

CEIST

Catholic Education
An Irish Schools Trust



Educational Outings and Trips Policy

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1.0: Link to Mission Statement

Presentation, Wexford, is a Catholic Secondary School for girls only, guided by the ideals of Nano Nagle, foundress of the Presentation Congregation.

The school is committed to the pursuit of excellence in a caring environment.

“Inspired by the vision of Nano Nagle, our school is committed to the pursuit of excellence in a caring, respectful and inclusive community.”

We are an inclusive school both in our intake and in the curriculum which we provide. We aim to provide the highest standard of education for all our students.

We endeavour to fulfil our mission in partnership with parents/guardians, staff, students, patron and the local community.

2.0: Board of Management

This policy was devised in consultation with all the teaching staff in our school. It was submitted to the Board of Management, and Parents Association and the Students’ Council. It is being reviewed as part of the School Development Planning Process.

In devising this policy, we have considered the democratic and child centred principles of this school. The establishment of a sound learning environment at school and classroom level is critical to effective learning and teaching. The Board of Management will ensure that there is a pastoral care policy in place and that it is implemented.

- Ensure that the policy is reviewed regularly.
- Support pastoral care initiatives in the school.

3.0: Scope of Educational Outings and Trips policy:

This policy applies to all members of our school who take students off site. It is applicable to the students participating in the activity and to their parents/guardians.

Our code of behaviour 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 grounds and anywhere students are clearly identified or identifiable as students of the school.

4.0: Outings and Trips

- The Code of Behaviour also applies to all outings and to trips, whether they involve an overnight stay.
- Before a student is accepted for a trip, their behaviour may be taken into consideration
- Parents/guardians will be notified, in advance of all trips and both parents and students should sign the appropriate consent form. In this way parents, students and teachers enter a partnership promoting good and appropriate behaviour at all times.

5.0: Rationale for having trips/outings and the need for a relevant policy:

- We strive to provide an effective education for all its students and is committed to the education, in the broadest sense of the word, of students who attend the school. We provide an academic education, which also recognises the exposure to a variety of experiences and cultures, is part of a holistic education.
- The curriculum content of some subjects requires field studies/trips/outings/recreational activities, which take place off school grounds.
- Trips 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 trips for the school year that does not prove too costly to parents/guardians and does not overburden the school timetable.
- All educational trips must be consistent with the rationale as specified by the Department of Education in [Circular Letter M20/04](#). All reasonable efforts will be made to satisfy all the criteria contained in this circular.
- To assist staff in the planning of trips and outings so that they are aware of all necessary precautions which must be observed to provide for the health and safety of staff and students. It also ensures that trips and outings take place efficiently and smoothly and that the standard of supervision is firmly within guidelines and standards.
- To clarify expectation of behaviour for all trips and to outline the conditions whereby a student may be refused permission to be included on a trip.

6.0: Objectives:

That the health, safety and welfare of our students is safeguarded by ensuring that 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.

- That students gain maximum educational benefits and enjoyment from all trips/outings.
- That staff are aware that the degree of care required of them should be that of a “careful parent” which would vary with the circumstances and the age of the student.

7.0: Day trips within Ireland (including Northern Ireland)

- Day trips may take place during the school day or may extend beyond normal school hours.
- Day trips must have the approval of the Principal.
- Members of staff who wish to take students on a day trip must notify the Principal and seek approval and have the trip entered on the school calendar
- A trip information form must be filled out prior to departure

7.1: Specific parental permission is required for a day trip that:

- Is expected to extend beyond school hours
- Has one of its destinations in Northern Ireland includes an activity which requires supervision by trained professional such as ice skating or to an Outdoor Education.
- For TY students, all TY parents/guardians sign a permission slip to cover all activities for the year.
- Students who have a record of poor behaviour may be excluded from day trips, on health and safety grounds. Teachers must consult with the Year Head/Programme Coordinator.

7.2: Once the Principal has approved a trip, the organiser should:

- Place a list of students participating in the trip on VShare through creating group
- 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 and age of the students traveling. Students in First Year will require most supervision.
- On a private coach there should be at least one teacher and one member of staff in addition to the driver.

7.3: Costs

Day trips may involve a financial cost to the student. For example, a fee may be charged to cover the cost of transportation to/from sporting events. In the case of financial difficulties, application for assistance may be made to the Principal.

7.4: Other Operational Considerations

- The school will always have the mobile/contact numbers of the coach company or staff involved in case of delays or any other occurrences.
- On occasion it may be suitable for Senior Cycle students (fifth and Sixth Year students and also Transition Year students in certain circumstances) to travel independently to and/ or from an event. In such an instance, the parents must advise the organiser of the trip in advance via email to the teacher's email count.
- 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. The organiser of the trip must be informed in advance of these arrangements.
- A member of staff should only travel alone with a student when parental permission has been obtained and only in exceptional circumstances, for example escorting a child to a medical facility.
- 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 alcohol or substance abuse.

8.0: Overnight trips, inside or outside the Republic of Ireland

- Members of staff, who wish to take students on overseas trips must submit their request to the principal.
- The number of students participating varies depending on the nature of the trip and the staff/student ratio will be appropriate to the age group and as recommended by the travel agency (Generally the PTR of school trips is 8 students per individual staff member).
- In the case of trips being oversubscribed, priority is given to those students who are studying the appropriate subject.
- Staff in charge reserve the right to consult the Year Head/Programme Coordinator about refusing any student who may challenge health and safety protocols on the trip.
- The initial letter to parents/guardians should contain a draft itinerary and deadline for registering and payment of non-refundable deposit. Parents/guardians must be made aware that the organiser reserves the right to make minor changes to the itinerary.
- 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 E111 or European Health Insurance Card for travel to countries in the EU.
- It is important to impress upon parents that the onus is on them to ensure that their daughter/son has all necessary up-to-date documentation well in advance of the trip.
- 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 son/daughter to receive all necessary inoculations.
- Students must attend all information meetings and co-operate with all requests pertaining to the trip.
- Following receipt of the deposit with the tour company, parents/guardians will receive the Permission Letter/Form and all sections of which must be completed, and the form returned to the organiser by specified date. Details of accommodation, travel arrangements, any special local conditions, personal items that the students' 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 trip may be necessary. A list should be made of participants' mobile phone numbers (as given on the Permission Form) and students should have the mobile phone number of trip leader – to be carried with them at all times while on the trip.
- The trip organiser should have two emergency contact numbers, usually this will be the Principal and the Deputy Principal (s).
- If necessary two members of staff should carry out inspection of rooms or personal property (bags, suitcases, etc) with the students present. This will only be done for good reasons based on reasonable grounds, such as concern for physical safety, suspected possession or use of a banned substance or other concerns.
- Staff should not have any physical contact with student clothing. If a search is deemed necessary, the student should be asked to empty their own pockets or to search the clothing that she/he is wearing.
- If a student is found to be in serious breach of any of the rules in the School Code of Behaviour, the staff in charge must contact the Principal immediately.
- An Accident/Incident Report Form must be completed for all accidents or incident 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 alcohol or substance abuse.

9.0: General guidelines for the Sports coaches:

- Each coach /trainer is responsible for taking a properly equipped first-aid kit to matches.
- 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 electronically. Coaches will appraise students of the necessary safety equipment for each respective sport.
- The coach/trainer organise transport to and from all matches using a recognised coach company. Parents may be asked to provide transport.

- When an away match is organised during school hours when classes are scheduled for other students, the number of staff traveling depends upon the staffing requirements of the activities in school. Generally where possible, two teachers a Female teacher & a Male Teacher will travel with a team. The needs of the students in school must receive priority when organising such matches.
- When a match is booked the staff member is required to inform the Deputy Principal with responsibility for S&S and have the event entered in the school calendar.

10.0: Transition Year Programme

- Our Transition Year programme aims to give students a wide variety of experiences. Many of these experiences take the form of outings and trips.
- At the start of the year parents/guardians will give advance permission for all such trips that have been approved by the TY Co-ordinator and Principal as part of the Transition Year programme.
- In the case of financial difficulties, application for assistance may be made to the Principal.

11.0: Ratification

This policy was ratified by the Board of Management on 5th October 2023 following consultation with all stakeholders.

Chairperson: *Mary Culleton*

Date *5th October 2023*

Principal: *Billy Ryan*

Date: *5th October 2023*

APPENDIX 1.0: Group Outings Check List

Group Outings: - Check List

Trip Details: _____

Date of Departure: _____

Date of Return: _____

Group Leader: _____

The purpose of this Check List is to highlight information that might be helpful to group leaders and others, whilst taking part in an educational visit/group outing.

Before organising any school trips it is advisable that Group Leaders would consider the composition of the group and identify, where possible, any potential risks pertaining to any individual student or students on the trip. Students should only participate on trips when the level of risk is assessed to be low.

Check List for Good Practice:

The Group leader is responsible overall for the group at all times. In delegating supervisory roles to other adults in the group, if possible it is good practice for the group leader to:

- allocate supervisory responsibility to each adult for named pupils;
- ensure that each adult knows which pupils they are responsible for;
- ensure that each pupil knows which adult is responsible for them;
- ensure that all adults understand that they are responsible to the group leader for the supervision of the pupils assigned to them;
- ensure that all adults and pupils are aware of the expected standards of behaviour.

It is good practice for each supervisor to:

- have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities;

- carry a list/register of all group members including contact details;
- directly supervise the pupils (except during remote supervision) - particularly important when they are mingling with the public and may not be easily identified;
- where possible check regularly that the entire group is present;
- have a clear plan of the activity to be undertaken and its educational objectives;
- have the means to contact the group leader/other supervisors if needing help;
- have prior knowledge of the venue
- anticipate a potential risk by recognising a hazard, by arriving, where necessary, at the point of hazard before the pupils do, and acting promptly where necessary;
- continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions;
- be competent to exercise appropriate control of the group, and to ensure that pupils abide by the agreed standards of behaviour;
- be competent to react appropriately in the case of an emergency
- have appropriate access to First Aid;

Each pupil should:

- know who their supervisor is at any given time and how to contact him or her;
- have been given clear, understandable and appropriate instructions;
- rarely if ever be on their own;
- alert the supervisor if someone is missing or in difficulties;
- have a meeting place to return to, or an instruction to remain where they are, if separated;
- understand and accept the expected standards of behaviour.

APPENDIX 2.0: Trip Information Form



PRESENTATION SECONDARY SCHOOL

Educating the Students of Wexford Since 1818
"Our Best Always"



In order to facilitate the front office having the correct information regarding trips/events, can you please ensure that the organising teacher or one teacher travelling completes the form below.

Thanking you in advance for your co-operation.

DATE OF TRIP: _____

TRIP DESTINATION: _____

PURPOSE OF TRIP: _____

STUDENTS TRAVELLING: _____

TIME OF DEPARTURE (APPROX): _____

RETURN TIME (APPROX): _____

ORGANISING TEACHER: _____

CONTACT TEACHER ON TRIP: _____

CONTACT PHONE NUMBER: _____

OTHER RELEVANT INFO: _____
