



School Tours Policy

2023

1. Introduction

It is school policy to organise tours/trips for the benefit of students when this is deemed appropriate by the teaching staff, in consultation with the Principal.

The College recognise the benefits of outings to complement normal school work, for educational or sporting purposes.

Some trips are organised as part of the course to be followed in a subject area. Other outings and trips are additional to the curriculum and are not deemed a core activity.

The lengths of trips, outings and trips may vary from short local visit to a longer trip involving staying away for several days.

College trips, outings and tours are privilege reserved for students who meet minimum standards of behaviour while at school. Students who do not meet minimum standards of behaviour, as decided by the Principal, may be refused permission to participate in a school outing. The Principal reserves the right to disallow a student from participation in a school trip if, in his/her opinion, the health or safety of the student or other students or teachers is at risk.

All school rules and all school policies apply while on school trips. In particular, parents and students should be aware that permission to travel on a College related activity is conditional on strict adherence to the Code of Behaviour¹

¹ All parents and pupils have been sent a Copy of the College Code of Behaviour, acceptance of which is a condition of entry to Greenhills Community College.

All students selected for sports teams and who travel as part of a class group represent Greenhills Community College. The highest standards of behaviour and conduct are expected as a matter of course.

2. Policy Goals

- Ensure a consistent approach to the planning and implementation of School Trips/Tours in Greenhills Community College
- Provide the school community with a clear understanding of the role of School trips/Tours in the school and their link with curriculum
- Enable students to take full advantage of School Trips/Tours with a view to achieving a well-rounded education.
- Encourage parents/guardians to take an interest in and share in the child's development through support of trips/tours.
- Provide teachers with guidelines and training to help them successfully implement School Trip/Tours in the school.

3. Procedures

Greenhills Community College provides a range of co-curricular and extra-curricular activities which complement the academic work of the school. In line with the school ethos, these activities assist the growth and development of students. To facilitate these activities, outings and activities are organised which will necessitate students travelling outside the school and on occasion staying overnight at other locations. These outings require the presence of staff members as supervisors.

In general, written permission is required from a parent/guardian of a student before they may go on a trip.

It is understood that students who play a part of a team representing Greenhills Community College have on-going parental permission to travel to all away matches.

Parents should be aware of the tradition of support for school teams that the College wishes to promote. Pupils are encouraged to support teams at fixtures at home or away that might be arranged at short notice. It is understood that pupils who sign up to support a team playing either in the College or travelling to an away match will have secured parental permission beforehand. Parents who do not accept this arrangement should inform the College at the start of the academic year. While every effort will be made to adhere to arranged times on trips, in particular the arrival time back at the College, the College cannot guarantee such times, for example where circumstances arise which are outside the control of staff involved.

4. Special Needs, Medical Issues and Dietary Requirements

It is the responsibility of parents/guardians to ensure that the organiser of any trip is aware of any special needs, medical or dietary issues. Such information that has been given to College medical staff is not passed to trip organisers as a matter of routine.

5. Supervision

The number of staff which accompanies a group will be influenced by a number of factors including:

- The number of students travelling
- The age of the students
- The destination of the trip
- Additional supervision which may be provided at the trip destination
- The division of students into smaller groups with each requiring supervision
- The type of transport to be used

Certain trips facilitate shopping or recreation which may not directly supervised. This situation will usually arise for senior students and will be indicated on the permission slip, itinerary or information letter sent to parents/guardians.

The College expects that all students travelling on an extended tour will display a level of maturity commensurate with their age. Students on trips which involve an overnight stay in Ireland or abroad will not be supervised on a 24 hour basis and all extended school tours will involve periods of time without direct supervision. Parents who are concerned that such a level of supervision is inappropriate should not permit their son to take part in such trips.

6. School Tours Abroad/Exchanges/Overnight Trips

In general, overnight trips/tours occur in addition to the normal academic and extra-curricular programmes of the College. There is normally an additional charge.

Students, who withdraw from the trip after a deposit, or full monies, has been paid, will not be entitled to a refund. Similarly, a student who is prevented from travelling for disciplinary or safety reasons will not be entitled to a refund.

It is the responsibility of parents/guardians in conjunction with students to ensure that all documents necessary for travel abroad (eg passport, identity card) are up to date and in order. The College will not take responsibility for a student whose personal documentation is not in order and who is prevented from travelling abroad as a result.

Parents/guardians will receive a written overview/itinerary of overnight trips and will be required to give written consent to their son taking part on the trip. It will be the responsibility of parents/guardians to ensure that the organiser of a trip is aware of any special needs, medical or dietary issues.

Students will be informed, prior to going on the trip that College rules apply on trips. A student may be sent home, at their parent/guardian's expense, if the conduct of the student warrants it.

7. The Code of Behaviour

Students are expected to respect the authority of their teachers and adhere to the Code of Behaviour at all times. Failure to do so may result in the imposition of sanctions. Additional rules may be put in place for the safety and wellbeing of students depending on the nature of the tour.

Students must have demonstrated an attitude of co-operation in all areas of school life.

Students must have demonstrated an adherence to the school's Code of Behaviour

Parents and pupils should be aware that the Code of Behaviour² applies on all school trips. The Code of Behaviour states clearly that the possession, use, supply or any involvement with illegal drugs, dangerous objects, alcohol, or vaping/tobacco is seen as an extremely serious offence likely to lead to prolonged suspension or expulsion. In particular, pupils and parents should note that the Board of Management reserves the right to remove from the school register any student who has possession of dangerous objects, weapons or harmful substances while on a school trip of any kind.

Failure to comply with the rules of the trip will lead to sanctions which will be decided by the teachers/supervisors on the trip in consultation with Principal/Deputy Principal. Sanctions may include fines, loss of pass for certain activities etc. More serious breaches of rules will result in phone calls to parent/guardians will follow up action in the school after the trip. Where necessary disciplinary meetings may be called by the staff. In the event of very serious incidents, students may be required to return home. The cost in such an event will be charged to the parent/guardians. This will be done after full communication with the parent/guardian.

Staff accompanying the group reserve the right to amend any rule during the trip as necessary. Clear notice will be given to students of any such changes.

8. Health and Safety

² All parents and pupils have been sent a Copy of the College of Behaviour, acceptance of which is a condition of entry to Greenhills Community College. Additional copies are available from the School Office

Health and safety of students and supervision is a priority when organising and taking a College trip or tour. Teachers taking any trip will exercise due care, common sense and judgement of health and safety arises.

Parents of students who have special needs, a medical condition, or who are on medication of any kind, should notify the teacher/s in charge of this and any medication being taken.

In case of an accident, staff will normally apply basic first aid only. Expert medical attention will be sought should this be thought necessary.

On return from, or during, any trip staff may advise a parent/guardian to seek medical advice, should they deem this appropriate.

Where there is a serious accident occurs, staff will seek medical assistance as a first priority then inform the College. Parents will be contacted as soon as possible by the College.

Greenhills Community College requires that all students are covered under the College insurance policy, and the College return details of all students to the insurers for this purpose. Specific activities are excluded from this policy and Parents/Guardians may request to see these.

Day trips will be covered by the student insurance policy. Additional insurance for longer trips will be organised by the College where considered appropriate.

Procedures for the close supervision of students that are known to be at a higher health risk than normal will be arranged

9. Roles and Responsibilities

Board of Management

- To ensure the policy is developed and evaluated
- To approve the policy
- To consider reports from the Principal/Deputy Principal on implementation of the policy

Principal/Deputy Principal

- To put in place the structures and procedures for the implementation of the policy
- To monitor policy implementation
- To support and affirm teachers involved in the trip/tour

Teacher Coordinating and Planning Trip/Tour

- To implement the policy and provide feedback on it's application
- To keep records of trips/tours incidents and report to Principal/Deputy Principal
- To ensure students awareness and acceptance of the policy

Parents/Guardians

- To read, understand and support the policy
- To provide any relevant information requested by the school

Students

- To follow all instructions given
- To always act in a safe manner when on a trip/tour

Declaration:

This policy was formed following consultation with all staff, members of the Board of Management, Parents and Students.

It is recommended that this policy be reviewed every three years or whenever it is deemed necessary by School Management.

It was adopted by the Board of Management of Greenhills Community College on:

Signed: Pamela Kearns

Date: 26 September 2023

Chairperson: Board of Management

Signed: Noirin Lannon

Date: 26 September 2023

Principal: Greenhills Community College