

EDUCATIONAL TRIP POLICY



Policy Statement

Consultation:

- Principal
- Deputy Principal
- Pastoral Coordinator
- Staff Consultation
- Education Committee
- Board of Governors (Ratification)

Summary:

EG Martin
Principal

Additional Notes

Policy Number: 2011/2

History:

- Created in March 2011 as a result of discussion between staff.
- Discussed and modified by SMT March 2011.
- Staff Consultation Period – April 2011
- Education Committee consultation April 2011 – May 2011
- BOG Ratification May 2011.
- Reviewed Nov 2012.

ULIDIA INTEGRATED COLLEGE

INTRODUCTION

This policy applies to all members of the staff of Ulidia Integrated College who take students off campus. It is also applicable to the students participating in the activity and to their parents/guardians. The code of good behaviour of Ulidia Integrated College applies to all students and relates to all school activities both during and outside of normal school hours; it applies both on and off the school site and anywhere students are clearly identified or identifiable as students of the College.

This code of good behaviour also applies to all outings from the school and to tours, whether or not they involve an overnight stay.

- Before a student is accepted for a tour, his/her previous behaviour may be taken into consideration.
- Parents/guardians will be notified, in advance of all tours and both parents/guardians and student should sign the appropriate consent form. This will ensure parents/guardians, students and teachers enter into a partnership promoting good and appropriate behaviour at all times. Parent/ guardian consent is also normally required for outings, sanctioned by the Principal, which take place during the school day.

TOUR POLICY RATIONALE

Ulidia Integrated College exists to provide an effective learning environment for all its students and is committed to education, in the broadest sense of the word. Ulidia Integrated College provides a rounded academic education which also recognises that exposure to a variety of experiences and cultures is part of a holistic education. Tours assist in bonding between students, as well as providing teachers with an opportunity to get to know students in a non-classroom environment. There should be a balanced programme of outings and tours for the school year that does not prove too costly to parents and does not overburden the school timetable. All educational tours must be consistent with the rationale as specified by the Department of Education guidance material.

CENTRAL PRINCIPLES GOVERNING TOUR ORGANISATION

It is at all times imperative that the health, safety and welfare of our students is safeguarded by ensuring that all reasonable care has been taken in the nature of the trip chosen, the level of supervision provided, the venue, the means of transportation, the demands on the physical resources of the students, having regard to their age and capacity, and the dangers to which they may be exposed..

For this reason staff responsible for the organisation and supervision of a tour will undertake a **risk assessment** of the venues, accommodation, travel and activities that

students will be engaged in during the Tour. The school Principal must be made aware of this document and its content before formal approval can be given.

TOUR VALIDATION PROCEDURES

Members of staff, who wish to take students on an **overseas tour**, must submit their request for approval to the Principal by completing a Tour Proposal Form. Included in the proposal, should be:

- The educational or other benefits that the students will derive from the tour.
- The request must be received before the end of May in any school year for inclusion in the following year's programme.
- Normally the school will only endorse one major tour every two academic years.
- The Tour Proposal statement will contain the names of the tour committee and the chair of that committee. The tour committee will be responsible for ensuring that all the procedures outlined in the bullet points below are adhered to in organizing the proposed tour.
- The various tasks as outlined below will be allocated to be undertaken by the Tour Committee members.
- The Principal will receive periodic reports on progress and if necessary that will be relayed to the school Board of Governors.
- Fund raising efforts and sponsorship initiatives must have prior approval of the Principal and BOG.
- A full estimate of cost must be made available to the PRINCIPAL prior to provisional approval.
- There will be a maximum number of students allowed to attend educational trips based on the purpose and destination of the proposed trip.

TOUR ORGANISATION PROCEDURES

- An overseas tour must be organised through a bonded travel agency.
- The number of students participating in the tour and the staff/student ratio must be appropriate to the tour age group and as recommended by the travel agency.
- *The final decision relating to any school trip, including those attending, rests with the Principal and Board of Governors based on the school's experience of that pupil.*
- *In the interests of pupils and staff attending such trips; should there be any discipline issues regarding pupils behaviour prior to the date of the trip (even after deposits have been paid) their position on the trip will be reconsidered and the final decision as to whether the pupil will attend the trip or not will be made by the Principal and Board of Governors.*
- In the case of tours being oversubscribed Staff in charge, in consultation with the Principal will reserve the right to refuse any student they feel would not represent the school in an appropriate manner. This could include: students who in the past have proved unruly or undisciplined on tours, students who have a poor discipline record in the school or a student whose behaviour would cause concern regarding the health and safety of those on the trip.
- The initial letter to parents should contain a draft itinerary and deadline for registering and payment of non-refundable deposit, information for parents and students and rules and regulations for tours.

- The Trip organiser should factor into the budget an extra amount (maximum 10% of the full tour cost) to cover any extras that may not be covered in the basic cost.
- If a passport is required, a photocopy of the student's passport must be included with the deposit. 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 should be informed that students with non-EU passports may need visas for EU countries.

Students must have their European Health Insurance Card for travel to countries in the EU. It is important to impress upon parents/guardians that the onus is on them to ensure that their child has all necessary, up-to-date documentation well in advance of the tour.

Under the Package Holiday and Travel Trade Act 1995, the government now regards any person making arrangements for overseas travel for a group to be an "Organiser". Such organisers would have to satisfy the legislation and minimum insurance cover and guarantee to cover possible insolvency. This legislation is intended to protect the customer. Therefore, all teachers organising foreign travel on behalf of students must make all arrangements through a bonded travel agent (A.B.T.A).

Parents should be informed in good time if there are any mandatory or recommended inoculations for the destination. It is important that parents realise that the onus is on them to make arrangements for their child to receive all necessary inoculations in good time.

Students must attend all information meetings and co-operate with all requests pertaining to the tour.

Following an 'expression of interest', parents/guardians will receive permission letter and information form, detailing information regarding deposit. All sections of which must be completed and the form and deposit returned to the organiser in good time. No alterations or additions may be made to any official College form. Details of accommodation, travel arrangements, any special local conditions, personal items that the student needs to bring, guidelines for spending money and money for extras such as meals and excursions will also be sent to parents.

Mobile phone communication between teachers/supervisors and students on the tour may be necessary. A list should be made of participants' mobile phone numbers and students should have the mobile phone numbers of participating staff - to be carried with them at all times while on the tour. It is recommended that a credit card size laminated list be made, which may be easily carried in a wallet. A mobile phone is available from the College, as staff members are not required to give their personal mobile phone numbers to students.

The tour organiser should have two emergency contact numbers; usually this will be the Principal and the Deputy Principal. One of the staff members on the tour should have had training in first aid and be responsible for a First Aid Kit.

Parents/Guardians should inform the organisers if their child has any special medical needs. Any medication should be clearly marked with the student's name and dosage instructions. This should be handed to the teacher in charge of that pupil, who will be responsible for carrying the medication whilst on the trip. The onus is on the student to obtain the medication from the teacher whilst on the trip as needed. A log must be kept of all medication given.

If a student is found to be in serious breach of any of the rules in the College Code of Behaviour, the staff in charge must contact the Principal immediately.

An Accident/Incident Report Form must be completed for all accidents or incidents which have occurred. Examples of reportable incidents include: persistent lateness at the rendezvous point; not staying with the group; rudeness to teachers; and serious breach of school rules, particularly in relation to alleged or proven substance abuse.

On completion of a tour, the organiser must complete a Trip Report detailing all significant events. This report will be passed to the Principal and any other staff on a 'need to know' basis. Any significant incidents will be logged in school records and if necessary parents may be requested to attend a meeting to discuss such incidents.