating to payments, outstanding balances, or cancellation fees.

The Board of Management, Principal, Tour Leader and Staff should carefully consider:

- ☐ The appropriateness of the proposed tour in terms of the Department of Education and Skills Circular M20/04.
- ☐ A full and comprehensive pre-tour/trip Risk Assessment needs to be in place.
- ☐ The legal requirements involved in the organisation of school tours going outside the State.
- ☐ The staffing arrangements, supervision protocols and child-safeguarding procedures for the tour and for the school.
- ☐ The financial controls in place for the tour and the need for full financial accountability and transparency.
- ☐ The Tour Leader/Group Leader must sign a declaration that he/she has read, understood and will comply with the terms and conditions of this policy in advance of the tour/trip taking place.

## **18. Emergency Procedures**

Teachers and others in charge of students during a school trip 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. Emergency procedures are an essential part of planning a school trip. If an emergency occurs on a school trip, the actions of the school will be guided by the school's Critical Incident Policy. The immediate priorities for those in charge of the school trip are as follows:

- ☐ Establish the nature and extent of the emergency as quickly as possible.
- ☐ Ensure that the group is safe and looked after.
- ☐ Establish the identity of any casualties and get immediate medical attention for them.
- ☐ Ensure that all members who need to know, are aware of the incident, and that all group members are following the emergency procedures.
- ☐ Ensure that teaching personnel accompany casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
- ☐ Notify the police if necessary.
- ☐ Notify the Irish Embassy/Consulate, if abroad and if appropriate.
- ☐ Inform the School Principal who will ensure that parents/guardians are informed and in cases of minor injury will assist parents in making adequate arrangements where appropriate, to get the student home.

The following details should be passed on to the school via the school contact:

- ☐ Nature of incident
- ☐ Date and time of the incident
- ☐ Location of the incident
- ☐ Names of casualties and nature of injuries
- ☐ Names of others involved so that parents/guardians can be reassured
- ☐ Names of witnesses

The following further actions should also be taken:

- ☐ Notify insurers, especially if medical attention is required. This may be done by the school contact.
- ☐ Notify the Travel Agent or transport operator. This may be done by the school contact.
- ☐ Ascertain telephone numbers for future calls, both mobile and landline.
- ☐ Write down accurately and as soon as possible all relevant facts and witness details, and preserve vital evidence.
- ☐ Keep a written account of all events, times and contacts after the incident.
- ☐ Complete the school accident report form as soon as possible. Copies should be brought on residential and foreign trips.
- ☐ No one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to families. Media enquiries should be referred to a designated media contact in the school.
- ☐ No one in the group should discuss legal liability with other parties.
- ☐ In the event of an emergency at home parents should contact the Group Leader/school contact, who will then liaise with the student.
- ☐ In the event of an emergency on the trip, students should not contact home directly, before the Group Leader/school contact has done so or as directed by the Group Leader.
- ☐ Appropriate first aid equipment should be brought on all trips, as well as a person who is competent to use the contents of the first aid box.

This policy was ratified by the Board of Management, CBC Monkstown Park, on **Tuesday June 25<sup>th</sup> 2024** and is subject to review three years from this date or earlier if required.

**Signed: Martin Duggan**  
Chairperson of Board of Management  
Date: June 25<sup>th</sup> 2024

**Signed: Gerry Duffy**  
Principal  
Date: June 25<sup>th</sup> 2024