

The logo features the school's name in a bold, black, sans-serif font. Below the name, the tagline 'Educate Together Secondary School' is written in a smaller, italicized, black font. The background consists of overlapping circles in shades of orange and red.

Dublin North East

Educate Together Secondary School

**Dublin North East Educate Together
Secondary School**

Roll No: 68346T

School Tour Policy

Introduction

The purpose of this policy is to assist teachers in the organisation and running of any school tours to ensure a safe, enjoyable and educational experience for both students and staff.

This statement should be read in conjunction with the code of behaviour, the Child safe-guarding statement and Child Protection Guidelines.

The school's code of behaviour applies to all school activities during and after school hours including sports activities, outings, and overseas tours. The purpose of school tours is to enhance teaching and learning and to offer students the opportunity to gain first-hand experience that will develop cultural, social and content knowledge and offer students the skills to become lifelong learners therefore, all school trips should have a clear educational value.

Rationale for having a School Tours Policy

- School Tours should enhance the teaching and learning as well as the personal and social development of students. School tours should provide learning experiences that the classroom alone cannot offer in line with circular M20/04.
- The curricular content of many subjects require field studies, tours, etc. which must take place away from the school grounds.
- A relevant policy is needed to assist teachers in the planning of school tours and to ensure necessary precautions are in place to ensure the safety of all students and staff.
- A relevant policy is also required to ensure that there is a fair and balanced programme of tours and outings to ensure the school calendar does not become overburdened or too costly for parents.
- It is essential that health and safety is a priority on all school outings and this policy is required to aid teachers in planning and organising trips for students.

Procedures Prior to a School Tour

- Inform the principal of your intention to plan a trip using the School Tour Proposal Form (Appendix 1) and give as much detail as you can at this stage.
- The Board of Management must be informed of your intention to organise a school trip. The Board should be provided with as much detail as possible regarding the trip in order to obtain approval from the board.
- Once the organiser has obtained permission, students must be provided with a permission slip(for overnight trips) and the relevant details regarding the trip.
- There must be an appropriate adult to student ratio for the trip. This ratio will depend on the nature of the trip and the age of the students participating.
- When using private transport, there must be at least one member of staff as well as the coach driver. When using public transport, there should be one adult for every ten students in Junior Cycle years.
- **For trips and outings that extend beyond school hours, parents may be held responsible for ensuring their child can make his/her way home safely from the venue if it is not feasible for the staff to bring them back to the school**
- On occasion, it may be suitable for senior students to travel to an event on their own and meet the staff at an agreed meeting point. This will be at the discretion of the principal.

- Staff must not travel alone with a student except in exceptional circumstances.
- An accident/incident report form should be filled out in the case of an accident or incident and the Principal/Deputy Principal should be made aware of the incident as soon as possible.
- **School trips are a privilege extended to those who follow the Belmayne Way and continuously aim high, stand proud and show respect and do not make excuses.**
- **Dublin North East ETSS strives to ensure that all school trips are inclusive and meet the educational needs of all students unless proving too costly or exceeding what is deemed an acceptable expense. If a student is deemed to be a health & safety risk to himself/herself or others, the parents will be informed as soon as possible that it is not possible for the student to participate.**

General Guidelines for Overnight Trips/ Trips Abroad

- The board of management should be informed in enough time and provided with details of the initial itinerary, approximate cost, proposed number of students and staff.
- There should be enough time to allow families to budget for the cost of the trip and to make the necessary arrangements.
- It is the responsibility of the parent/guardian in conjunction with the student to ensure that all documentation is up to date and in order such as passport, European health insurance card etc. The school cannot take responsibility for any student whose personal documentation is not in order and cannot travel as a result.
- It is the responsibility of the parent/guardian to inform about any additional educational needs. Although management and teachers will be aware of these, the teacher organising the tour may not be.
- Parents should inform the organising teacher of any special dietary needs or medical conditions.
- Mobile Phone communications may be necessary between students and teachers during a trip. A list should be made of participants' mobile phone numbers and should be only kept for the duration of the trip.
- Parents/Guardians will be provided with a contact number for at least one of the teachers going on the trip to be used in the case of an emergency.
- Participants and Parents will be issued with the following written communication covering the following areas:
 - Itinerary
 - Accommodation
 - Recommended Clothing
 - Recommended Pocket Money
 - Personal Items that may be required
 - Consent form to be signed by students and parents/guardians saying that the school will act in *loco parentis*
 - A medical form to outline any medical conditions or special dietary requirements a student may suffer from
 - A contact details form. The coordinating teacher will need an emergency contact number for each student in their care for the duration of the trip.

Code of Behaviour

Students are expected to follow the Belmayne Way when participating in school tours. Students from Dublin North East ETSS should maintain high standards of behaviour when representing the school on a trip/outing and expect students to ensure they are modelling the four pillars of the school motto, aim high, stand proud, be respectful, no excuses. If a student is found to be in breach of the code of behaviour, the Principal/Deputy Principal must be informed immediately where the appropriate action may be advised. More serious breaches of the code of behaviour may result in a phone call to a parent/ guardian and a follow up on return to school.

Garda Vetting

Dublin North East Educate Together Secondary School complies with the National Vetting Bureau Act 2016. School trips should be organised in line with the school's vetting policy.

Monitoring and Review

This policy will be regularly reviewed to ensure that all school trips are organised in line with our school ethos and ensure the health, safety and educational benefit of all students. Regular reviews will also ensure legal compliance and maintenance of best practice.

Ratification:

This policy was ratified by the Board of Management on 28/01/2020

Signed: Kristina Ryan

Chairperson of the Board of Management