



School Tour Policy

Rationale

Our priority in Limerick ETSS is to ensure a safe, positive, supportive and optimal educational environment for all. Consequently, high expectations will be communicated to and required from all members of the school community.

The School Tour Policy works in conjunction with the **Limerick ETSS Code of Positive Behaviour**. The philosophical foundations of our Code of Positive Behaviour are care, respect, positivity and personal responsibility (Restorative Practice). 'Guidelines for Behaviour in the School' (Education Welfare Act, Section 23), states that the Code of Positive Behaviour shall specify "the standards of behaviour that shall be observed by each student attending the school." Towards this end, our aims are in introducing this Code of Positive Behaviour:

1. To ensure an educational environment that is guided by our Educate Together ethos.
2. To allow the school to function in an orderly way where all students can make progress in all aspects of their development.
3. To create an atmosphere of respect, acceptance, open-mindedness and consideration for others.
4. To promote positive behaviour and self-discipline, recognizing the differences between students and the need to accommodate and accept these differences.
5. To ensure the safety and wellbeing of all members of the school community.
6. To assist parents and students in understanding the school's **Code of Positive Behaviour** and to ensure their co-operation with its implementation.
7. To ensure that the system of rules, rewards, and sanctions are implemented in a fair and consistent manner throughout the school.
8. To resolve issues arising in a fair and transparent manner.

Limerick Educate Together Secondary School has a duty of care to all its students and to school personnel. We seek to safeguard the welfare of students while on foreign school tours and also to support school personnel who accompany students.

Approval

The Tour Leader must obtain permission from the Principal and the Board of Management to take students on a school tour. This should be put in writing and addressed to the Chairperson of the Board of Management. All the relevant details should be included for consideration by the board.

The Tour Leader must ensure that:

- Every reasonable step is taken to ensure the safety of all tour members. A risk assessment is be carried out in advance of the trip.
- There is be appropriate and adequate supervision for each activity undertaken on the tour.
- Child protection procedures are in place are in line with the DES guidelines and Limerick ETSS Child Protection Policy.
- Consent forms from parents/careers are issued and returned signed in advance of any student taking part in a trip.
- Students present an up to date EHIC card and a valid passport to the Tour Leader on payment of the first installment for the trip.
- Suitable arrangements are made for the medical needs of all pupils.
- The Tour Leader is in possession of the following information:
 - a) Details of medical conditions.
 - b) The student's GP's name, address and telephone number.
 - c) Written details of any medication required (including instructions on dosage/times) and permission from parents/carers to administer same.
- First aid provision is available.
- Parents/Carers have the following information:
 - Dates and times of departure and return
 - Details of accommodation
 - Relevant names and contact details of accompanying staff/adults
 - Details of insurance
 - Details of the cost of the trip, payment methods and deadlines
 - Payments are to be considered non-refundable
 - Selection of accompanying is appropriate for the trip

Notice to Parents:

- Once permission has been granted by the Board of Management, a letter with the relevant details can be given to the relevant students.
- The letter specifies:
 - The itinerary and duration of the tour.
 - The full costs involved and the method of payment (deadlines etc.).
 - Information regarding insurance and indemnity.
 - The code of positive behaviour is adhered to at all times.
 - A deposit is required to secure a place.
- Parents/Carers have a duty to inform the school of Health or Safety issues which might affect their children while on tour.
- A signed consent form is essential for the participation for a school trip.4.
- The deposit is non-refundable.
- If a student is in violation of the school's code of positive behaviour and it is deemed appropriate, it is at the discretion of the school to remove a student's privileges which includes attendance on a school trip. The deposit paid is not refundable if this situation were to arise.

Meeting Parents:

A meeting is scheduled in the weeks leading up to departure for students to attend with their parents/carers. Also, in attendance are the staff travelling with the students.

The following information is outlined:

- A detailed itinerary – dates, times, locations, hotels, addresses, contact phone numbers
- Advice on a reasonable daily allowance, in the currency of the country to be visited, each student to bring.
- Advice as to how best students can safeguard their money when on tour.
- At this point, the school should be updated via a medical information form of details of any medical considerations for the students travelling and provide written consent for school staff to administer medication where appropriate. A member of staff will be identified as taking responsibility for this.
- It is parents/carers responsibility to ensure the school is aware of the medical history, contact numbers, allergies and medication to be taken (with sufficient supply for the duration of the school trip).
- There is an understanding by parents/carers that staff on the tour act in loco parentis and signing the consent for for students to partake on the trip acknowledges this

Contact Information:

- A school emergency contact is nominated and the Tour Leader and Senior Leadership Team have these details.
- The Tour Leader ensures that accompanying staff have a copy of the agreed emergency procedures and names and emergency contact details for all the members of the group.
- The Tour Leader ensures that all relevant contact information is left with the school office to be used in the event of an emergency. The following information is essential:
 - Names, addresses and contact details for all members of the group
 - Details of the itinerary and hotel contact details
 - 24-hour contact for the Tour Leader

Code of Positive Behaviour:

The Code of Positive Behaviour is adhered to by all students at all times during the trip and this will be reinforced by the the Principal/Deputy Principal who meet with the students in advance of the trip.

In addition to this, the Team Leader makes students aware of the following:

- Students adhere to the Tour dress code as set down by the Tour Leader.
- Students must follow the rules of the hotel, hostel or other accommodation.
- Students behave appropriately on public and/or private transport during the tour.
- Students respect their accommodation and transport and keep both neat and tidy.

The Tour Team check accommodation on arrival and note the condition in advance of students' occupancy. Vacated rooms are also checked in advance of departure.

Sanctions during a trip:

During the trip incidents of misbehaviour are dealt with in a swift and firm manner in line with the Code of Positive Behaviour. If required, the following is applicable:

- A student misses out on a specific activity and is supervised by a staff member.
- Further sanctions may be imposed on return to school e.g. the student may be excluded from future school trips

Incidents of serious misbehaviour may result in the following consequences

- The Tour Leader contacts parents/carers to discuss the incident
- In extreme cases a student (where appropriate) may be sent home accompanied by a staff member at the expense of parents/carers

Incidents of serious misbehaviour are be reported to the Principal/Deputy Principal.

Payment

- The school uses a licensed tour operator or travel agent to arrange the travel package including accommodation and other services.
- All payments are made directly to the tour operator or travel agent, not to school and are in line with their payment policy.
- Compliance ensures that the event is covered by the relevant bond held by the tour operator or travel agent with the Commission for Aviation Regulation as part of the annual licensing requirement.
- School trips to countries outside of the Republic of Ireland are booked through a bonded licensed travel agent or tour operator listed on www.aviationreg.ie
- The Tour Leader liaises with the tour operator or travel agent regarding payments.

Information retained at the school.

The following is the information retained in the school for the duration of the school trip:

- The itinerary for the trips
- A list of the group members and their contact details
- Copies of the consent forms from parents/carers
- Copies of travel documents, insurance documents and medical certificates
- A copy of the contract with the tour company or travel agent

The Senior Leadership Team ensures this information is available at all times during the trip.

Prohibition

Partaking in a school tour is a privilege not a right. Students who are in breach of the Code of Positive Behaviour may forfeit the right to participate in a school tour. It is at the discretion of the Senior Leadership Team to decline a student's request to participate in a school tour.

Up to the time of departure, it is the Senior Leadership Team's prerogative to refuse a student's participation in a trip. At this point, refunding payments made on the trip may not be possible. Parents/Carers are made aware of this in advance of making an initial payment.

Medical Requirements

The following agreement should be issued to all Parents/Carers and must be signed prior to the tour:

We, the tour leaders (named below) will act on medical advice presented to us if in the event of an accident or emergency and it is not possible to contact parents, guardians or next of kin either by phone or due to time considerations.

Before the tour departs, Parents/Carers must specify in writing the person/s they wish the tour leaders to contact in the event of parents/guardians being unavailable. In the event of an emergency parents/guardians will always be contacted first.

The School Tour Policy was ratified by the Board of Management on 27/02/19

Signed: _____

Maria Harper

Chairperson of BOM

Date: 27/02/19

Signed: _____

Eoin Shinnors

Principal/Secretary to the BOM

Date: 27/02/19