



**Trips and Tours Policy**  
**October 2022**

## Contents

Our Vision .....	2
Purpose of School Trips and Underpinning Rationale .....	3
The objectives of this policy are: .....	3
Scope of the Policy .....	4
The Code of Positive Behaviour: .....	4
Payment for Schools Trips and Tours .....	4
Students with Additional Needs: .....	5
Emergency Contact .....	5
Illness/Injury .....	5
Visas/Documentation and Passports .....	6
Student Preparation and Responsibilities .....	6
Information on Emergency Procedures .....	7
Appendix: Mobile Phone & Smart Device Policy: .....	8

## Our Vision

Goatstown Educate Together Secondary School (Goatstown ETSS) is an equality-based, democratically run, inclusive and student-centred community of life-long learners which is underpinned by positive relationships. We value, encourage and reward kindness, effort, and creativity. We support and challenge students to develop the ability to persevere and to learn the value of working hard. Our community encourages students to develop critical thinking skills.

We prepare students for responsible global citizenship and help them to contribute to sustainable development and to challenge social injustice. Our aim is to be an exceptional school which values highly effective teaching and learning. Our school places great store in a positive partnership between home, school and the wider community ensuring that we can be alert and responsive to the changing needs of our students.

School trips arranged by the school should enhance and support the realisation of this vision.

### **This policy is informed by the following and operates within the legislative framework of the following:**

- Department Of Education Circular Letter M 20/04
- JMB's Financial Guidelines for Schools
- The Education Act, 1998
- The Education Welfare Act, 2000
- Equal Status Act, 2000
- The Equality Act, 2004
- The Education for Persons with Special Needs, 2004
- Children First Act, 2015
- Child Protection Procedures for Primary and Post-Primary Schools, 2017
- General Data Protection Regulation Guidelines
- Data Protection Acts 1988 and 2003
- Health and Safety at Work Acts 1989 and 2005
- Guidelines on Managing Safety and Health in Post-Primary Schools
- Commission for Aviation Regulation under the legislative framework of the Aviation Regulation Act 2001
- Financial Support Services Unit Financial Guideline 2017/2018 – 07

## **Purpose of School Trips and Underpinning Rationale**

The objective of an educational tour should be to provide a significant benefit in the educational, intellectual, cultural and social development of the students on the trip or tour. It should also be clear that the benefit cannot be provided by in-school activities alone.

Authorisation to grant approval for educational tours rests with the Board of Management and should be sought at least three months in advance.

The Board of Management must ensure that students who are not participating in an educational tour/field study are adequately catered for while their teachers are away on school tours. Appropriate arrangements must be made for the conduct of all classes in accordance with Circular PPT01/03. In the planning of the tour cognisance must be taken of the impact the tour will have on the normal work of the school and the numbers of absent teachers should be kept to a minimum.

For the purposes of this policy, the terms ‘trip’ and ‘tour’ are interchangeable.

### **The objectives of this policy are:**

1. That the health, safety and welfare of our students is safeguarded by ensuring that reasonable care has been taken in the nature of the excursion 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
2. That staff are aware that the degree of care required of them should be that of a “reasonable parent/guardian/carer” which would vary with the circumstances and the age of the students
3. That students gain maximum educational benefit and enjoyment from all tours/outings.

## Scope of the Policy

The term 'school trip/tour' covers all 'one-off' expeditions off the school premises **excluding** activities where students are off school premises without staff supervision e.g., Transition Year Work Experience.

The policy does not apply to curricular, co-curricular and extra-curricular activities which take place regularly on or off the school premises.

The procedures to be followed by staff leading trips and tours are contained in the 'Goatstown ETSS Staff Handbook'

## The Code of Positive Behaviour:

The Code of Positive Behaviour of Goatstown ETSS applies to all students of Goatstown ETSS and relates to all school activities both during and outside of normal school hours; it applies both on and off the school grounds. The Code of Positive Behaviour, therefore, in all its detail applies to all outings, excursions, trips and tours, whether or not they involve an overnight stay.

The Senior Leadership Team (SLT) of the school reserves the right to deny an individual to travel where, in their opinion, the health and safety of the student or other students and staff would be at risk if the student were to travel.

Any breach of behaviour by a student that is deemed to jeopardise the safety of an individual or the group as a whole may result in the immediate sending home of that student at their parent/guardian/carers' expense.

## Payment for Schools Trips and Tours

All trips and tours must be cost-neutral. Finance and costs will all be agreed in advance with the principal and school administrator. Every effort will be made for costs/expense to be reasonable and affordable for all members of the school community.

Information around cost/expense will be distributed by the tour leader to parent/guardian/carers well in advance via the school app. In the event of a tour company being contracted to facilitate a tour, the tour company will be responsible for collecting funds for this trip.

All overseas trips must be booked and organised through a bonded travel agent.

Any student who withdraws from a trip after a deposit or full monies have been paid may not be entitled to a refund. A student who is not allowed to travel for disciplinary reasons which occur following payment of a deposit or full amount may not be entitled to a refund.

Every effort should be made to ensure that there is sufficient time for families to budget for the trip.

### **Students with Additional Needs:**

As an equality-based school, every reasonable effort will be made to include all students with specific additional needs or who have specific medical requirements. It is the responsibility of the parent/ guardian/ carer of students with additional needs to liaise with the trip organiser to ensure that appropriate supports are put in place for the trip/ activity.

Before a student with a medical condition is accepted to participate in a trip, the school must be confident that it can manage the needs of the student without compromising the health and safety of the student in question, or of the other students and staff travelling on the trip. Each case will be considered on an individual basis.

### **Emergency Contact**

A school mobile phone is available for the group leader travelling on any trip or tour. The number of this phone should be given to all parent/guardian/ carers and students before the trip. The purpose of this phone is for parent/guardian/ carers or students travelling to contact the group leader ***in case of emergency***.

### **Illness/Injury**

Parents/ guardians/carers will be asked to provide up to date information about their child's health and wellbeing in advance of travelling on any overnight school trip.

Parents/guardians/carers will also be asked to give permission to teachers and accompanying staff to allow a general anaesthetic to be administered in a medical emergency by a medical professional in the event that the parent/ guardian/ carers cannot be contacted.

## **Visas/Documentation and Passports**

The attainment of travel documents such as passports and/or visas/ESTA is the sole responsibility of the parent/guardian/carer. The parent/guardian/carer will also be responsible for ensuring that these documents meet the required prerequisites.

Emergency medical facilities are available through reciprocal health care arrangements in EU countries to EU nationals. The European Health Insurance Card from the local Health Service Executive is the means of entitlement and it is recommended that this card should be carried by all of those travelling.

## **Student Preparation and Responsibilities**

Students should note that for the duration of any school tour, they will be subject to normal school rules as per the Code of Positive Behaviour at all times. The 'Code' covers a range of student responsibilities when representing their school on a trip or tour.

In advance of the trip, students will be reminded that school rules apply. If the conduct of a student warrants them being sent home either the parent will be asked to come and collect them or the parent will consent to the student travelling home alone.

Students on trips, which involve an overnight stay in Ireland or abroad cannot be supervised on a 24-hour basis. All extended tours will involve periods of time without direct supervision. Parents who are concerned that such a level of supervision is inadequate should not permit their child to take part in such trips.

The Board of Management will grant permission for curricular trips in Transition Year and for regular long sports activities subject to the procedures in this policy being adhered to. Trips or activities not taking place during the normal school calendar or in holidays must follow the procedures outlined in this policy.

## Information on Emergency Procedures

If an incident/accident happens, the supervisor present should act accordingly in line with school policies such as The Child Safeguarding Risk Assessment, Child Safeguarding Statement, Health & Safety Statement and the Critical Incident Policy.

Should a student become injured or ill while on a tour, necessary medical attention will be sought by the teachers on behalf of the student. It is the parent/ guardian/ carers' responsibility to cover the costs of this treatment or to pursue reimbursement through insurance procedures. Where practicable, parent/ guardian/ carers will be consulted before such treatment is sought.

Should a student become injured or ill while on a tour, to the extent that they cannot safely continue to partake in the activities, and whereby they require individual care that supersedes the level the supervising teachers can give without infringing on the care needs of the group as a whole, parent/ guardian/ carers will be contacted and asked to collect their child.

In the event of an emergency at home parent/ guardian/ carers should contact the group leader/school contact, who will then liaise with the student.

In the event of an emergency on the tour, students should not contact home directly, before the group leader/school contact has done so, and only as directed by the group leader.

Students should be advised not to use social media e.g., Facebook, Twitter if an emergency occurs, as this may be picked up by media outlets and there may be a risk that family and friends become aware of the incident before being officially informed by the school.



## Appendix: Mobile/ smart Phone/ smart device Policy on School Trips

The *mobile phone and smart device policy* is designed to facilitate reasonable use of phones and smart devices by students when they are on a school trip or activity.

### School tours during the school day:

There is no need for students to bring phones or other mobile devices. If students do bring a phone, then it must be out of sight and out of mind. Students may be given an opportunity to take photographs or to make or receive a call in very particular circumstances and on a case-by-case basis.

### Overnight trips and tours:

Some venues which provide outdoor adventure experiences to students, e.g., *Carlingford Adventure Centre*, have their own mobile phone policies. Normally, this allows for a period of time each evening for students to make and receive calls or to access social media.

Where the trip involves sight-seeing and an overnight stay in Ireland or abroad, the policy will be to allow students access to their phones/ smart phones during the daytime. Students will be asked to show respect in the taking of images and photographs or in making social media posts. Teachers will make reasonable requests about the use of devices which they will expect to be followed without question.

Students are discouraged from phoning home or in receiving calls from home. A contact number for emergency communication will be provided to parents and students.

The risk of harm to other students by the taking and sharing of images taken in a dormitory or bedroom is real and has unfortunately been experienced by many other secondary schools. The duty of care of teachers is to minimise the risk of harm to all students. It is therefore the policy of the school that all student mobile phones are collected by the tour leader in advance of students going to their bedrooms/ dorms at night. These will be placed in safe keeping. Any student refusing to comply with this policy in advance will be prevented from travelling on the trip. This does not apply to students who have an **essential continuous glucose monitor** attached to their phone. Parents/ guardians and carers are required to email [office@goatstownetss.ie](mailto:office@goatstownetss.ie) one week in advance of travelling to seek permission for this.

Failure to comply with reasonable requests, including requests that relate to mobile devices, made by a teacher on a trip, will be dealt with severely by the school either on return or, if feasible, by the repatriation of that student at their parents' expense.

This policy will be reviewed following the school's trips to Causey Farm, Carlingford and Berlin.