

# Educational Tours – Policy

**Introduction:** Educational Tours as defined serve to significantly enrich both the academic curriculum as taught in school and the social and personal development of those students participating in them. The organisation of school tours requires a significant investment of staff time and energy. There are also considerable implications in relation to the health and safety of pupils, the application of the school's code of behaviour in an "out of school" context and perhaps a loss of teaching time both for the participating pupils and those pupils whose teaching is disrupted due to the absence of the participating teachers.

Circular M20/04 devolves Board of Management the authorisation to grant approval for educational tours by school groups inside and outside the state, subject to a number of criteria as set out in the circular letter.

**Scope of Policy:** This policy covers all educational tours both within Ireland and abroad.

## **Policy Content:**

### **a) Proposals for School Tours**

In so far as possible a full schedule of events should be known and approved at the beginning of the school year. In the case of a foreign tour, a minimum of six months notice is required.

### **b) Approval of Proposal**

The approval of proposals is a matter for the Board of Management subject to the recommendation of the Principal or Deputy Principals and Assistant Principals. In granting approval, consideration will be given to:

- Conformity with the criteria set out in CC M20/04.
- The number of proposed events to take place.
- The timing of the event and its effect on other school activities.
- The implications for the normal teaching routine of the school.
- The suitability of travel and accommodation arrangements.

### **c) Team Leader**

One teacher will act as tour leader and will ensure that it is conducted in accordance with agreed standards.

### **d) Pupil/Teacher Ratio**

This will vary in certain circumstances:

- Age and maturity of pupils.
- The availability of alternative adult supervision.
- The length of the tour.
- The activities engaged in.

### **e) Cost/Finances**

The overall cost of the tour should be agreed with the Principal or Deputy Principal in advance. It should take into account the ability of pupils to pay and it should conform fully with the accounting practices of the school. A full account of income and expenditure shall be presented to the Principal and Board of Management. If a separate bank account is required it should be closed immediately on completion of the tour. Alternatively, monies can be paid directly to the travel company.

**f) Rules of Behaviour during tour**

A code of behaviour to be observed by pupils will be drawn up in advance and made known to pupils, parents and teachers. It will deal explicitly with:

- Use of tobacco, alcohol and drugs.
- Participation in activities of the tour.
- Behaviour during leisure time.
- Behaviour of pupils in hotels and other overnight accommodation.

**g) Contact Information**

**The tour leader will leave contact information:**

- List of those taking part will have contact details.
- Itinerary and contact details.
- Telephone numbers of school leaders.

**h) Professional Responsibilities of Staff**

All staff travelling on the tour will collectively be responsible for ensuring that:

- They behave in a professional manner at all times.
- They co-operate with their colleagues to ensure the success of the team.
- They share the supervision of students.

**i) Insurance and Indemnity**

School tours within Ireland by pupils and teachers are covered by the State Indemnity. Tours abroad require an appropriate travel insurance which must be provided. Tours of a specialist routine (i.e. out door Education Centre – orienteering, canoeing, hill walking) require:

- Copy of centre's Public Liability Insurance Certificate and notes of any limitations on the policy.
- Details of the professional qualifications or training of outdoor activity staff who will be leading or guiding students.
- Parents will be advised to effect Personal Accident Insurance Cover. (which covers outdoor specialist activities).
- State Indemnity will apply to the teachers who accompany students in the performance of normal supervisory and parental role.

**j) Reporting Back**

Tour leader will be required to report to the Principal and Board of Management authority on:

- Achievements of tour.
- Financial Statement.
- Any difficulties or problems during the course of the tour.

**k) Notice to Parents**

Notice will be given to parents outlining:

- Objectives of tour.
- Itinerary and duration of tour.
- Rules of behaviour to be obeyed.
- Information regarding insurance.
- **A signed permission of parents is a prerequisite for the participation of students, together with permission to act in loco parentis in all situations including a medical emergency.**

## **Sporting Events and other Outings**

- In the case of the above the school's normal code of behaviour applies.

## **Implementation of Monitoring of Policy**

This policy will be implemented by all staff involved in the organisation and operation of any school tour. The policy will be monitored by the Principal or Deputy Principals.

## **Code of Behaviour**

### **➤ Day Tour**

All students participating shall:

- Pay any necessary payment to the tour leader in advance.
- Wear their school uniform if requested.
- Obey the instructions of the travelling staff.
- Report punctually at departing times.
- Obey all school rules which will be in force during the tour.
- Co-operate in all aspects of the tour.
- Co-operate so as to ensure the success of the tour.
- Behave during any leisure period in a manner which reflects well on the reputation of the school.
- Respect property of others.
- Return at appointed time with other pupils.

The use of tobacco, alcohol, controlled drugs etc. are strictly forbidden. Failure to conform with this code will necessitate with the enforcement of sanctions as outlined in the General Code of Behaviour being implemented. Parents will be informed of any breaches of these rules.

The school reserves the right to refuse to bring students on any tour who have disobeyed school rules in the past.

# Code of Behaviour

- Overnight Tour
- Foreign Tour

- Pay any necessary payment to the tour leader in advance.
- Wear their school uniform if requested.
- Obey the instructions of the travelling staff.
- Report punctually at departing times.
- Obey all school rules which will be in force during the tour.
- Co-operate in all aspects of the tour.
- Co-operate so as to ensure the success of the tour.
- Behave during any leisure period in a manner which reflects well on the reputation of the school.
- Respect property of others.
- Respect online property, hotel property, buses etc.
- Go to bedrooms at the appointed time.
- Remain in own bedroom.
- No noise permitted in bedroom.
- Stay with appointed group at all times.

**DETAILS OF SCHOOL TOUR**

<b>NAME OF SCHOOL</b>	<b>ADDRESS</b>	<b>ROLL NUMBER</b>
	<b>TOUR DATES</b>	
<b>FROM</b> ____/____/____	<b>TO</b> ____/____/____	<b>NUMBER OF SCHOOL DAYS</b>
	<b>BRIEF OUTLINE OF TOUR</b>	
<b>NUMBER OF STUDENTS PARTICIPATING</b>	<b>TOTAL NUMBER OF STUDENTS IN RELEVANT GRADE</b>	
	<b>IF SOME STUDENTS ARE NOT PARTICIPATING, OUTLINE THE REASONS WHY</b>	
	<b>EXPECTED BENEFIT TO ACCRUE FROM THE TOUR</b>	
	<b>WHY IS THE TOUR</b>	

	DEEMED TO BE NECESSARY?	
	ADULTS ACCOMPANYING THE STUDENTS	
CLASS TEACHER	NUMBER OF OTHER TEACHERS	NUMBER OF OTHER ADULTS
	CONFIRMATIONS	
That appropriate arrangements are made in accordance with Circular PPT01/03 for those classes whose teachers are absent with the tour.	YES:	NO:
That adequate insurance is in place to cover all risks while on tour.	YES:	NO:
That parental permission has been secured for each student who is to participate on the tour.	YES:	NO: