



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 [Circular Letter M 20 /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 (consumption of same will not be tolerated)
- Participation in activities of the tour.
- Behaviour during leisure time.
- Behaviour of pupils in hotels and other overnight accommodation.
- School attendance is obligatory for students to travel on school tours – there should be a minimum of 85% attendance

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. outdoor 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.
- Timeline for deposit/payment to secure place
- There may be a cap on numbers
- 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.
- In the case of the above the school's normal code of behaviour applies.

Moate Community School – School Tour Application Form

Details of the school Tour

Name of School	
Address	
Roll Number	
Tour Dates	
Brief outline of tour	
Number of students offered tour	
Total number of students participating	
If some students are not participating outline the reasons why	
Expected benefit to accrue from the tour	
Why is the tour deemed necessary?	
Number of adults accompanying the students	
Confirmations	
That appropriate arrangements are made in accordance with Circular PPT 01/03	
That adequate insurance is in place to cover all risks while on tour.	
That parental permission has been secured for each student who is to participate on the tour.	