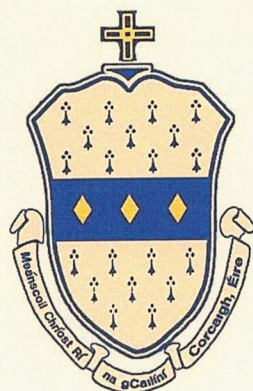


Christ King Girls' Secondary School, Half Moon Lane,

South Douglas Road, Cork.

SCHOOL TOURS POLICY 2023



Reviewed with Teaching Staff	November 2021 and January 2022
Reviewed with Parent Group	March 2022 (Focus Group from 2nd Year)
Reviewed with Student Group	March 2022 (Focus group from 5th year)
Reviewed with Board of Management	7th April 2022 & 12th January 2023 & 14th September 2023
Ratified by Board of Management	14th September 2023

1. Introduction

In keeping with the ethos of the school as outlined in our Admissions Policy and our Mission Statement, Christ King Girls' Secondary School "aims to provide the best possible environment in order to cater for the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions of all students".

We aim to give our students an all-round education and therefore encourage where possible, participation in extra-curricular activities.

To reflect a world which is developing and changing, current educational philosophy recommends that students have first-hand experience wherever possible. School tours and trips allow learning to extend beyond the classroom and, as such, are an integral part of a balanced educational process. School tours and trips require good preparation and organisation to optimise the learning experience for students.

2. Aim

The Board of Management of Christ King Secondary School requires that extra curricular activities, school tours and trips organised by the school are educational in nature and are in accordance with the guidelines of the Department of Education & Science which states that:

"the objective of an educational tour must be that it must provide a significant benefit in the educational, intellectual, cultural and social development of the maximum number of students in the particular year taking part in the tour and which benefit cannot be provided by in-school activities alone." (DES Circular M20/04)

3. Policy Statement

The purpose of this policy is to support teachers in the organisation and running of school excursions and tours which will ensure a safe, enjoyable and educational experience for all travelling students and staff members.

4. Rationale

School excursions, tours and retreats are an intrinsic part of student life in Christ King Girls' Secondary School. Whether they entail one day retreats, student exchange programs e.g. French Exchange, immersion experiences e.g. HOPE trip to Calcutta, short stay trips e.g. musical trip to London or the Transition Year tour they contribute significantly to the education of students and to the life of the school.

It is the policy of Christ King Secondary School to organise outings for the benefit of students when this is deemed appropriate by the teaching staff, in consultation with the Principal. The school recognises the benefits of school outings to complement normal school work, for educational or sporting purposes.

Some trips are demanded by the particular curriculum subject, such as field trips. Other outings and trips are additional to the curriculum and are not deemed a core activity, though they deepen the student's knowledge and understanding of the cultural, social and physical aspects of the countries visited. Therefore it is expected that a school tour is an extension and reinforcement of classroom activities.

5. Criteria

5.1 The length of trips may vary from a short local visit to a foreign tour involving staying away for several days. School trips, outings and tours are a privilege reserved for students who meet minimum standards of behaviour while at school. Students who do not meet minimum standards of behaviour, as decided by the Principal and Staff, may be refused permission to participate in a school outing. Christ King Secondary School reserves the right to disallow a student from participation in a school trip if, the health and/or safety of the student, or other students or staff, is at risk.

5.2 All school rules and all school policies apply while on school trips. In particular, parents and students should be aware that permission to travel on a school related activity is conditional on strict adherence to the school's Code of Behaviour. All students selected for sports teams and who travel as part of a class group represent Christ King Secondary School. The highest standards of behaviour and conduct are expected as a matter of course. Students and parents/guardians will be notified in advance of the tour with the rules, regulations and any special requirements of that tour e.g. clothing, equipment, mobile phones, passports, etc.

6. Participation

6.1 Participation in extra-curricular activities and outings is subject to staff approval. Misbehaviour, or incidents of serious misbehaviour, will be causes for exclusion.

6.2 School tours are organised on the school's own initiative. As they are not part of the curriculum, participation is always voluntary for students and therefore any incident of misbehaviour or lack of co-operation may cause the school to decline to accept an application for a place on the tour. Application does not mean that a student can simply claim a right to participate in the tour.

7. Procedures

7.1 Day Trips

Permission for day trips must be sought from the Principal. Teaching Staff are required to allow adequate time between making a submission of a proposal and the date of the proposed trip. Insofar as possible, a full schedule of events must be known and approved at the beginning of the school year in which they are to take place. In granting approval for a school trip, consideration will be given to:

- Conformity with the criteria in DE Circular Letter M20/04.

- The time of the event and the effect on other school activities.
- The number of other events to take place during the school year.
- Its implication for the normal teaching time of the school.
- Travel arrangements.

Written permission is required from a parent/guardian of a student before she may go on a trip. Students participating in a school trip must use the transport organised by the school and must return home on the same transport. On occasion, and only with prior written permission from a parent/guardian, and agreement with the organising teacher, a student may make other transport arrangements. It is understood that students who play as part of a team representing Christ King have ongoing parental permission to travel to away matches, and that TY students have permission to attend TY trips through their parental permission slip. .

While every effort will be made to adhere to arranged times on trips, in particular the arrival time back at the school, the school cannot always guarantee such times; for example, where circumstances arise which are outside the control of the staff involved.

7.2 Overnight Tours

A school tour can only take place if it is formally sanctioned by the Board of Management and when the **Tour Authorisation Form** attached to this policy is completed. (cf **Appendix 1**)

Other criteria which must be satisfied before authorisation for a school tour is granted by the Board include the following:

- A school tour must enhance the learning process for students by providing educational experiences which the classroom cannot provide. It must be designed to include the maximum number of students in a class.
- Tours must be planned in consultation with parents, well in advance of tour dates and preferably before the start of the school year. The full cost of the tour must be communicated to parents at the earliest possible opportunity. Every effort will be made to ensure that the cost involved does not prevent any student or group of students from participating in the tour.
- A school foreign tour must be arranged **to coincide with normal school holiday periods.**
- Proper insurance cover must be in place and written parental approval received for each student participating in the tour.
- It is obligatory to use the services **of a licensed tour** operator or travel agent when bringing any group of students outside the State.
- For all tours including single day tours and activities the school will ensure that students who are not participating (including students from other classes who will be

affected by their subject teachers' absence) are adequately catered for while their teachers are away.

Where school tours impinge upon the standard school year, the following guidelines are considered acceptable for the purposes of regarding absence on such visits as school days:

- Educational visit involving an exchange of groups of students with another school.
- Educational visit involving attendance at a course of instruction.
- In the event of the school being invited to represent or participate in an educational group or programme i.e. (European Programmes).
- Educational visit involving active participation in a music or drama festival.
- Educational visit to a conference or exhibition of clear educational value (e.g. Young Scientist Exhibition, Higher Options Conference or Exhibition on Careers and Guidance Counselling).
- An educational visit (inside or outside the State) involving significant linguistic or cultural benefit to the maximum number of students.

8. **School Tour Team**

The Principal or Deputy Principal will consider a possible tour team led by a tour leader. It is recognised that the organisation of, or participation in any school tour is voluntary, on the part of teachers.

Teaching and SNA staff will be informed of the planned tour and invited to indicate to the tour leader if they are interested in being a member of the tour team that will accompany the students. All members of the team will be expected to share the work load beforehand where necessary and during the trip.

The Principal, Deputy Principal and Tour Leader will consider the team composition to meet the needs of the students involved. The final decision shall rest with the Principal in consultation with the Board of Management.

The tour leader will meet the full Tour Team at the outset so as to discuss the tour, duties and responsibilities.

9. **Supervision of Tours and Trips**

The number of staff accompanying a group will be influenced by the following:

- The number of students travelling.
- The age and maturity of the students.
- The location of the trip.
- The availability of alternative adult supervision i.e. Special Needs Assistants.
- If the group will be dividing into smaller groups, each group requiring supervision.
- The type of transport used.
- The activities engaged in.

Certain tours/trips may facilitate shopping or recreation which may not always be supervised. This will usually be indicated on the itinerary or information letter sent to parents/guardians. Christ King School expects that all students travelling on a tour/trip will show a level of maturity appropriate to their age.

All extended school tours will involve periods of time without direct supervision. Parents who are concerned that such a level of supervision is not acceptable should not permit their daughter to participate in such trips.

10. RULES AND REGULATIONS FOR SCHOOL TOURS AND TRIPS

Students and parents/guardians will be requested in advance to acquaint themselves of the school's Code of Behaviour, the tour/trip rules and regulations and if there are any special requirements of the tour. Parents/Guardians will be given an outline of the purpose, itinerary, dates and costs of the tour/trip before making a deposit. (**Appendix 2 Expression of Interest Form**).

Each student and parent(s)/guardian(s) will be required to sign (**Appendix 3 Parental Consent and Contract of Behaviour**) attached to this policy.

The inclusion of particular students in a school tour/trip will be at the discretion of the school. Students who have been in breach of the school Code of Behaviour may be prohibited from participating in the next relevant school tour or school trips (which are not mandatory components of a programme of study) nor are they permitted to represent the school.

11. BEHAVIOUR CODE

- Students must obey members of staff/external instructors/supervisors at all times and be courteous, friendly and co-operative.
- Students must remain with the tour group and are expected to be punctual.
- When students are provided with the opportunity to go shopping, or are permitted to participate in another unsupervised activity, they must do so in groups of two or more.
- Christ King Secondary School reserve the right to remove mobile phones and/or other electronic devices at any time during the tour or trip. These may be returned to the student after a period of time or returned to parents/guardians at the end of the trip.
- Recording, videoing or photographing staff/students without their permission is an invasion of privacy and is strictly prohibited.
Downloading/distribution/possession of indecent or degrading material is strictly prohibited and if done will incur serious sanctions.
- Students must not purchase or use alcohol, tobacco, vaping items or non-medically prescribed drugs/products.

- 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 alcohol, tobacco, vaping items and illegal substances either on her person or in her luggage.
- Students must bring and wear modest, weather-appropriate clothing and comfortable walking shoes. Tour leaders reserve the right to request students to change their outfits to more suitable attire.
- Students are not permitted to acquire piercings or tattoos applied whilst on tours or trips.
- Students are responsible for their own belongings for the duration of the trip/tour. The school does not take responsibility for loss/damage to personal items. Students are advised to leave items of value at home, unless they are required for the student's safety or for the purpose of the trip.

- For overnight trips:
 - ❖ The tour leader reserves the right to assign bedrooms.
 - ❖ Students are requested not to give the name of their hotel, their room numbers or mobile phone number to anyone.
 - ❖ Students must not visit another guest's hotel room or permit anybody into their room.
 - ❖ Once the group has retired at night, no student has permission to be in another student's room, on the corridors, or in any other area of the premises.
 - ❖ Going anywhere without supervision is forbidden.
 - ❖ All school rules apply for the duration of the tour.

- It is the responsibility of parent(s)/guardian(s) along with students, to ensure that all documents necessary for travel abroad e.g. passports, identity cards, are up to date and in order. Christ King Secondary School will not take responsibility for a student whose personal documentation is not in order and who is prevented from travelling abroad as a result. Students on tour within the European Union will be required to have a completed EHIC form and a valid passport.
- If there is a suspicion that contraband is present, Christ King Secondary School reserves the right to search students' bags/rooms at any time and to remove the item(s) of concern.
- A student may be sent home, at her parents' expense, if the conduct of the student warrants it.

12. Responsibility of Board of Management

The cost of trips and tours is in addition to the normal academic and extra-curricular programmes of the school.

Students who withdraw from a tour/trip after a deposit, or full monies have been paid, may not be entitled to a refund. A student who is prevented from travelling for disciplinary, or safety reasons, will not be entitled to a refund.

The overall cost of a school tour/trip will be agreed in advance and will take into account the ability of students and their parent(s)/guardian(s) to pay.

School tours and educational trips both inside and outside the State involve the collection, processing and spending of significant amounts of money. The Board of Management recognises its responsibility for any money collected or spent in the name of the school and will:

- Formally sanction each tour when apprised of all the details.
- Empower the Principal and the tour leader to proceed with the tour.
- Ensure accountability for all monies collected
- Safeguard the interests and good name of the school.
- Provide a framework for the protection of all concerned.

The Board of Management, Principal & Staff will carefully consider:

- The appropriateness of the proposed tour and ensure that it is in accordance with the DES guidelines.(CL M20/04)
- The legal requirements around the organization of school tours going outside the State.
- The staffing arrangements for the tour and for the school.
- The financial controls in place for the tour and the need for accountability.

For each school tour, the Board of Management and the Principal will ensure that an Authorisation Form (attached to this policy or available from the school office), is completed and retained in the school.

13. Financial Guidelines (for the attention of Principal & Tour Leader)

1. The income and expenditure of funds associated with the tour/trip will conform fully to the accounting practices of the school.
2. At least two teachers will be involved in the financial administration of a school tour. This is an important protection for all concerned where money is collected from students.

3. Separate financial records will be maintained for each school tour. A detailed record of all participating students and the amounts paid will be retained.
4. Parent(s)/Guardian(s) will be informed as early as possible of the full cost associated with the tour. Written permission must be received from the parent(s)/guardian(s) of all tour participants and a receipt for all money paid must be issued.
5. In accordance with JMB guidelines the Board does not advise the opening of a special bank account for a school tour but if for any reason the Board wishes to operate a separate bank account for school tours, then the Principal must be one of two signatories nominated by the Board. The account must be in the school's name.
Under no circumstances should such an account be under the sole control of a teacher or teachers in the school. ('07/'08 JMB Financial Guideline 04)
6. All financial transactions relating to the tour must be recorded in the school's accounts using the tour as per FSSU Guidelines. Invoices and receipts must be retained to support all payments. Where this is not possible or practical, a written record showing details of the payment or receipt must be retained. (JMB Guidelines)
7. All tours must be self-financing and exposing the school to any liability associated with the tour must be avoided.
8. Accounts and records for the tour must be reconciled at regular intervals and a report must be given to the Principal. A financial report on the tour must be presented to the Board of Management. The financial report on the tour must be incorporated into the annual school accounts.

14. Duty of Care to Students and Staff

Christ King Secondary School has a duty of care to all its students and to all school personnel. We are committed to safeguarding the welfare of students while on school tours or out of school activities organised by the school. Likewise we are committed to supporting school personnel who accompany students. Proper and full insurance cover must be in place for all school tours.

14. Health & Safety

It is the policy of Christ King Secondary School that all excursions, tours and retreats are conducted in such a manner as to ensure the health, welfare and safety of the participating students and staff while following best practice guidelines in the planning and operation of all school tours/trips.

Teachers will exercise due care, common sense and judgement regarding issues of health and safety.

Parent(s)/guardians will be requested to inform the school in writing of any special needs, medical conditions or medication required by their daughter while on the tour/trip. The school may request a meeting with the parent(s)/guardian(s). The school reserves the right to request a fitness-to-travel certificate and clear guidelines on how to proceed in the event of an episode/seizure/reaction/incident from a medical practitioner, where a medical condition has been notified to the school.

Parent(s)/guardian(s) will 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 case of an accident, staff will normally apply basic first aid only. Medical attention will be sought should this be deemed necessary and best practice will be followed. Where a serious accident occurs, staff will seek medical assistance as a first priority and will contact the school to inform the office of events. Parents will be contacted as soon as possible by the tour leader and the Principal. In the event of a critical incident, the Critical Incident Management Policy will be followed by the Critical Incident Management Team under the instruction of the Principal. The Tour Leader shall contact the Principal in the instance of a critical incident and proceed under her direction.

Where a student has access to a Special Needs Assistant, the parent(s)/ guardian(s) of the student are required to meet with the tour leader prior to the deposit being paid to ensure that parents are clear on the activities which will be engaged in during the tour. The school must be assured that the student is physically and emotionally able for the activities. The parent must be made aware that any tour/trip involves that the student's daily routine, including sleep patterns, will be disrupted. Parent(s)/Guardian(s) are asked to be mindful of their daughter's emotional well-being prior to providing consent to go on a school trip/tour.

The parents may decide that their daughter would not be able for the trip. Where possible, the school will endeavour to facilitate the student's needs during the tour/trip. However, as participation in a school tour/trip is voluntary on the part of staff, this may not be possible as the additional staff required to support the student may not be available to travel.

16. CONTACT INFORMATION

Parent(s)/Guardian(s) will 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.

The tour leader must ensure that he/she has a copy of the complete contact information and that a copy is left available in the school during the tour for use in the event of an emergency.

This must include:

- A list of all of those taking part and a contact telephone number together with home contact details.
- The itinerary to be followed and contact details.
- A contact telephone number for the tour leader. (**Appendix 4 Contact Information Staff**)

Parents

Parents of students who are participating in a school tour/trip will be given adequate notice of the following:

- ❖ The purpose of the school tour/trip.
- ❖ The itinerary and the duration the tour/trip.
- ❖ The cost involved and the method of payment,
- ❖ The Code of Behaviour which applies to the tour/trip.
- ❖ The duty of parents to inform the school of any relevant Health or Safety issues which might affect their daughter.
- ❖ The need to submit all relevant contact and medical information to the school prior to the trip. (**Appendix 5 Contact and Medical Information**).

The signed permission of parents is a pre-requisite for the participation of their daughter in any school tour/trip.

17. Travel Documents

It is the responsibility of parent(s)/guardian(s) along with students to ensure that all documents necessary for travel abroad e.g. passports, identity cards are up to date and in order. The school cannot take responsibility for a student whose personal documentation is not in order, and who is prevented from travelling abroad as a result. Students within the European Union will be required to have a completed EHIC form and a valid passport.

18. Emergency Procedures

In the event of a serious incident/accident, members of staff will come together; agree on an outline of the details of the incident/accident and will decide on a course of action. The details and the decision taken will be noted in writing. The Board accepts that in cases where there is lack of consensus over the course of action, the tour leader (where available) has the final decision.

If it is necessary for the tour leader, or any member of staff accompanying the tour/trip, to question a student about a serious matter, she/he must ensure that there is another adult present on the occasion of the interview.

The tour/trip leader will be in possession of a sum of money, (amount to be decided by the Board), which may be used in the event of an emergency.

19. Insurance and Indemnity

Allianz Pupil Personal Accident Insurance cover for all Christ King Girls' Secondary School students is facilitated by the school on an annual basis.

The school's insurance policy covers students and teachers whilst they are participating in school **approved** activities.

When travelling to providers of physical activities, the tour leader will ensure to use only facilities/centres approved by the relevant governing bodies which can provide their own personal injury and accident insurance.

Where a school tour takes place outside the island of Ireland, the Board of Management will ensure that the leader of the tour is satisfied that appropriate travel insurance has been taken out to cover those participating on the tour, and that individual students and teachers involved take out their own travel insurance if necessary.

School tours to Europe with bonded tour companies have their own insurance to cover personal injury and accident.

20. Information retained by the school

Full details of the tour are retained in the school while the tour is in progress. These details will include:

- a) The itinerary and contact phone number/address of the group.
- b) A list of the group members and their details.
- c) Contact names, addresses and phone numbers of the parents/guardians.
- d) Copies of parental consent forms.
- e) Copies of travel documents, Passports and medical information.
- f) A copy of the contract with the tour company.

The Principal ensures that this information is available, in a named location in the school at all times during the school tour.

21. Garda Vetting:

The Board of Management of Christ King Secondary School complies with the National Vetting Bureau (Children and Vulnerable Persons) Act 2016. School tours/trips are organised in keeping with the National Vetting Bureau (Children and Vulnerable Persons) Act 2016

22. Monitoring and Review

As part of the school self-evaluation and review process, Christ King Secondary School will monitor, review and evaluate this Policy and all related work and procedure on an ongoing basis to ensure legal compliance and the maintenance of best practice.

An evaluation/review will be carried out following each tour. Feedback from students, parents and staff will inform the review.

23. Review and Ratification

This Policy was ratified by the Board of Management of Christ King Secondary

School on 7th April 2022 and may be reviewed as deemed necessary by the Board.

Ratified by the Board of Management at its meeting of : 14th September 2023

Reviewed by the Board of Management at its meeting of: 12th January 2023 and 14th September 2023

Signed: M. McCormack Date: 14th Sept '23
Chairperson Board of Management.

Signed: Richel Lay Date: 14th Sept 2023.
Principal

APPENDIX 1

**To The Board of Management,
Christ King Girl's Secondary School,
Half Moon Lane,
South Douglas Road,
Cork.**

Dear Chairperson of the Board of Management,

It is proposed to organise a school tour to _____ from _____ to _____.

The tour is designed to enhance the curriculum and offer students an enjoyable and memorable learning experience. We also hope that it will have a lasting and positive impact on the students' personal and social development.

This tour is open to all students, under the conditions set out in par 6.2 of Christ King Secondary School, School Tour Policy.

It is envisaged that up to _____ students may be interested in this trip and this may require _____ teachers/staff.

Yours sincerely,

Tour Leader _____

Tour Co-ordinator

APPENDIX 2

Expression of Interest in School Tour

Dear Parent(s)/Guardian(s),

It is envisaged to take ____year group students to (Destination).The proposed dates of travel are ____.

The purpose of this school tour/trip is to enhance the cultural aspect of (subject).

Preliminary estimates for the cost of this trip are in the region of €xx . The sum includes the cost of flights, accommodation, meals and general itinerary items.

The cost of the trip/tour will be collected in ____instalments. It is intended to use Comapny Name as the tour operator. Please note that all payments are made payable to Comapny Name.

Parents/Guardians are requested to refer to the School Tours Policy available on www.christkingschool.com prior to consenting to their daughter's participation.

Please answer the following question and return to the school as soon as possible.

Yours sincerely,

Principal

Tour Leader

Overseas Tour

Do you wish for your daughter to travel on this tour, subject to the School Tour Policy?

Student Name: _____ Preference: Yes / No

Signed: _____ Date: _____
Parent/Guardian

APPENDIX 3

Parental Consent and Contract of Behaviour

I/we, the parent(s)/guardian(s) of _____, a student in Christ King Secondary School, agree that she may go on the school tour to _____

with _____ (Tour Leader & Staff members).

I/we further accept that she will abide by the terms of the School's Code of Behaviour and the School's policy on School Tours and as outlined below:

- Students must obey members of staff/external instructors/supervisors at all times and be courteous, friendly and co-operative.
- Students must remain with the tour group and are expected to be punctual.
- When students are provided with the opportunity to go shopping, or are permitted to participate in another unsupervised activity, they must do so in groups of two or more.
- Christ King Secondary School reserve the right to remove mobile phones and/or other electronic devices at any time during the tour or trip. These may be returned to the student after a period of time or returned to parents/guardians at the end of the trip.
- Recording, videoing or photographing staff/students without their permission is an invasion of privacy and is strictly prohibited.
Downloading/distribution/possession of indecent or degrading material is strictly prohibited and if done will incur serious sanctions.
- Students must not purchase or use alcohol, tobacco, vaping items or non-medically prescribed drugs/products.
- 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 alcohol, tobacco, vaping items and illegal substances either on her person or in her luggage.
- Students must bring and wear modest, weather-appropriate clothing and comfortable walking shoes. Tour leaders reserve the right to request students to change their outfits to more suitable attire.
- Students are not permitted to acquire piercings or tattoos applied whilst on tours or trips.
- Students are responsible for their own belongings for the duration of the trip/tour. The school does not take responsibility for loss/damage to personal items. Students are advised to leave items of value at home, unless they are required for the student's safety or for the purpose of the trip.
- For overnight trips:
 - ❖ The tour leader reserves the right to assign bedrooms.
 - ❖ Students are requested not to give the name of their hotel, their room numbers or mobile phone number to anyone.
 - ❖ Students must not visit another guest's hotel room or permit anybody into their room.

- ❖ Once the group has retired at night, no student has permission to be in another student's room, on the corridors, or in any other area of the premises.
 - ❖ Going anywhere without supervision is forbidden.
 - ❖ All school rules apply for the duration of the tour.
- It is the responsibility of parent(s)/guardian(s) along with students, to ensure that all documents necessary for travel abroad e.g. passports, identity cards, are up to date and in order. Christ King Secondary School will not take responsibility for a student whose personal documentation is not in order and who is prevented from travelling abroad as a result. Students on tour within the European Union will be required to have a completed EHIC form and a valid passport.
 - If there is a suspicion that contraband is present, Christ King Secondary School reserves the right to search students' bags/rooms at any time and to remove the item(s) of concern.
 - A student may be sent home, at her parents' expense, if the conduct of the student warrants it.

I/We hereby give permission to the Tour Leader & Staff to take any necessary decisions for the medical treatment of my/our daughter.

I/We have read and understood the School Tours Policy available on www.christkingschool.com

By signing this document I/we agree to the terms of the Policy.

Signed: _____ **Date:** _____
Parent/Guardian

Signed: _____ **Date:** _____
Student

APPENDIX 4

School Tour to: _____

Contact Information:

Tour Leader: _____

Accompanying Staff:

Contact Information:

Number of students participating: _____

Copies of all students Contact and Medical Information Attached: Yes/No

Copy of full itinerary attached: Yes/No

APPENDIX 5

Contact and Medical Information

Re: School Tour to _____

Name (as on passport): _____ **D.O.B:** _____

Home Address: _____

Parent/Guardian 1

Name: _____

Home Tel: _____

Work Tel: _____

Mobile Tel: _____

Email Address: _____

Parent/Guardian 2

Name: _____

Home Tel: _____

Work Tel: _____

Mobile Tel: _____

Email Address: _____

Student's Mobile Number: _____

(If the need arises to contact the student directly during the tour)

GP's Name & Address: _____

GP's Phone Number: _____

Are there any medical details (e.g. conditions/allergies/medication etc.) relating to your daughter of which the school should be made aware?

Yes

No

If yes, please include the details:

Copy of Passport (expiry date checked) and a copy of European Health Insurance Card must be attached to this application.

APPENDIX 6

OUTINGS REPORT FORM

Date of Outing/Trip: _____

Purpose of Trip: _____

Class/Group Travelling: _____

Accompanied by: _____

1. We have concerns regarding the following:

2. We request that the following students be interviewed:

Signed: _____

Date: _____

Duties of Tour Leader

The tour leader must ensure that:

1. All reasonable steps are taken to ensure the safety of tour members. Students must not be placed in situations which expose them to an unacceptable level of risk.
2. There is appropriate and adequate supervision for each activity undertaken on the tour.
3. Once the tour details have been approved (**Appendix 1**), a non-refundable deposit is obtained from each participating student. It must be made clear that the deposit is non-returnable and that students will not be taken if their behaviour is unacceptable or unsafe in the interval before the tour takes place.
4. All students complete the **Application Form** set out in **Appendix 3**.
5. An overnight trip will be accompanied by current employees of the Board of Management of Christ King Girls' Secondary School.
6. Child protection procedures in line with the DES guidelines and the relevant Child Protection procedures put in place by Christ King Secondary School are adhered to.
7. **Parental consent forms** set out in **Appendix 3** are issued and returned on time. The onus is on parents and students to return all completed documentation - failure to do so may mean that a student may not be permitted to travel.
8. That they receive in writing, prior to booking:
 - a) Details of the medical condition a student where relevant.
 - b) The student's GP's name, address and telephone number.
 - c) Written details of any medication required (including instructions on dosage/times and parental permission to administer same.
(Appendix 5)
9. First aid kit will be available.
10. Parents/Guardians are sent the following information:
 - a) Dates and times of departure and return. Parents/guardians are responsible to ensure that each student travelling is brought to and collected from the point of departure on time.
 - b) Details of accommodation such as hotel name address and telephone number.
 - c) Name of Tour Leader.
 - d) Expected standards of behaviour.
 - e) Details on the cost of the tour and the deadline for final payment.

11. He/she should ensure that all adults on the trip and the school Contact Person/s have a copy of the agreed emergency procedures and the names of all members of the group, with their emergency contact details.

12. Must ensure that all students carry on their person:

1. A **copy** of their passport and their European Health Insurance Card (EHIC)
2. The name and address of their hotel and the phone number of the Tour Leader.

EVALUATION FORM
SCHOOL TOUR/OUTING

Name of Tour: _____

Date: _____

Please rate how you found this tour:

What went well?

Any difficulties encountered?

What could be improved?

Have you any recommendations regarding future tours?

Signed: _____
Tour Leader

