



SYNGE STREET CBS OVER-NIGHT SCHOOL TRIPS POLICY

(Ratified by BOM May 2018)

School trips are a central and valued part of education in Synge Street CBS. They enrich both the academic curriculum and the social and personal development of pupils who participate in them. Participation in school tours is not a right but a privilege enabled by the significant investment of staff time and energy. Teachers who volunteer to accompany pupils on school tours are in *loco parentis* throughout the duration of the tour.

Aim of School Trip:

- Academic (may include language studied in school)
- Intellectual
- Social
- Cultural
- Physical (Sports etc.)

The following rules and procedures are in place to ensure, as far as possible, the care, welfare and safety of pupils while away.

Any staff members considering organising a school trip will:

- a) Inform the Principal of her/his intention and proposed itinerary (dates of departure and return, age-group of students (year) and estimated cost of the trip) before informing pupils, other staff members or parents/guardians.
- b) Present outline of cost to the school principal.
- c) In consultation with school management formulate a set of rules and instructions appropriate to the particular tour.
- d) In consultation with the school Principal the Tour Leader/Organising Teacher has the right to refuse any student whose behaviour has been uncooperative or irresponsible.
- e) When the proposal is sanctioned by Principal/Board of Management the Tour Leader/Organising Teacher will inform the pupils and parents/guardians concerned.

- f) Parents/guardians, whose sons wish to apply for a place on the tour, must attend a meeting convened by the school Principal and Tour Leader/Organising Teacher.

At the meeting:

- Parents/guardians will receive all School Tour Application Documents (application documents will include: School Tour Policy, rules and procedures pertaining to the tour, the proposed itinerary, final detail of cost, application form, etc.).
- Parents/guardians will be made aware that it is the discretion of the Principal and the Tour Leader/Organising Teacher to decide that a student will lose their place on the trip if they are involved in significant behaviour incidents and/or unexplained school absence i.e. “mitching” after paying their deposit.
- Parents/guardians will be asked to co-sign their son’s application for a place on the school tour to be returned to the Tour Leader within a specific time.
- All pupils are to be furnished with a Parent/Guardian Consent / Discipline form prior to going on the trip, the teacher organising the trip must make sure these are returned and signed.
- Applications are to be approved by the Principal, Year Head and teachers going on the trip. The teacher should establish the list of approved pupils, and inform parents whether or not their son has a place on the trip.
- Each pupil will be informed of the success or otherwise of his application.
- Pupils and parents/guardians are to be given a full itinerary prior to the trip. This is to include the destination addresses and phone numbers. An indication of the appropriate kit and amount of pocket money to be brought should also be included.
- Parents/guardians and pupils should also be informed as to the deposit (**non-refundable**) required.
- The Principal is to be furnished with the full itinerary together with the names, address and phone numbers of those travelling one week prior to departure.
- European Health Insurance Cards for each student must accompany the Tour Leader/Organising Teacher on a trip within the EU. The organising teacher will also get the pupils to fill out a health form, indicating allergies etc.
- Several months prior to the trip, pupils should bring in a photocopy of the identification page of their passport. At this point, any pupil with a non-EU passport should be reminded to contact their embassy for visa arrangements. The school takes no responsibility for the visa requirements of individual pupils.

Further points of information:

- Should any proposed destination necessitate any special treatment prior to travelling, e.g. inoculation, parents/guardians should be made aware of this.
- The Board of Management recognizes that the Tour Leader/Organising Teacher has the right to refuse to offer any student a place on their proposed trip.
- There are to be no tours for 3rd or 6th Year pupils after Christmas unless the trip is directly relevant to their syllabus in a particular subject.
- Each pupil will only be allowed one foreign trip per academic year. Exceptions may be made in the case of exchange trips, or at the discretion of the Principal.
- Teachers may take photographs/video of the events on the school trip, and these may be included on the school website and/or school Twitter account.

RULES & REGULATIONS DURING THE SCHOOL TOUR:

The rules and regulations to be observed by pupils during the course of the school tour will be agreed and made known to pupils, parents/guardians and teachers in advance. These regulations will be in accordance with the school's ethos and code of behaviour.

Pupils must comply with the following rules and regulations at all times:

- a) Respect and obedience for all staff members
- b) Respect for others at all times e.g. drivers, guides, instructors, cabin-crew, fellow organizers , those sharing transport and those sharing accommodation
- c) Respect for local customs and laws
- d) Rules regarding the consumption of alcohol and illegal substances
- e) Rules pertaining to smoking
- f) The rule that pupils remain within their specified groups
- g) Rules regarding behaviour at all times

The following list of items may not be brought on nor purchased by pupils on a tour/overnight activity/field trip:

- Alcohol
- Cigarettes/Nicotine Products
- Fireworks
- Weapons
- Exotic Animals
- Illegal Substances

When a student is accepted to participate in a school tour he, with his parent(s), is obliged to sign compliance with the rules.

Mindful of the DES guidelines regarding child protection teachers will:

- Observe at all time the code of professional conduct for teachers as laid down by the Teaching Council of Ireland (www.teachingcouncil.ie)
- Enforce the agreed Code of Behaviour signed by pupils and parents/guardians

The Tour Leader/Organising Teacher must ensure that adequate travel insurance, and where appropriate, school insurance is in place.

The Tour Leader/Organising Teacher will, on return, report to the Principal and Board of Management outlining:

- The achievements of the tour
- A final financial statement
- Any difficulties or problems that arose during the tour

The Board of Management may wish to meet the Tour Leader/Organising Teacher and his/her team.

SANCTIONS

Decisions regarding sanctions are taken in the light of and reflecting the spirit of the NEWB *Developing a Code of Behaviour (Guidelines for Schools)*.

The Tour Leader/Organising Teacher with his/her team will deal with minor breaches of the Code of Behaviour while away. Any serious breach of the Code will be reported to the Principal on return.

In the event of a breach of the alcohol/illegal substances rule and/or the rule pertaining to the necessity for pupils to remain within specified groups the Tour Leader/Organising Teacher will inform the Principal. The Principal will inform each member of the Board of Management within a set time-frame. It is desirable that sanctions be imposed as speedily as possible after the incident.

Any of the following steps may be taken:

- Parents/guardians may be asked to remove their son from the tour at their own expense.
- A written record of the incident(s) will be given to the Principal by the Tour Leader/Organising Teacher.
- The pupil(s) will be interviewed by the Principal.
- The pupil(s) may be interviewed by the Board of Management.
- The Board of Management may impose a sanction(s) up to and including expulsion.

Signed: _____

Date: _____

Chairperson, Board of Management