



School Trips Policy (Including Abroad)

Reviewed: 2022

Due for review: 2024

School tours are categorised under two headings: those which are demanded by the particular curriculum subject, such as field trips and those which deepen the student's knowledge and understanding of the cultural, social and physical aspects of the areas or countries visited.

Students and parents/guardians shall be acquainted in advance of the tour with rules, regulations and special requirements of that tour.

Procedures for Tours

1. The approval of any school tour must be sought and obtained from the Principal and the Board of Management. The Principal and the BOM reserve the right to cancel any school tours, if deemed necessary, with appropriate notice given to parents and students.
2. It is for the Principal to decide which teachers/adults will organize the tour and accompany the students. Prior to departure, one teacher shall be appointed as tour leader(s). It is recognised that the organisation of or participation in any school tour is voluntary on the part of teachers.
3. Once the Principal has been appraised of all the details of a tour and has given its approval, then the tour leader(s) is/are fully empowered to proceed with the tour.
4. Organisers will ensure they have a list of students with any medical conditions/allergies and the medications they need/take.
5. Adequate arrangements for supervision of all students will be arranged as well as appropriate insurance. The ratio of teachers to pupils is at the discretion of the Principal and will reflect the level of risk of the activity. The standard ratio for trips outside Ireland will be 1 teacher to 10 students. The ratio of teachers to pupils will be increased as the degree of difficulty or danger increases. The following will be considered:

- The age and maturity of the pupils involved
- The number of pupils travelling
- The location of the trip
- The length of the trip
- Additional supervision which may be provided at the destination point
- The type of transport used

All adults travelling with students will be fully Garda vetted in accordance with JMB guidelines.

6. Students and parent(s)/guardian(s) have already acquainted themselves with the school's Code of Behaviour and have agreed to abide by it. Students and parents/guardians shall be acquainted in advance of the tour with any particular rules, regulations and special requirements of that tour. Parents/guardians shall be given an outline of the purpose, itinerary, dates and costs of the tour before a deposit is sought. Each student and her parent(s)/guardian(s) shall be given a form outlining the rules, regulations and special requirements and they shall be required to sign that

- (i) they understand the rules and
- (ii) they are willing to abide by them at all times.

7. A list of all students intending to travel must be submitted to the Principal *prior to booking*. The inclusion of particular students in a school tour shall be at the discretion of the school authorities.

The Board of Management specifically wishes to draw attention to the following:

- (i) Students must obey members of staff at all times.
- (ii) Students must stay with the tour group **at all times**. A student may not leave the venue, including the accommodation, go off by herself or wander off anywhere alone: students must stay in group supervision at all times. Students must be particularly vigilant on public transport to remain with the group at all times.
- (iii) During normal school days, the Smart Phone Usage policy applies. However, it is recognised that some adaptation of that policy is required when students are away on school trips. Hence, the following policy applies on school trips: Students may not use devices to record, transmit or post photos or videos of staff or students on the trip except when authorised by their teacher and given explicit consent by the students and/or teachers concerned. All photos/videos taken will only be used for the purpose for which they were intended

and authorised. Photos or videos taken (with consent) may not subsequently be shared on social media without the explicit consent of the students and/or teachers concerned.

(iv) Students must not purchase alcohol or tobacco products for any purpose at any stage of the tour, even if a student is 18+.

(v) The use of alcohol or other non-medically prescribed drugs by students on a tour is absolutely forbidden, even if a student is 18+.

(vi) The Board of Management requires parent(s)/guardian(s) to guarantee that when their daughter comes to the school to assemble for the start of a school tour, she does so free of illegal substances either on her person or in her luggage.

(vii) If any participating member of staff has good reason based on reasonable grounds, such as concern for physical safety, suspected possession or use of drugs or alcohol or other concerns, two members of staff, one of whom must be female, may carry out inspections of rooms or personal property (bags, suitcases etc) with the student present. If deemed necessary, the student may be asked to empty out her own pockets.

(viii) Students are representing Rosemont when on school tours, and so are expected to dress appropriately. Guidelines on standard of dress will be given to students in advance.

8. Parent(s)/guardian(s) shall be required to sign a consent form which will allow medical advice to be followed in the event of injury/illness and where it is not possible to contact them in the time available. In the event of accident or injury, medical opinion will be sought immediately, and best practice will be followed. Parent(s)/guardian(s) will be contacted as soon as is practically possible.
9. Parent(s)/guardian(s) shall be required to give details of phone numbers for contact in the event of an emergency on a twenty-four hour basis for the duration of the tour. Mobile telephone will be supplied to tour leader for school tours. The number of the phone will be given to parent(s)/guardian(s) and students prior to departure for use only in case of emergency (see appendix A)
10. Parent(s)/guardian(s) shall be requested to inform the tour leader in writing of any special medical needs or medication required by their daughter while on the tour (see appendix A).
11. Students on tours within the European Union shall be required to have a completed E1 EHIC (European Health Insurance Card) form and a valid passport.
12. School tours are contracted through a travel agent. Deposits, balances, and cancellation fees are paid or communicated between the parent/guardian and the travel agent. The school takes no responsibility and will not answer queries relating to payments, outstanding balances, or cancellation fees.

13. Students who are behind in payment of school fees shall not be allowed to register to take part in the tour. Management reserve the right to refuse any student they deem unsuitable for the trip; those considered unsuitable would include:

- Students who have proved unruly or undisciplined on trips in the past.
- Students who have a poor discipline record in school.
- Students who become involved in serious discipline issues subsequent to booking a place on a school trip may be excluded from the trip. In this case, parents are liable for the full cost of the trip.
- Students that have a poor attendance record will be taken into account and decision will be made by management.

14. Child protection arrangement on the trip:

The school will communicate with parents and participants with regard to travel times, activity details, suitable clothing requirements, and any other necessary details.

Accommodation arrangements: adults will never share rooms with students; students should be in single rooms or share rooms with other students under 18 years of age; adults should knock before entering rooms. Should it ever be necessary for a teacher to enter a bedroom where a student(s) is staying, two adults will go together.

All group socialisation should take place in communal areas.

Night sleep periods should be observed, and disturbances should be effectively discouraged.

Students must remain in their assigned rooms for the duration of the night sleep period unless there is a need to contact a teacher in the case of an emergency.

Appendices

A: Parental Consent form & B: Student behaviour Contract

Appendix A: OVERSEAS SCHOOL TRIP PARENT CONSENT

Student Name:	
Year:	
Location of Trip:	
Organising Teacher:	

I/We understand that the Rosemont trip will take place on the following dates:-

Outbound Date:		Time: :	hrs
Inbound Date:		Time: :	hrs

to/from Dublin Airport (in the event that the plane is delayed, the tour ends no later than 15 mins after arrival at Airport)

- ❖ I/we understand that it is my/our responsibility to ensure that my/our daughter is at the airport on time and collected from the airport on time.
- ❖ Should my/our daughter infringe on any of the rules of this tour which have been explained by the teachers and which she and I/we fully understand and accept, whether this infringement be of a minor or more serious nature, I accept whatever punishment may be imposed, including being sent home early and, should this situation arise, I/we will cover the cost of the ticket and any other transport necessary.
- ❖ I understand the staff/supervisors from Rosemont School will be acting in *loco parentis* throughout this tour and that my /daughter will obey their instructions at all times. I/we understand that my daughter's behaviour in school in the lead up to the trip may have a bearing on their participation on the trip. If my daughter is excluded from the trip at any time, I agree that I will be liable for the full cost of the trip.
- ❖ I also understand that my daughter may be given some 'free time' at some stage on the trip and that during this time my daughter must obey all rules as explained to them.

Illness/Injury

- ❖ Should a student become ill or injured on a trip then parents will be informed and medical attention will be sought for the student if necessary. Parents should note that injury or illness

to a student may require a lesser supervision of remaining students on any trip should it be necessary for a teacher to accompany a student seeking medical attention.

- ❖ In the event of a student on the trip having a severe allergy to nuts etc, the organiser/teachers of the trip should alert the air host/hostess to ask passengers on the plane to not consume nuts on the flight.

- ❖ I consent to a member of staff on the trip giving my daughter paracetamol/ibuprofen if needed on the trip.

- ❖ Covid Related Illness: If a student contracts Covid before or during the trip, the insurance policy of the tour agency will be followed. The student's parent/guardian must fly out to attend to the student and facilitate transportation home.

Please fill in the following medical information:

Allergies: Medication Allergies:	
Illnesses:	
Medication currently being taken:	
Other relevant information:	

EMERGENCY CONTACT INFORMATION

Parent Name:

Parent Email:

Parent Phone Number:

Signature of Parent/Guardian:	
Signature of Parent/Guardian:	
Date:	

[Please return this completed form to the Trip Organiser]

Appendix B:

OVERSEAS SCHOOL TRIP STUDENT CONTRACT

Please complete the details below and return your signed contract to the Trip Organiser:-

Student Name:		Class:
Date of Birth:		
Location of Trip:		
Organising Teacher:		

Agreement:

- ❖ I agree to participate in and to make a commitment to the entire Rosemont trip.
- ❖ I have read the document, supplied by the leaders of the trip, listing the rules regarding the trip and agree to all of the rules included in that list.
- ❖ I accept that any failure on my part to behave responsibly at all times to the teachers/supervisors/instructors/tour guides, may lead to appropriate sanctions.
- ❖ I am also aware that a possible sanction for what is deemed unacceptable behaviour could result in my being sent home from the trip after my parents/guardians have been informed.
- ❖ I understand that failure to behave appropriately may have a bearing on my selection for future trips.

Student Signature:	
Date:	

[Please return this completed form to the Trip Organiser]

Dear Parents,

We are delighted that your daughter is able to go on the _____ trip. So that the trip will be a complete success we suggest that the following be considered very carefully:

Firstly, students will be requested to participate fully in all activities. In doing this, full co-operation with teachers is of vital importance. Students will be expected to act responsibly towards themselves and others in order to ensure the safety of all.

Secondly, as safety is paramount, and the consumption of illegal substances is unacceptable, students are forbidden to partake in any of the following for the duration of the trip:

1. Leaving the hotel bedroom once the teachers have indicated that it is time to retire for the night. This prohibits visiting the rooms of other students, or any other part of the hotel. The only exception is the need to contact one of the teachers, or in the case of an evacuation.
2. Consumption of Substances:

- Smoking/Vaping
- Drinking of alcohol
- Illegal substance

Any student found in possession of or part-taking in any of the above will be asked to return home once her parents have been contacted. In the unlikely event that this might happen, there would be serious consequences and we would also have to consider their future participation in other school outings and tours. This is just a precautionary measure as we are sure none of the students would engage in these activities.

Please sign consent to the above conditions and return to the School by _____

Daughter's name (in capitals):

Daughter's signature: Date: .../.../....

Parent's/Guardian's name (in capitals)

Parent's/Guardian's signature: Date: .../.../...

Many thanks. We look forward to a marvellous trip.

Yours sincerely
