

St. Mary's College Dundalk



College Trips Policy.

MISSION STATEMENT

St Mary's College is a Catholic Secondary College under the patronage of the Marist Fathers. The primary aim of the College through its spiritual and humanistic endeavours, is to promote and develop a sense of community where those entrusted to its care can be brought to the fullness of their human potential in accordance with the teachings of the Gospel.

The College, through its academic, pastoral, and spiritual undertakings strives to provide for the holistic development and welfare of each of the students in its care.

The term 'college trip' refers to all expeditions off the college premises. This policy is applicable to all members of staff who organise such trips and to the students – and their parents/guardians – who are participating in these activities.

RATIONALE FOR COLLEGE TRIPS:

St Mary's College is committed to providing quality learning for all students. In order to achieve this, it is recognised that exposure to a variety of experiences and cultures is part of a holistic education.

- The curriculum content of some subjects requires field studies/ trips/ recreational activities/ visits which take place off the school grounds.
- Trips assist in bonding between students and provide teachers with an opportunity to get to know students in a non-school environment.
- To foster independence, maturity and team-building.
- To enhance students' social skills.
- To aid in language acquisition and skills.
- To promoting greater understanding among different cultures.

Note:

St Mary's College strives to provide a balanced programme of outings and trips for the school year, being mindful of the financial burden such activities give to parents/guardians, simultaneously, does not overburden the College timetable.

TYPES OF COLLEGE TRIPS:

The nature and type of school trips include:

- Educational day/overnight trips for school groups within the country and abroad, involving cultural, social, religious or linguistic benefit to students.
- Educational student exchange trips.
- Educational visits and trips involving instruction e.g. Field trips.
- Sports trips.

CRITERIA FOR ALL COLLEGE TRIPS

- All educational trips must be consistent with the rationale and guidelines as specified by the DES in Circular Letter M20/04.
- Teachers organising trips must inform the Principal and/or Deputy Principal of the intended trip and date. The trip must be approved by the Principal.
- As a courtesy to colleagues, full details of trip including date, time and names of participating students must be sent to the full Staff via email /digital calendar prior to the event.
- The Code of Behaviour of St Mary's College applies to all outings and trips. Expectations of behaviour of students may be clarified before each trip if deemed necessary.
- Students who have a history of inappropriate behaviour may be excluded from participating in trips.
- Students with Special Educational Needs require additional consideration on all trips. The trip organiser should liaise with the Learning Support department to identify these specific needs.
- Students with medical conditions require additional consideration. Trip organisers should be aware of students with medical conditions and be familiar with their particular medication requirements.
- On all day trips there must be an appropriate ratio between the number of students and the number of staff traveling. This ratio will vary depending on the nature of the trip, the age of the students traveling, Special Educational Needs and safety requirements.

- An Accident/Incident Report Form must be completed for all accidents or incidents which have occurred on the trip.
- Members of staff organising trips by bus should note and apply the procedures as set out in the section of this policy – Guidelines on Use of Buses.

PROCEDURES TO BE FOLLOWED BY ALL STAFF ORGANISING COLLEGE TRIPS

DAY TRIPS/OVERNIGHT TRIPS WITHIN THE COUNTRY

The CRITERIA FOR ALL SCHOOL TRIPS (above, page 1) apply to all day trips and overnight trips.

- The organising teacher must keep a careful note of any monies paid by students for the trip. Monies should be handed in to the school Secretary.
- Members of staff are required to ensure costings cover the entire cost of the proposed trip.
- For trips that extend beyond normal school hours, it is the responsibility of parents/guardians to ensure that arrangements are in place for their child's journey to/from the school.
- In the interests of health and safety, mobile phone communication between teachers and students may be necessary. In the case of overnight trips, a list of student's / mobile phones maybe compiled and carried by the teachers at all times.
- In the case of overnight trips, teachers should also carry a list of contact details of parents/guardians for use in the case of emergency. Teachers should carry the phone numbers of the Principal and/or Deputy Principal as well as the Emergency Number provided by the Travel Company, if applicable.
- In the case of inspection of student personal property, this should only be carried out for valid reasons based on reasonable grounds, i.e. concern for physical safety, suspected possession or use of a banned substance or other concerns. This should only be carried out with the student present. Staff should not have any physical contact with student's clothing. If a search is deemed necessary, the student should be asked to empty his/her own pockets or to search the clothes that he/she is wearing.
- If a student is found to be in serious breach of any of the rules outlined in the College Code of Behaviour, the teacher(s) in charge must contact the Principal and the parents/guardians of the student involved.

TRIPS ABROAD

The CRITERIA FOR ALL SCHOOL TRIPS (above, page 1) apply to all trips abroad

- Members of staff who wish to organise an overseas trip must submit a request for approval to the Board of Management. The Board of Management will consider the following when reaching its decision:
- The appropriateness of the proposed trip in terms of DES Circular M20/04
- The staffing requirements for the trip and for the school
- Due regard for health and safety of the students on the trip

The school will only use the services of licensed tour operators/travel agents when organising trips outside the state, as per the Aviation Regulation Act 2001. Proper and full insurance must be in place for the trip.

Selection of students: Designated students will be informed of the date, cost and details of the proposed trip. They will be invited to apply for a place on the trip using the application form provided. In cases where the trip is oversubscribed, names of applicants are drawn by random selection.

In the case of sports trips, students will be chosen by the sports coach based on the requirements of the team participating in the relevant competition.

Senior management, in consultation with the facilitating teachers of the trip, 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 behavioural record in school.

The staff/student ratio will be appropriate to the age group and as recommended by the travel agency, where applicable.

Payments: Students and parents/guardians will be advised of a schedule of payments and the approximate due dates. Notice will be given to students in the week leading up to the payment due dates. A detailed record of all participating students and the amounts paid will be kept. All payments should be made payable to the College.

When passport details are required, a photocopy of the student / teacher passport will be requested by the organising teachers.

A parents/guardians information meeting will be organised for the students and parents at which the final details of the tour will be outlined. All aspects of expected student behaviour and safety procedures will be covered. Parents will have an opportunity to raise questions or concerns. Written parental/guardian permission will then be required for all such trips. This form will outline the following:

- The nature and duration of the trip
- The cost of the trip
- That all school rules and policies apply on the trip
- That in case of an accident or emergency staff has permission to seek emergency treatment.

That in the case of misbehaviour the student may be sent home at the expense of her/his parents
 That staff are notified of any medical issues/conditions and use of medication.
 That any dietary concerns or preferences are notified on the form.
 The contact details of the person in charge and destination are available.
 The form will clearly outline the method of allocation of places.
 Students must attend all information meetings and co-operate with all requests pertaining to the trip.

SPORTS TRIPS

The CRITERIA FOR ALL SCHOOL TRIPS apply to sport trips.
 Each sports coach is responsible for taking a properly equipped first- aid kit to the match.
 If a minor accident occurs the coach will treat it on the spot. In the event of a serious accident the coach will ring an ambulance directly.
 Any accident deemed to be of a serious nature is recorded on an accident report form, a copy of which is submitted to the Main Office.
 When a match is organised during school hours, where possible, two teachers will travel with a team. Regarding dressing rooms, procedures as specified in St Mary's College Child Protection Policy should be followed.
 It is school policy that all students are encouraged to participate in team competitions. However, the College recognises that it is the parents/guardians prerogative how often their child shall be involved in such competitions.

Charges and Refunds

Once a deposit is taken for an organised trip, of any nature, this is considered non-refundable.
 If a parent/ guardian withdraws a student from a trip, or if at any point a student's behaviour prohibits them from participating in a trip, the cost will not be refunded.

Steps involved in selection of students to attend college excursion/trips:

Organiser/Teacher Responsibilities:

1. Seek approval from the Board of Management for excursion/trip.
 2. Announce the proposed excursion/trip. Create brief flier/information note/itinerary.
 3. Advise time and date of student Information meeting.
Organiser/teacher should allow a sufficient period of time between (1) Announcement and (2) Meeting. Details and itinerary should be provided at this meeting.
 4. Interested students should complete an Expression of Interest Form/List. Organiser/teacher should allow a sufficient period of time for students to express their interest.
 5. A deadline date for 'Expression of Interest' should be given.
Forward all details of trip/excursion (including itinerary, costings, instalment plan (where necessary, insurance, flights, spending money, date of deadline of 'Expression of Interest' etc.) to:
 - **Senior management – for perusal.*
 - **Year Head, where appropriate – for perusal.*
 - *All potential students involved.*
 - *All potential parents/guardians involved.*
 6. Following the close of the 'Expression of Interest' window date, a date should be advised of where students should provide their deposits.
 7. Advise students on the system being used: for selection.
 8. In the case of over subscription, a Random Selection of interested applicants may be made. Those students who are not selected will be placed on a waiting list.
 9. Issue advisory letter to parents and guardians.
- * Senior management, in consultation with Year Head(s), and the facilitating teachers of the trip, 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 behavioural record in school.*

Signed:



Chairperson, Board of Management, St. Mary's College.

Date: 14th November 2024.

Appendix 1: SAMPLE PARENT/GUARDIAN PERMISSION TEMPLATE.

Principal
Mr. Alan Craven

Deputy Principal
Ms. Pippa Brady
Ms. Anita White



St. Mary's College,
Dundalk,
Co. Louth
Tel: 0429339977
Email: info@maristdundalk.ie
Web: www.maristdundalk.ie

December 2xxxx.

Re: German Exchange

Dear Parent/Guardian,

The following form must be completed and returned to the college before your child may participate on this tour.

- I / We give permission for my/our child to participate in the above school tour and to partake in the activities described.
- I / We acknowledge the need for my/our child to behave responsibly and I/We accept that all school policies (including Code of Behaviour, ICT, Anti-Bullying & Substance Use Policy) will apply for the duration of the tour.
- I / We accept that any actions by my child which are deemed a risk to the safety of the tour may result in my child been sent home, either accompanied by an adult or via collection by a parent/guardian. In each case the cost will be accrued by the parents/guardian.
- I / We give consent that the tour leader(s) will act in loco parentis on my/our behalf in the event of an emergency or significant issue.
- I / We give consent that the tour leader(s) will retain documentation belonging to my child (passport, EHIC etc.) as required.

All Medical information will be treated in strictest confidence.	Y/N	Details
Does your child have any of the following medical conditions?	☐ ☐ ☐ ☐ ☐	Epilepsy Type 1 Diabetes Nut Allergy Allergy to Penicillin Other
If you have ticked other, please specify the medical condition / allergy or illness.		
Is your child on any medication?		
May your child be given pain / cold relief if necessary?		
Does your child have any special dietary requirements?		

Contact Details		
Contact	Name	Contact Number
Parent / Guardian		
Parent / Guardian		
Student		
Teacher in Charge		
Document Check-List		
Passport	Number:	
EHIC Card	Number:	
Flight (Outbound)	Number:	
Flight (Inbound)	Number:	

Signed: _____ Parent / Guardian Date: _____

Signed: _____ Student Date: _____

Data will be retained for the purpose of the trip and for its duration and may be retained for a short period of time following the tour's completion.

Appendix 2: Trip/Visit Risk Assessment Templates

SAMPLE GENERAL RISK ASSESSMENT TEMPLATE

1. *Event Name:*
2. *Event Date:*
3. *Event Location:*
4. *Event Contact:*
5. *Number of Students:*
6. *Number of Staff:*

What are the Risks	Who might be harmed	What precautions have you put in place	Do you need to complete anything else to minimise the risk	Action (by Whom)	Action (When)	Completed 
1. Injury to a student(s)	Student(s)					
2. Student(s) becoming lost.	Student(s)					
3. Students clothing in inappropriate for the activity.	Student(s)					
4. Parent/Guardian(s) unaware of the whereabouts of their child.	Student(s) Parent/Guardian(s)					
5. Student has a medical emergency (e.g. Asthma attack, Allergic Reaction).	Student(s)					

SAMPLE TRAVEL RISK ASSESSMENT TEMPLATE

Outline the travel arrangements to and from the event venue:

What are the Risks	Who might be harmed	What precautions have you put in place	Do you need to complete anything else to minimise the risk	Action (by Whom)	Action (When)	Completed 
Student(s) become separated from the group while travelling.	Student(s).					
Student(s) may be injured on public transport.	Student(s).					
The vehicle being used for transportation is involved in an accident.	Student(s) & Staff.					
Student(s) may be injured on public roads.	Student(s).					
Specific Risk:						

SAMPLE SPORTING/ADVENTUROUS TRIP RISK ASSESSMENT

Detail the specific nature of the sporting/adventurous event:

What are the Risks	Who might be harmed	What precautions have you put in place	Do you need to complete anything else to minimise the risk	Action (by Whom)	Action (When)	Completed 
Student(s) may sustain a sporting injury.						
Student(s) may be injured in an adventurous pursuit.						
Specific risk:						

Appendix 3: SAMPLE TRIPS/VISITS CODE OF CONDUCT

Trips Code of Conduct

In order to ensure a safe and successful trip for all, we expect students to behave in an acceptable and responsible manner. Students are representing themselves and St Mary's College and expectations in relation to behaviour are the same as if they were in school.

Students will:

abide by the Code of Behaviour, as if they were in school
 listen to and obey instructions and rules from members of staff
 behave in a sensible, courteous and respectable manner
 adhere to times given for return to a meeting point
 be responsible of their personal possessions and respect other's belongings
 respect the rights of others to enjoy their trip

[Included for residential trips as appropriate]

Listen to all guidance given in relation to fire drills and emergency exits at the place of accommodation, and for all modes of transport
 Be punctual at all times
 Attend all activities, unless medically excused
 Remain in their allocated location after curfew each evening
 Speak to staff present regarding any difficulties they experience on a trip

[Included for trips abroad as appropriate]

Respect local customs and culture

[Included for ski trips]:

Use the snow and slope code and use ski lifts appropriately
 Respect and take care of all of the equipment provided
 Only ski/snow board with a ski instructor
 Not go off *piste*.

STUDENTS WILL NOT:

Behave in such a way as to endanger others
 Smoke, drink or consume alcohol
 Bring, purchase, have in their possession, or consume any illegal substances

Bring, purchase or have in their possession any offensive weapon

5. Use mobile phones or other personal devices without the express permission of a teacher and unless specific guidelines are issued by staff

Use social media without the express permission of a teacher

Please note:

Should an incident occur, students should not post on social media or contact anyone prior to the College, making all relevant parties aware. This in order to facilitate the correct contacts procedure.

[Included for residential trips as appropriate]

Wear inappropriate clothing;

Enter other students' rooms or tents without permission

Bring, purchase or have in their possession any explosive material or anything which could cause a fire;

[Included for trips abroad as appropriate]

Purchase or bring home any restricted or offensive items including laser pens

Sanctions

Appropriate consequences for failing to meet the requirements as to conduct will be decided by the organising teacher. These could be exclusion from activities, loss of evening activities, earlier curfew, constant supervision, or in extreme cases the student may be sent home, either accompanied by an adult or via collection by a parent/guardian. In each case at the cost will be accrued by the parents/guardian of said student.

In addition, the College may take further action following the trip, including removing students from forthcoming trips, with the loss of any money that has already been paid for the forthcoming trips.

Parents/guardians may also be required to meet the cost of any loss or damage caused by a student which is not covered by the College's insurance.

Appendix 4: SAMPLE Trip/Visit Nominal Roll Template.

Event Name: _____ Event Date: _____ Event Location: _____

STUDENT NAME	M/F	NEEDS (I.E.SEN, MEDICAL ETC)
TEACHER NAME	M/F	NOTES

This policy has been ratified/reviewed by the Board of Management at its meeting on _____ (date)

Signed: _____ Chairperson.