



Belmayne Educate Together Secondary School

Roll Number 68346 T

Belmayne Avenue

Dublin 13

School Tours and Trips 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/Trips 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 staff members 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.
- All educational tours must be consistent with the rationale as specified by the Department of Education and Skills in Circular Letter M 20/04. All reasonable efforts will be made to satisfy the criteria contained in this circular.
- 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. This information can be emailed and a provisional date for it put into the school calendar.
- 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, the age of students and the trip will be considered in deciding how many adults should accompany the students.
- **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, e.g. if students were to stay later at an exhibition**

- 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.**
- **Belmayne 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.

Sporting Trips / Day Tours

A copy of the Sample Tour Itinerary and Checklist (Appendix 3) must be sent to a member of the senior leadership team at least 48 hours before the trip/activity is to take place. This is available in the Digital staff room for easy access for staff.

- The organising staff member is responsible for taking a properly equipped first-aid kit to his/her match/activity. Medical requirements of students attending should be checked in our document on the Staff Drive.
- The organising staff member will apprise students of the necessary safety equipment for each respective sport/activity.
- If a minor accident occurs the organising staff member will treat it on the spot and report the incident to parents/guardians by email/phone call.
- In the event of a serious accident, the organising staff member will ring a Doctor/Ambulance/or provide another mode of transport directly. If a child is to be taken to A and E the staff member can delegate responsibility for the remaining group to an accompanying Parent/Inclusion assistant/other staff member while the organising staff member stays with the injured party. The staff member will contact the Principal/Deputy Principal with the details of the incident in order that this information can be relayed to parents/guardians and a decision made as to whether another staff member should attend the site.
- The organising staff member organises transport to and from all matches, using a recognised coach company. In the case of local venues, parents may be asked to provide transport. Staff/Parents will never accompany a student alone in a car without the express permission of the child's parents/guardians.
- When an away match/activity is organised during school hours, the number of adults traveling must be dependent upon the staffing requirements of the activities in school. Generally one staff member will travel with a team. The needs of the students in school must receive priority when organising such matches and wherever possible one staff member and an accompanying adult (parent / coach) will travel with teams.
- For home games/local activities that are not on the school site but close by, students must be walked to the venue with the organising staff member and students are not permitted to leave the venue unaccompanied during the game/activity.
- If the game/activity is being held in a local venue and the end time is close or after the end of the school day students will be permitted to leave unaccompanied once parents have been informed of this.
- The school will make all reasonable efforts to ensure that adequate supervision is available while being cognisant that appropriate arrangements should be made for the conduct of those teachers' classes in their absence in accordance with Circular PPT 01/03. Belmayne ETSS will on all occasions take into account the effect that the absence of accompanying staff member will have on the normal work in the school and number of teachers absent should be kept to the minimum level required.
- Students with additional needs must be accompanied by the appropriate Inclusion Officer or their parent/guardian.
- An Accident/Incident Report Form must be completed for all accidents or incidents which have occurred.

Code of Behaviour

Students are expected to follow the Belmayne Way when participating in school tours. Students from Belmayne 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.

Professional Responsibilities of the Staff

Staff must exercise an appropriate duty of care to all students. Our Child Protection Guidelines are central to this approach. Garda Vetting

Garda Vetting

Belmayne 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 reviewed and ratified by the Board of Management on 21/02/2023

Signed: Kristina Ryan

Chairperson of the Board of Management

Appendix 1: Tour Template

Details of School Tour		
Brief Outline of Tour		
Tour Dates:		
No. Students :		
Staff and other adults accompanying students:		
If some students are not participating, outline the reasons why:		
Expected benefit to accrue from the tour and why the tour is necessary:		
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:

Appendix 2: Sample Email to parents for Matches / Day trips

Dear Parent/Guardian

Your son/daughter is taking part in a 1st year football match tomorrow at 1:30 pm on the astro pitch beside Trinity Sports & Leisure Centre. Students will leave school at 12:30 pm and walk down to the pitch with a staff member. Players will miss Spanish class and must ensure that they catch up on any learning missed including homework (This is available on their Google Classroom).

The match will finish outside of school hours around 2:30 pm and players will leave directly from the pitch to go home. After school football will still go ahead if any of the boys would like to stay also.

They are playing Larkin CC in their first league match and any support is very welcome.

Thanks

Appendix 3: Sample Tour Itinerary and Checklist

Trip Details - Day & Date & Times

Please email this form to Ashling & Ian at least 48 hours prior to the trip

Venue:

Staff attending:

Have parents been informed: Y/N

Have students been informed they have to catch up on missed classwork and homework: Y/N

Emergency Contacts: *Insert staff contact details here.* Ashling Kenevey - 086 170 9515

Itinerary

Please insert a brief itinerary of the trip with a map if possible. Include start and end times.

Staff Instructions:

Please brief students before the trip on expected behaviour

Venue Info:

Bus booked if needed:

Behaviour:

Example: Students have been reminded not to talk during the performance and that they are not allowed to use their phone at any point during the school trip. Very unlikely, but if a student repeatedly misbehaves during performance, please move them to sit beside you / swap with a student beside them so that you sit beside them. If they continue to misbehave, text me and I'll remove them.

AEN Notes:

Ensure students with AEN are catered for and discuss with Ian re inclusion assistants attending. Contact parents ahead of time to discuss any possible issues.

Medical Notes:

Please insert students who have medical conditions who are attending the trip

Risk Assessment:

Please insert details of the risk assessment here. Sometimes the venues like Carlingford etc. have a risk assessment that can be sent to you. Please include a link here or fill in the following risk assessment template:

[school-offsite-activity- school-excursions-day-trips-matches _no-71.docx - Google Docs](#)

