

**Dublin and Dún Laoghaire Education and Training Board**  
**Greenhills Community College**  
**Out of College Activities Policy Further Education Colleges**

## **ETHOS**

*Greenhills Community College*, as a constituent of Dublin and Dún Laoghaire Education and Training Board (DDLETB) endeavours to provide learners with opportunities to participate and engage in a range of Out of College Activities (OCAs) including educational, training, cultural, social and sporting activities. OCAs provide a significant learning opportunity to complement the classroom learning experience. OCAs play an important role in the education of learners and they are an essential part of the programme for many courses.

All relevant College policies apply to learners participating in these activities including the College Code of Conduct and the Health and Safety Policy.

## **GUIDELINES**

This policy document pertains to the following:

- Educational Activities within Ireland and Abroad
- Work Experience
- Sports and Social Activities

It also outlines the procedure in the event of a Medical Emergency/Accident/Incident during an Out of College Activity.

OCAs should be undertaken as part of a coherent planned programme, discussed and agreed with all relevant staff.

Learners are responsible for informing their next of kin prior to participating in an OCA.

The consent of parents/guardians is required to enable learners under 18 years of age to participate in an OCA.

Learners with disabilities, health conditions and/or additional educational needs should inform the organisers so that appropriate supportive arrangements can be made to facilitate their participation.

*Greenhills Community College* has a duty of care to all learners who participate in OCAs and to those who do not.

It is the responsibility of the staff member who organises and who participates in OCAs to ensure that all procedures are followed in compliance with *Greenhills Community College* requirements.

OCAs should be planned and organised to mitigate any potential hazards. International OCAs will require a risk assessment to identify potential hazards and put in place appropriate risk control actions.

Where staff or learners participate in external training, *Greenhills Community College* will ensure that training organisations are approved/recognised to deliver the required training and that appropriate Insurance and Health & Safety procedures are in place.

## Educational Activities within Ireland and Abroad

It is the responsibility of the **organiser/s** to:

1. Discuss and agree the proposed OCA with relevant staff.
2. Submit the completed OCA request form to the Deputy Principal/Principal in advance of the event. For international OCAs the proposal must be submitted to the Principal at least 6 weeks in advance who will then seek approval from the CEO of DDLETB in advance of any arrangements being made.
3. Submit a written itinerary in advance of the OCA to the Deputy Principal/Principal and relevant staff.
4. Inform learners and relevant staff of all arrangements. This may involve organising a briefing session for learners and relevant staff.
5. Adhere to any additional procedures as agreed with the Deputy Principal/Principal.
6. Be contactable by phone at all times.
7. Carry out an evaluation after the OCA.

It is the responsibility of the participating **learners** to:

1. Notify, in writing, the organiser of any disability, existing medical or health condition and/or medication being taken where the condition might give rise to concern (e.g. epilepsy, diabetes etc). Minor medical conditions do not need to be notified.
2. Pay the deposit and outstanding balance on time if applicable.
3. Ensure they are fully informed of all arrangements in advance of the OCA. This includes attending an OCA briefing session if applicable. Learners who are unable to attend must inform the organiser/s in advance.
4. If applicable, ensure that all relevant documentation is completed/copied and submitted to the OCA organiser/s in advance of the activity. For international OCAs, this includes travel documents such as passports, international visas, European Health insurance cards, travel insurance documents as well as contractual agreements etc.
5. Comply with the College Code of Conduct, the Health and Safety Policy and other relevant policies. Learners on international OCAs must also respect and comply with local laws and customs.
6. Abide by the instructions of organiser/s for the duration of the OCA.
7. Be contactable by phone at all times.

Learners on international OCAs must travel as a group. Learners are not permitted to make their own travel arrangements.

### **Right to Refuse Participation**

The Principal has the right to refuse a learner/s permission to participate in OCAs for reasons of misconduct, unsatisfactory course performance and/or non-adherence to college policies or any other reason which the Principal, in consultation with relevant staff, deems relevant.

### **Right to Withdraw Participation**

Where a learner refuses to comply with the instructions of the OCA organiser/s and where the OCA organiser/s deems it to be of such a serious nature, the OCA organiser/s are obliged to contact the Principal, who will then decide on the subsequent action to be taken. All monies paid by a learner may be forfeited in the event of a learner's participation in the activity being ended for whatever reason. Learners who are required to leave the trip early to return home will be fully responsible for all associated costs.

*Greenhills Community College* will not accept responsibility for any loss, including financial, as a result of the decision to refuse a learner/s permission to participate or the decision to withdraw a learner/s from an OCA.

## Work Experience

Work Experience helps to develop a learner's understanding of the world of work and gives them an awareness of the skills required. Work experience allows learners to see the relevance and the benefit of their academic studies in the work place. As well as gaining vocational experience, work experience helps build confidence and apply knowledge and skills.

Work experience is a mandatory module on QQI certified courses and learners who do not pass their work experience module will not receive a full award. This may impact on a CAO application.

Work experience must be completed in Ireland. However, Colleges participating in Erasmus+ mobility projects may offer opportunities for some learners to apply to undertake a European work experience placement.

It is college policy to ensure that work experience is undertaken in a location agreed by the Work Experience Teacher. The college is obliged to ensure that learners who undertake work experience do so in compliance with both the College's and the employer's Health and Safety Policy and Procedures.

Garda Vetting is required for any learner intending to go on a work experience placement who will be working with children and/or vulnerable adults. These learners will be required to complete a Garda vetting process.

The college will not accept any responsibility for non-completion of the work experience module where the garda vetting has been deemed to be unsatisfactory.

It is the responsibility of **learners** undertaking a work experience placement to:

1. Comply fully with the procedures for work experience as outlined by the work experience teacher/Erasmus+ Coordinator.
2. Organise an appropriate work experience placement for the dates specified. Learners participating in an Erasmus+ mobility project will be assigned a European work experience placement.
3. Provide employer details to the work experience teacher including the name and address of the employer, name and contact details of contact person, details of dates and times of work experience.
4. Provide relevant documentation to their work experience employer (insurance indemnity details, Supervisor's form etc) and ensure that completed documentation is returned to the work experience teacher.
5. Comply with the College Code of Conduct, the Health and Safety Policy and other relevant policies while on placement.
6. Comply with the employer's policies and procedures and respect the privacy and confidentiality of the employer/workplace.
7. Present and act professionally at all times (appearance, punctuality, attendance etc.)
8. Report any accident/incident that may arise to the employer and the college.
9. Complete the required tasks and number of hours/days/weeks work placement to fulfil course/programme requirements.

Learners who are awarded a European work experience placement as part of an Erasmus+ mobility project must fully comply with the obligations of this project.

It is the responsibility of the **Work Experience Teacher** to:

1. Prepare learners for work experience and provide relevant documentation to learners.
2. Advise on suitable work placement.
3. Record details of each learner's placement.
4. Ensure that all learners and employers are contacted during the placement for feedback.

### **Sports and Social Activities**

Typical activities organised by the learner body in conjunction with relevant staff and the Learner Council include social nights, table quizzes, sports tournaments, charity and cultural events. Some events are held in conjunction with the DDLETB Learner Society while other events are for *Greenhills Community College* learners only.

### **Organisation of Events within *Greenhills Community College***

The following points should be noted when organising any event:

1. The organisers are responsible for the event.
2. Details of the event including advertising and promotion must be submitted in advance to the Principal for approval.
3. The Deputy Principal/Principal must be advised in advance of any costs associated with the event. Expenditure must comply with DDLETB procurement procedures.

### **Insurance cover**

Organisers must get confirmation and a copy of the Public Liability Policy for the accommodation and facilities to be used.

The booking of halls, hotel or other accommodation and the organisation of activities such as raffles, fund raising projects, sporting activities etc., using the College name, may be carried out only with the prior authorisation of the Principal and in full compliance with regulations.

*Greenhills Community College* will not accept liability for any activity/event organised by learners themselves which takes place outside the college and out of college hours.

### **Procedure in the event of a Medical Emergency/Accident/Incident during an Out of College Activity**

In the event of a medical emergency, the organiser(s) must seek medical aid as quickly as possible. The organiser(s) should inform the Principal/Deputy Principal/s as soon as possible.

The College may, at the Principal's discretion, contact the family/next of kin to inform them of the situation.

An Incident/Accident Report must be completed by the organiser(s) as soon as possible following the Incident/Accident and should be submitted to the Principal within 24 hours of return.

Organiser(s) should not engage in discussion on the nature of the emergency to non-relevant third parties. Any necessary comments should be objective and brief.

**Sample Risk Assessment**  
**International Learner/Staff Out of College Activity**

| Identified Hazards                        | Who might be harmed? | Risk rating | Mitigating Measures                                                                                                                                                                                                                                                                                                                                                                                                               | Person Responsible                                                                          |
|-------------------------------------------|----------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Travel to and from destination            | Learners/staff       | Low         | <p>Flights and travel insurance are booked by the Project Coordinator with the DDLETB contracted supplier and details are provided in writing to all participants.</p> <p>Learner participants will travel as a group accompanied by a staff member.</p>                                                                                                                                                                          | <p>Project Coordinator</p> <p>Accompanying staff members</p>                                |
| Lost or stolen travel documents           | Learners/staff       | Low         | <p>Participants are required to provide a copy of passport/visa in advance of travel. College retains a soft copy of all travel documents.</p> <p>Participants required to take a photograph of their passport.</p> <p>Travel insurance is booked for all participants</p> <p>Partner representatives, accompanying staff members and the Project Coordinator will provide guidance and support in the event of an emergency.</p> | <p>Project Coordinator</p> <p>Accompanying staff members</p> <p>Partner Representatives</p> |
| Risk of injury or illness during mobility | Learners/staff       | Low         | <p>Participants are required to notify Project Coordinator of existing medical conditions in advance of travel.</p> <p>Participants are required to provide a copy of their EHIC card in advance of travelling.</p> <p>Travel insurance is organised for participants</p> <p>Learners have received a “safety while abroad” briefing.</p>                                                                                         | <p>Project Coordinator</p> <p>Accompanying Staff Members</p> <p>Partner Representatives</p> |

|                                                                          |                |     |                                                                                                                                                                                                                                                        |                                                                                                     |
|--------------------------------------------------------------------------|----------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
|                                                                          |                |     | <p>Information is provided on how to access local emergency services, Doctor/Health Centre.</p> <p>Partner representatives, accompanying staff members and the Project Coordinator will provide guidance and support in the event of an emergency.</p> |                                                                                                     |
| Risk of contracting COVID-19                                             | Learners/staff | Low | <p>Participants have been briefed on the importance of mitigating actions (vaccinations, face coverings, hand hygiene, respiratory etiquette, etc.)</p> <p>Insurance cover includes COVID-19.</p>                                                      | Project Co-ordinator                                                                                |
| Fiduciary responsibility in relation to the management of Erasmus+ funds | College/DDLETB | Low | <p>Orders and invoices are processed by administration staff.</p> <p>Deputy Principal/Principal authorises and approves all expenditure in accordance with DDLETB procurement policies and procedures.</p>                                             | <p>Finance Administrator</p> <p>Deputy Principal/Principal</p> <p>Head Office Finance Personnel</p> |