

# **Coláiste Cholmcille Guidelines for School Trips**

**Ratified by Board 3/April/2016**

## **Introduction**

These guidelines are intended to protect the welfare of students and to serve as a template for the organisation and management of outings.

## **Planning**

- It is essential that the permission of school authorities be sought well in advance.
- Notice of the trip should be entered on the calendar in the staffroom.
- The activity sheet enclosed should be completed and posted on the staff white board on the day of the trip. A copy should be given to the school secretary.
- Those organising such outings must get the written consent of the child's parent/guardian for their participation and for their written acceptance of the rules attaching to it.
- Pupils must not be permitted to participate in unsafe activities.
- Pupils must not be allowed to take part in any activity that is not covered by school insurance.
- The organiser is responsible for the collection and banking of all money involved.

## **Supervision**

- Pupil welfare is of paramount importance and is the responsibility of all tour leaders.
- Adequate supervision must be in place at all times.

## **Behaviour**

School trips form an integral part of the school programme and, accordingly the school's Code of Conduct applies.

- In consultation with the school principal the Tour Leader has the right to refuse any student whose behaviour has been uncooperative or irresponsible during the school year.
- The management of poor student behaviour must be in accordance with Code of Conduct.
- Where a student totally disregards the Code of Conduct or persists in ignoring the authority of the tour leader, he or she may be sent home and the costs pertaining to same will be borne by the child's parents/guardians.

### **Journeys within Ireland**

The teacher bringing students on an outing in Ireland must:

- Bring a proper first aid kit
- Create the following phone contact list:
  - Principal
  - Deputy principal
  - Parent/guardian home and mobile
  - Student mobile
  - Transport companies
- Leave a copy of the following with the principal and deputy principal prior to travelling:
  - List of those travelling
  - List of teachers and their contact details
  - Copy of itinerary
  - Name and telephone number of accommodation where appropriate
  - Name, address and contact details of the company providing transport.

## Appendix 1 Permission Slip for School Trip

I give permission to STUDENT NAME to participate in the trip to \_\_\_\_\_ on DATE.

I accept that our child will abide by the terms of the school's Code of Conduct whilst on this tour. Our child may not consume any alcohol or any other prohibited substance. We further accept that the Tour Leader may send them home for such behaviour or for any other serious disciplinary offence.

It shall be our responsibility to arrange for any travel so required and for our child's accompaniment on such travels as may be necessitated by our child's misbehaviour.

Please fill in any relevant medical details concerning allergies or medical requirements on this form.

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We also give permission to the Tour Leader to take any necessary decisions for the medical treatment of our child.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Parent/Guardian )

Home No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Student)

Student Mobile No: \_\_\_\_\_

## Transport Booking Form

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

**Time of Departure:** \_\_\_\_\_

**Venue:** \_\_\_\_\_

**Expected Return Time:** \_\_\_\_\_

**Number of Students:** \_\_\_\_\_

**Activity:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

### Appendix 3 Checklist for Tour Leader

- Permission has been obtained from the school management to undertake the trip and notice of the cost has been outlined.
- Initial deposits have been received and lodged to the bank or given to the school secretary.
- Parental consent forms have been issued and returned signed.
- Relevant medical details concerning allergies or medical requirements have been collected.
- Notice of the trip has been entered on the calendar in the staffroom.
- The activity sheet has been completed and posted on the staff whiteboard.
- A copy of the activity sheet has been given to the school secretary.
- First Aid provision is available.
- A phone contact list has been created containing the following numbers:
  - Principal
  - Deputy principal
  - Parent/guardian home and mobile
  - Student mobile
  - Transport companies
- A copy of the following has been left with the principal and deputy principal prior to travelling:
  - List of those travelling
  - List of teachers and their contact details
  - Copy of itinerary
  - Name and telephone number of accommodation where appropriate
  - Name, address and contact details of the company providing transport.