

## **Introduction**

St. Paul's College recognises the benefits of school outings. Outings are organised to complement normal school work or for sporting purposes. In addition it is recognised that outings contribute to the social development of the student.

There are a wide range of school outings that may be organised; examples are fieldtrips as part of course work, cultural visits to promote an interest in a subject area, sporting or recreational that are seen as part of the extra-curricular programme in the college. The duration of the outings may vary from a short local visit during class time to longer outings that involve an overnight stay of one or more nights, at home or abroad.

## **Health and Safety**

When organising or taking a school tour or trip, the health and safety of students and staff is a priority. Teachers taking any trip will exercise due care, common sense and judgement when issues of health and safety arise. Parents of students who have special needs, a medical condition, or who are on medication of any kind should notify the teachers in charge (see template "Trip Confidential Form" in appendix 1). In case of an accident, staff will normally apply basic first aid only. Expert medical attention will be sought should this be thought necessary. On return to the College after an outing staff may advise a parent/guardian to seek medical advice should this be appropriate.

Where a serious accident occurs, staff will seek medical assistance as a first priority and contact the school to inform the office of events. Parents will be contacted as soon as possible by the teacher in charge.

## **General Guidelines**

- Adequate adult supervision will be in place for an outing. *The level of supervision and experience of teachers required will vary with the nature of the outing and the age of the students.* When a private bus is used there will be at least one member of staff on the bus in addition to the driver.
- In general written permission is required from a parent/guardian in advance of their son participating on an outing.
- Students going on an outing, be it sporting or educational, are considered representatives of the college. The highest standards of behaviour and conduct are expected as a matter of course.
- Students whose poor behaviour during normal school hours has been a cause of concern may not be allowed participate in an outing. The organiser of the outing will consult with the relevant year head(s). If a student is not allowed to participate, it is the parent's responsibility to organise supervision for their son for the duration of the outing. The organiser of the outing will give sufficient notice to the parents to enable them organise the supervision.
- A student, whose participation on an outing ( in the opinion of the College ), may place the health/safety of students or staff at risk, will not be allowed participate.

- If the planned finishing time of an outing is later than school finishing time, it is the responsibility of parents/guardians to ensure that arrangements are in place for their son's journey home from the College. The organiser of the trip must be informed in advance of these arrangements.
- While every effort will be made to adhere to arranged times on trips, in particular the arrival back at the College/port/airport, the College cannot guarantee such times especially where circumstances arise which are outside the control of staff involved. If the return time to the College is likely to be in excess of 30 minutes later than the anticipated return time, the students on the outing will be advised by the teacher to notify their parents of same.

It is the responsibility of parents/guardians in conjunction with students to ensure all documents necessary for travel abroad (e.g. passport, identity card, visa form, European Health Insurance Card medical card) are up to date and in order. The EHIC card provides cover for trips to EU countries. Applications for the EHIC card, which are made to the local HSE office may take up to 1 month to process. The College will not take responsibility for a student whose personal documentation is not in order.

School insurance is a prerequisite for any tour being undertaken. Additional cover for loss of personal belongings, travel delays or personal injuries must be sought from the bonded agent or an insurer used by the family.

School tours shall be organised through a bonded agent to provide protection and back-up for outings abroad. The College expects that all students travelling on an extended outing must behave in a mature fashion. Students on overnight trips will not be supervised on a 24 hour basis. Outings of this nature will involve periods of time without direct supervision. Parents/Guardians who are concerned that such a level of supervision is inadequate should not permit their son take part in such trips.

Students will be informed, prior to going on a trip, that College rules apply on trips. A student may be sent home, at their parent's expense, if the conduct of the student warrants it.

### **Guidelines regarding Sports Programme**

It is understood that students who play for any college team representing the school have on-going permission to travel to all away matches.

Each coach is responsible for taking a properly equipped first - aid kit to his/her match. If a minor accident occurs the coach/manager will treat it on the spot. In the event of a serious accident the ambulance services will be contacted. The wellbeing of the student is paramount at all times.

An accident report form must be completed by the teacher in charge for all accidents that happened, irrespective of whether or not medical attention was required.

Any accident deemed to be of a serious nature is recorded in the Incident report book in the secretary's office and the Principal is also informed. Coaches/ Managers must ensure that students representing the College have the necessary sports gear and safety equipment e.g. mouth guard, shin guards or helmets.

The Manager/Coach will organise transport to and from the matches. In the case of local venues parents may be asked to provide transport.

### **For staff**

- If a teacher proposes to bring a group on an outing (educational or sporting) during school time, they should consult with the Deputy Principal well in advance of the proposed date.
- Teachers who wish to bring students outside the state, must in the first instance, obtain the approval of the Board of Management to organise the outing
- Each trip will have its own set of rules (in addition to college rules and policies) that must be adhered to. The organising teacher(s) will present a copy of the draft rules to the Principal in advance. These rules shall be made clear to students and parents/guardians before the outing.
- The name, addresses and contact numbers of the students and their parents should be given to the Principal for any outings that involve an overnight stay. The mobile phone numbers of the teachers involved shall be given to the Principal. It is the responsibility of the outing organiser to have in place a means by which parents may contact the outing organiser while the students are out of the state.
- Student going on a trip shall be given a permission slip for completion by their parent/guardian. Details of the method of travel, departure time and return time will be stated on the slip.
- The organiser of the outing will ensure that the college office has the mobile/contact numbers of the staff on the outing and the bus driver.
- Garda vetting is required for any adult accompanying an outing, who is not a member of the teaching staff. This process usually takes between 10 and 12 weeks to complete.
- Teachers shall collect and hold relevant travel documents on behalf of students for the duration of the trip. ***Where all expenses are not covered in the cost of the trip (such as extra meals or additional travel) teachers should collect an appropriate sum of money to cover these expenses before departure.***
- All school tours shall be self-financing and it the responsibility of the tour organiser to ensure that this happens.
- Where money has been collected by a teacher from students, that money must be lodged with the college Finance Administrator.
- In the case of tours abroad, a financial statement must be given to the Principal within 3 weeks of the return home. A template for the report will be provided by the College.
- An Incident report form must be completed by the teacher in charge for all accidents or injuries sustained, irrespective of whether or not medical attention was required.

Appendix 1

Student's name: \_\_\_\_\_ Class: \_\_\_\_\_

Does your son have a medical condition that the tour organiser should be aware of?

Yes/No \_\_\_\_\_

If yes please give details.

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Does your son take medication on a regular basis? Yes/No \_\_\_\_\_

If yes, please give details

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In the event that your son requires a surgical procedure every effort will be made to contact you. If contact cannot be made, do you give permission to the Tour organiser to approve the procedure?

I give permission to the Tour organiser to approve a medical intervention for my son.

Signed Parent/Guardian : \_\_\_\_\_ Date; \_\_\_\_\_

