



## **Educational School Tours/ Trips and extra-curricular Sporting Activities Policy**

### **Scope of the policy**

This policy applies to all members of the staff of Ennistymon Community School who take students off site. It is applicable to the students participating in the activity and to their parents/guardians. The Code of Positive Behaviour of Ennistymon Community School applies to all students of Ennistymon Community School 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.

Rationale for activities (trips/tours, sporting) and the need for a relevant policy.

- Ennistymon Community School strives to provide a comprehensive education service to all its students and is committed to the education, in the broadest sense of the word, of all students who attend the school.
- Ennistymon Community School provides an academic and vocational education which also recognises that exposure to a variety of experiences and cultures is part of a holistic education.
- The curriculum content of some subjects requires field studies/tours/outings/recreational activities, which take place off campus.
- Activities assist in developing social skills and bonding between students, as well as providing teachers with an opportunity to get to know students in a non-classroom environment and to build links with the local community and with people of other nationalities.
- 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 and Skills in Circular Letter M 20/04. All reasonable efforts will be made to satisfy all of the criteria contained in this circular.
- To assist staff in the planning of tours and outings, so that they are aware of all necessary procedures that must be observed to provide for the health and safety of staff and students. It also ensures that tours and outings take place efficiently and smoothly and that the standard of supervision is firmly within guidelines and standards.
- To clarify expectations of behaviour for all tours, trips and sporting activities.

### **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 and the careful assessment of any dangers to which the students may be exposed.
- That students gain maximum educational benefit and enjoyment from all trips/outings. For example, school trips/outings should broaden each pupil's cultural and intellectual experience; foster independence/ maturity/ team building; enhance student's social skills; improve language acquisition skills; create positive memories of school;

promote greater understanding between different cultures; encourage travel/ studying abroad; promote involvement of all students; improve communication skills.

- 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 students.

### **General Information**

- The Code of Positive Behaviour & the Anti-Bullying Policy apply to all outings/ trips/tours/matches, whether or not they involve an overnight stay. In addition, other relevant school policies such as the Substance Misuse Policy and the Health & Safety Policy are applicable.
- It is advised that a full schedule of events be known and approved at the beginning of the school year in which they are to take place. Teachers who wish to undertake school trips/tours should provide the principal with a proposal for the operation of same. (See Appendix for Proposal Form to be given to Principal) In the case of an overseas tour, there must be at least four months between the proposal of a school tour and the operation of a school tour.
- The principal will grant approval for a school trip/tour on the consideration of the number of proposed events to take place during the course of the year, that the trip/tour conforms with the criteria of the circular letter M20/04, the timing of the event, the implications for normal teaching and the suitability of the travel and accommodation arrangements.
- Careful planning is required for all trips and outings, so that all 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.
- The trip/tour organiser must ensure that the appropriate risk assessment form (available from the principal) is completed and a copy provided to the Principal.
- Before a student is accepted for any trip/outing, his/her previous behaviour will be taken into consideration. A record of breaches of the school’s code of behaviour may disqualify a student from participating in a trip or outing.
- Parents/guardians will be notified, in advance, of all tours/outings and both parents/guardians and student should sign the appropriate consent form. In this way parents/guardians, students and teachers enter into a partnership promoting good and appropriate behaviour at all times.
- All staff members have received adequate child protection training and are aware of Ennistymon Community School child protection protocol and their duty of care responsibilities to the students.
- Where possible, one adult of each gender should travel with a mixed group.

### **Accommodation**

- The proposed sleeping arrangements for students, staff and other support personnel will be clarified well in advance of the trip/tour. This will involve ensuring that:
  - single gender dormitories/rooms are used for students.
  - students of similar age share. (It may not be appropriate for a child of 17 years of age to share with a 12-year-old)
  - staff members will be accommodated in separate rooms from the students.
  - Health and safety issues relating to the accommodation such as emergency evacuation for upstairs rooms, accessibility of rooms and corridors for mobility of the students will be checked.

## **During the Tour**

- Mindful of the DES guidelines regarding Child Protection, Teachers will act in a responsible manner (including the consumption of alcohol) having regard to the fact that they are in the company of and responsible for the care of young adults. Teachers will maintain the same standards of care as apply in a school situation.
- Mobile phone communication between teachers/supervisors and students on the tour will be necessary. A list will be made of participants' mobile phone numbers (as given on the Permission Form) and students will have the mobile phone number of the Tour Leader – to be carried with them at all times while on the tour. Staff and students will stay in contact via Teams (school learning management system).
- The Tour Leader should have two emergency contact numbers for each student travelling and the contact details for the Principal and the Deputy Principal.
- Staff should never enter a dormitory room/student bedroom without knocking first.
- In the event that staff have to enter a dormitory to check on students it is imperative that the staff is of the same gender as the students in that dormitory. A loud knock should happen in advance of entering the room.
- If necessary two members of staff should carry out inspections of rooms or personal property (Bags, suitcases etc) with the student(s) 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.
- If a search is deemed necessary, the student should be asked to empty his/her own pockets, suitcase / bags or to search the clothing that he/she is wearing.
- Random breathalysing may be carried out during the tour.
- Where sanctions are imposed, procedures shall be applied as per the school's Code of Positive Behaviour.
- Should a student be guilty of minor misbehaviour, the incident should be dealt with in a swift and firm manner and a verbal warning may be all that is needed. The Tour Leader may however feel that specific sanctions are required such as the student missing out on a specific activity e.g., bowling or a disco. If a sanction is being imposed, it must be made clear to the student why it is being imposed. A student prevented from attending an activity must be supervised by a member of the Tour Team for the duration of the activity. Further sanctions may be imposed when the student returns to school e.g., the student may be prevented from involvement in future tours.
- If a student is found to be in serious breach of any of the expectations in the School Code of Positive Behaviour, the staff member in charge must contact the Principal immediately.
- Following gross misconduct, a student may be sent home at parent's/guardian's expense.
- In the case of a serious/criminal incident (shop lifting, a violent attack etc.) the parent(s)/guardian(s) and the Principal will be informed immediately and the matter will be handed over to the local police authorities.
- 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.
- If a student becomes ill, he/she should, if necessary, be referred to a doctor or hospital as soon as possible and the parent(s)/guardian(s) notified ASAP.

## **Responsibilities of students whilst on a school tour**

Students must

- follow the Code of Positive Behaviour on school tours and adhere to the school expectations at all times.

- follow the instructions of staff members/Tour Leader at all times.
- not purchase or have on their person any item which could cause major security delays.
- not vacate the vicinity of the hostel/accommodation or bus at any stage without being accompanied by or with the consent of one of the teachers/supervisors.
- not wander off or break away from the party without permission. Students must stay in groups of no less than three at all times and no student may wander off on his/her own. If the group has free time for shopping, they must remain together in groups of no less than three and must return to the appointed place on time.
- show respect for all staff members and other students at all times.
- participate fully in the activities of the tour.
- not take any unnecessary risks or undertake any activity that they fear.
- look out for anything that might hurt or threaten anyone in the group and inform the group leader.
- behave during leisure time if not under the direct supervision of teachers.
- socialise in communal areas, i.e., no boys in girls' rooms and vice versa.
- go to their rooms at the times decided by the Tour Leader, remain in their own room and switch lights off within an hour in order to ensure that students will be sufficiently rested and get maximum benefit from the visit.
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- look out for anything that might hurt or threaten anyone in the group and inform the group leader.
- behave during leisure time if not under the direct supervision of teachers.
- socialise in communal areas, i.e., no boys in girls' rooms and vice versa.
- go to their rooms at the times decided by the Tour Leader, remain in their own room and switch lights off within an hour in order to ensure that students will be sufficiently rested and get maximum benefit from the visit.
- remain in their own room. Visiting other students' rooms is not allowed.
- at all times strictly uphold protocol and respect in regard to gender relationships.
- not be in possession of, or use or abuse tobacco, alcohol, drugs, vaping products or any other illegal substance.
- adhere to the tour dress code as set down by the Tour Leader.
- respect others at all times e.g., drivers, guides, cabin crew, fellow travellers, those sharing transport and those sharing accommodation.
- follow the rules of the hotel, hostel, or other type of accommodation where they are staying. Keep rooms tidy.
- be responsible for leaving seats on all forms of transport in a clean tidy condition.
- have respect for and comply with local customs and laws, particularly when travelling abroad.
- be responsible for their own belongings.

### **After the Tour**

Arrangements should be made for a summary report from the Tour Leader to the Principal outlining: the achievements of the tour, a financial statement, any difficulties, or problems which arose during the course of the tour.

#### **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 by completing the Activities Template in Appendix 2.
- Members of staff who wish to take students on a day trip must put their request in writing to the Principal. Included in the proposal should be the educational or other benefits that the students will derive from the trip.
- Once the Principal has approved a trip, the organiser should inform parents/guardians and a consent form should be signed.
- The staff member should enter the details into the diary in the school office including departure and return times and any other relevant information.
- Consultation with other staff members may be necessary if the trip impacts on other lessons. A notice should be placed on the staff notice board, in good time, together with a list of students participating in the trip.
- The Trip organiser must ensure that the appropriate risk assessment form is completed, and a copy is provided to the Principal.
- 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 the age of the students traveling. On a private coach there should be at least one member of staff in addition to the driver.
- 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/trips.
- The school will always have the mobile/contact numbers of the Coach Company or staff involved in case of delays or any other occurrences.

- If the students will be away during lunchtime, appropriate arrangements must be made for students to get a lunch on their return. Cold lunches/drinks should be ordered from the school

Food Company before 08:50am on the morning of the activity and will be waiting for the students on their return. Alternatively, students should be instructed to bring a packed lunch.

- For trips that extend beyond normal school hours, it is the responsibility of parent(s)/guardian(s) to ensure that arrangements are in place for their son's/daughter's journey to/from the school. The organiser of the trip must be informed in advance of these arrangements.
- All students should return to the school premises. Exceptions will be made on an individual basis where a note/contact has been obtained from parent(s)/guardian(s) in advance of alternative travel arrangements.
- 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.

### **Sporting Trips / Activities**

- Members of staff who wish to take students to a match/sporting activity must put their request, in good time, to the Principal. It may not be possible to accommodate a number of requests for the same day.
- Once the Principal has approved an activity, the organiser should inform parents/guardians.
- The staff member should enter the details into the diary in the school office including departure and return times and any other relevant information.
- The organiser must ensure that the appropriate risk assessment form is completed, and a copy is provided to the Principal.
- If the students will be away during lunchtime, appropriate arrangements must be made for students to get a lunch on their return. Cold lunches/drinks should be ordered from the School Food Company before 08:50am on the morning of the activity and will be waiting for the students on their return. Alternatively, students should be instructed to bring a packed lunch.
- Each sports/games coach is responsible for taking a properly equipped first-aid kit to his/her 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 or other mode of transport 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 Principal. Staff will appraise students of the necessary safety equipment for each respective sport.
- Staff should liaise with the office to organise transport to and from all matches, using a recognised coach company.
- When an away match is organised during school hours, the number of staff traveling must be dependent upon the staffing requirements of the activities in school. Generally, one teacher will travel with a team. The needs of the students in school must receive priority when organising such matches. Where possible, a second teacher or a parent (Garda Vetted) will travel to away fixtures.
- 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.

NB: It is impossible to create policy for all school related activities. Once a tour/trip/activity is organised the level of risk should be assessed by the Tour Director/Organiser/Coach and resources discussed with the Principal or Deputy Principal.

## Responsibilities of students whilst on a school trip/activity/match

Students must

- follow the school's Code of Behaviour on out-of-school trips/activities/matches and adhere to the school's expectations at all times.
- follow the instructions of staff members at all times.
- not vacate the vicinity of the bus at any stage without being accompanied by or with the consent of one of the teachers.
- not wander off or break away from the party without permission.
- show respect for all staff members and other students at all times.
- participate fully in the activity.
- not take any unnecessary risks or undertake any activity that they fear.
- look out for anything that might hurt or threaten anyone in the group and tell the group leader about it.
- not be in possession of or use or abuse tobacco, alcohol, drugs, or any other illegal substance.
- adhere to the activity dress code as set down by the teacher involved.
- respect others at all times e.g., drivers, guides, members of the public.
- be responsible for leaving the bus in a tidy condition.
- be responsible for their own belongings.

## Declaration

We have read and understand fully the foregoing document Ennistymon Community School Tour – important information.

We accept that \_\_\_\_\_ (student) will be bound by the terms of this document for the full duration of the School Tour to \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

Signed: \_\_\_\_\_ (Student)

Date:

Signed: \_\_\_\_\_ (Parent)

Date:

## Monitoring and Review

As part of the School Self-Evaluation Process, Ennistymon Community School will monitor, review and evaluate this Policy on an ongoing basis to ensure legal compliance and the maintenance of best practices.

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This policy was adopted by the Board of Management on 00/00/00.

Signed: Chairperson of Board of Management

Principal:

Date of next review: 00/00/0

## **Appendices**

**Appendix 1 - Health & Safety Incident Report form**

**Appendix 2 - Consent/Authorisation for Administration of Medication Form**

**Appendix 3 - Consent /Authorisation for Student to self-administer Medication Form**

**Appendix 4 - Letter of Authority for staff to provide medical and care need**

**Appendix 5 - Medical Information Form**

**Appendix 6 - School record of Administration of Medication**

**Appendix 7 - Tour Proposal Template**

Appendix 1

Ennistymon Community School  
Health & Safety Incident Report form



Date:	Student Name:
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Venue:	Time:
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Outline the incident:

Actions taken:

Persons Involved:

Student Status:		
Parents / Guardians contacted	Yes	No
Student taken home	Yes	No
Signed by:		



## Consent/Authorisation for Administration of Medication Form

I hereby inform the authorities of the school that my child \_\_\_\_\_ (D.O.B. \_\_\_\_\_) requires medication that must be administered during the course of a school day.

I further wish to inform the school that this medication is prescribed / non-prescribed (please underline as appropriate).

I confirm that I have read the school's policy on the administration and that I accept the terms of this policy.

I confirm that I have completed and returned the appropriate Medical Information form indicating the nature of the medical issue requiring the administration of medicine by a staff member.

I request that this medication be retained in the school in the container provided and I confirm that the medication is properly labelled.

I undertake to inform the school authorities if there is any change to the medication or to the administration regime including timing, dosage and requirements.

I hereby authorise the principal (and /or a member of staff delegated by him) to administer the medication provided by me in accordance with the instructions provided by me in writing on the appropriate Medical Information form.

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

### Indemnification

I/We absolve and release Ennistymon Community School from all liability arising from the administration of medication to which has been administered in accordance with this policy.

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



## Consent /Authorisation for Student to self-administer Medication Form

I hereby inform the authorities of the school that my child \_\_\_\_\_ (D.O.B. \_\_\_\_\_) requires medication that must be administered during the course of a school day.

I further wish to inform the school that this medication is prescribed / non-prescribed (please underline as appropriate).

I confirm that I have read the school's policy on the administration and that I accept the terms of this policy.

I confirm that I have completed and returned the appropriate Medical Information form indicating the nature of the medical issue requiring the self-administration of medicine by.

I undertake to inform the school authorities if there is any change to the medication or to the administration regime including timing, dosage and requirements.

I hereby give consent to my child to self-administer medication.

I hereby authorise the principal (and /or a member of staff delegated by him) to keep a written record of any self-administration of the medication witnessed by a staff member provided by me in accordance with the instructions provided by me in writing on the appropriate Medical Information form.

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

### Indemnification

I/We absolve and release Ennistymon Community school from all liability arising from the self-administration of medication by which has been administered in accordance with this policy.

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



## Letter of Authority for staff to provide medical and care needs

I hereby inform the authorities of the school that my child \_\_\_\_\_ (D.O.B. \_\_\_\_\_) requires medication and medical / care interventions that must be administered during the course of a school day.

I further wish to inform the school that this medication is prescribed / non-prescribed (please underline as appropriate).

I confirm that I have read the school's policy on the administration of medication and on carrying out treatments to support the medical and care needs of students, and, having understood the policy, that I accept the terms of this policy.

I confirm that I have completed and returned the appropriate Medical Information form indicating the nature of the medical issue requiring the administration of medicine by a staff member and the engagement of appropriate staff members in medical or care interventions to support my child.

I undertake to inform the school authorities if there is any change to the medication or to the administration regime including timing, dosage, requirements or if there is any change in the care and medical intervention needs of my child.

I hereby authorise the principal (and /or a member of staff delegated by him) to administer the medication provided by me in accordance with the instructions provided by me in writing on the appropriate Medical Information form.

I further authorise the principal to assign an appropriate member of staff to support my child's care and medical needs.

Parent/Guardian:

Date:

### Indemnification

I/We absolve and release Ennistymon Community School from all liability arising from the administration of medication or provision of medical/care support and interventions to which has been administered in accordance with this policy.

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix 5

### Medical Information Form



Student's Name: \_\_\_\_\_

D.O.B. \_\_\_\_\_

Address: \_\_\_\_\_

**Contact details:**

Parent/Guardian 1: \_\_\_\_\_

Contact No: \_\_\_\_\_

Parent/ Guardian 2: \_\_\_\_\_

Contact No: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Contact No: \_\_\_\_\_

Family Doctor: \_\_\_\_\_

Contact No: \_\_\_\_\_

**Medical Condition**

**Medication Required (Name, Dosage schedule, Dosage amount, Storage requirements)**

**Instructions for administering of medication**

**Contra-indications Information**

Please outline any possible complications that you are aware of that might arise from your student's medication  
Allergy / Anaphylaxis Information Are there any particular triggers for this allergy or anaphylaxis?

Are there particular signs or symptoms that staff should be aware of that might signal an allergic reaction or anaphylaxis?

Is there a particular course of action or set of instructions that need to be followed in such circumstances?

Please outline any possible complications that you are aware of that might arise from your student's medication

Is your child susceptible to any particular allergy or anaphylaxis?

Signed Parent / Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix 6**



Student: \_\_\_\_\_

Class: \_\_\_\_\_

D.O. B \_\_\_\_\_

**Medication Requirements & Instructions**


Date	Nature of Intervention	Signature

Appendix 7:

**Tour Proposal Template**

Details of School Tour



Name of School	Address	Roll No.
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Tour Dates (From To) ____/____/____ - ____/____/____		Number of School Days _____
Brief Outline of Tour		
Number of Students Participating		Total number of students in relevant Year Group
If some students are not participating, outline the reasons why  Why is the tour deemed to be necessary / Expected benefit to accrue from the tour?		
No. of Adults accompanying the students: _____		
Confirmations		
1. That appropriate arrangements are made in accordance with Circular PPT 01/03 for those classes whose teachers are absent with the tour		Yes:                      No:
2. That adequate insurance is in place to cover all risks while on tour		Yes:                      No:
3. That parental permission has been secured for each student who is to participate on the tour.		Yes:                      No:

Signature of Principal: \_\_\_\_\_

Date: \_\_\_\_\_