



Cork Educate Together Secondary School School Trips' Policy 1.0 March 2017

CETSS offers parents the choice of an education based on the inclusive intercultural values of respect for difference and justice and equality for all. In our school, every child will learn in an inclusive, democratic, co-educational setting that is committed to enabling and supporting each child to achieve their full potential while at the same time preparing them to become caring and active members of a culturally diverse society.

Adapted from Educate Together Mission Statement

Rational:

- Cork Educate Together Secondary School consider school trips to be an integral part of school life. They enhance classroom learning and add to the personal and social development of the student.
- The curricular content of many subjects requires field studies/ tours/ outings/games/ recreational activities, which take place off campus.
- All educational tours must be consistent with the rationale as specified by the *Department of Education and Skills (DES) in Circular Letter M 20/04* (particularly that school tours should be an extension and reinforcement of classroom activities.) All reasonable efforts will be made to satisfy all of the criteria in this circular.
- This policy is applicable to all members of staff in the planning of such trips and to the students – and their parents/guardians - in order to provide for the health and safety of staff and students.

Procedures to be Followed by all Staff Organising School Trips

(a) Day Trips

Day Trips may take place during the school day, or may extend beyond normal school hours.

Any teacher planning to organise a day trip or any non-sporting outing during class time, must first inform the Principal and Deputy Principal of the intended date, at least one month in advance of the proposed date. Sporting activities that are scheduled during class times must be agreed with the Principal/Deputy Principal at least one week in advance. The teacher must complete a '**Trips Proposal Form**' (See Appendix 1). The trip must be approved by the Principal.

Teachers absent due to a trip/school event should leave subject related work for any students who remain at school.

Annual Permission Forms covering all trips are distributed to each student at the beginning of the school year. This form must be completed and signed by a parent/guardian. (See Appendix 2)

Students who have not completed this form will be given an Individual Permission Form for each school trip (See Appendix 3). Students who have not returned this form, signed by a parent/guardian, will not be allowed to participate in the trip.

As a courtesy to colleagues, full details, including date, time and names of participating students must be emailed to all staff by the organising teacher at least two days before the event.

Students with Special Educational Needs require additional consideration on all trips and if necessary the organising teacher should liaise with the Learning Support department to identify these specific needs.

On all day trips there must be an appropriate ratio between the number of students and the number of staff traveling, in accordance with criteria agreed by the Board of Management in advance. This ratio will vary depending on the nature of the trip, the age of the students traveling, Special Educational Needs and safety requirements. The typical ratio of teachers-students is 15:1. On mixed sporting events or mixed trips that involve an overnight stay, a male and female teacher should accompany the students.

All students going on any trip during normal class hours may be given an additional permission form if the drop off or collection points are not at the school premises. Students must return permission forms signed by parents/guardians to the teacher-in-charge, before the outing takes place.

On certain trips, parents may specify where a child may be collected or dropped off. Staff cannot be responsible for the safety of students once they have left the group under these circumstances. Drop off points will need to be agreed with the teachers involved and the bus company from a traffic safety point of view. A member of staff may agree to allow a student to leave a group at a different place, with parental permission.

The organising teacher will input the names of students involved in trips on VShare so teachers will know in advance which students are attending the school trip. Any absent students on the day of the trip must be communicated to the school office.

Students who have not returned permission forms may not participate in the trip. Supplies of the permission forms are available from the Office.

Staff should either arrange with the School Secretary to take a school mobile telephone with them or ensure they have a personal mobile phone in case of emergency.

Students with medical conditions require additional consideration. Trip organisers should be aware of students with medical conditions and be familiar with their particular medication requirements. Trip leaders will be given a list of any students with medical needs/allergies on the trip. It is the responsibility of parents to ensure that their child has all necessary medicines/toiletries which may be required on the trip.

The School Secretary must keep a careful note of any monies paid by students for the trip and will enable receipt-issue on VSware. Monies should be handed in to the school Secretary in a clearly labelled and sealed envelope. Parents may also pay at the school office with cash/ card/cheque/bank draft. They may also pay online through VSware which can be found under 'fees' when they log in. This is the preferred method of payment going forward. Staff are asked to ensure costings cover the entire cost of the proposed trip.

If students are unable to attend a school trip due to financial reasons, parents/guardians should contact the school office.

The full **Code of Behaviour** of Cork Educate Together Secondary School applies to all outings and trips. This means that **all** School rules apply (including smoking/consuming alcohol in countries with lower age limits).

An Accident /Incident Report Form must be completed for all accidents or incidents which may have occurred on the trip. (See Appendix 4). In the event of a serious accident or injury, the Management should be informed as soon as possible. The Management will contact the parents if necessary. If a visit to A&E is required, adequate supervision must be organised for remaining students.

While every effort will be made to adhere to arranged times on trips, in particular the arrival time back at school, the school cannot guarantee such times. For trips that extend beyond normal school hours, it is the responsibility of parents/guardians to organise alternative transport to/from the school.

The organising teacher will notify School Management if they are returning home later than planned. Management will inform parents of this via VSware text.

The organising teacher must phone/text the Deputy and the Principal after returning from a trip to inform them that all students have been safely collected by parents/guardians. If parents do not arrive to collect students, Management must be phoned immediately.

(b) Overnight Expeditions or Trips Abroad.

Other trips may be over-night expeditions or of longer duration.

Please read the **Procedures to be followed for Day Trips** (see above)

Members of staff, who wish to take students on an overseas trip, must submit their request for approval to the Board of Management. Included in the proposal, should be the educational or other benefits that the students will derive from the trip. The Board of Management will consider the following when reaching its decision

- – The appropriateness of the proposed trip in terms of DES Circular M20/04.
- – The staffing arrangements for the trip and for the school
- – The financial controls in place for the trip

The school will only use the services of licensed tour operators/travel agents when organising trips outside the state, as per the Aviation Regulation Act 2001.

The number of students participating varies depending on the nature of the trip, and the staff/student ratio will be appropriate to the age group and as recommended by the travel agency.

Staff will be informed of planned expeditions and invited to indicate to the teacher-in-charge if they are interested in being a member of the staff team that will accompany the students. All members of staff will be expected to share the work load beforehand, where necessary and during the trip. Decisions about which members of staff join a trip will depend on such factors as the size of the group, the gender balance, requirements specific to the particular trip e.g. Irish teachers on a trip to the Gaeltacht, teachers with Outdoor qualifications on adventure trips and so on.

The following general financial guidelines should be followed when organising a trip

- - Separate financial records should be maintained for each school trip.
- - A detailed record of all participating students and the amounts paid should be retained on VShare.
- - Parents should be informed as early as possible of the full cost associated with the trip.
- - Written permission should be received from the parents of all trip participants and a receipt for all money paid should be issued on VShare.
- - Proper and full insurance cover must be in place for all school trips.
- - All money collected for a school trip should be lodged as soon as possible in the main school bank account.

Students should be required to pay an initial deposit, followed by the remainder of the money within a stated period of time. *See procedures for payment above.

Teachers should not be required to pay for school trips. This cost should be taken into consideration when planning the trip.

The initial letter to parents should contain a draft itinerary and deadline for registering and payment of a non-refundable deposit. Parents must be made aware that the organiser reserves the right to make minor changes to the itinerary.

Students and parents will be advised of a schedule of payments and the approximate due dates. A detailed record of all participating students and the amounts paid will be kept.

In cases where the trip is oversubscribed, the students who study that particular subject will be given first priority. The names of other applicants are drawn by lottery on a designated date, overseen by a Board of Management Student Representative. A record will be kept of the order in which the names are drawn. Two lists are prepared – a list of the successful applicants and a list of those selected (the reserve list). In the event of a student withdrawing from the trip, the place is offered to the first person on the reserve list. This procedure is followed in the event of further withdrawals.

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

If the School Management or Board of Management decide to cancel a trip at short notice due to unforeseen circumstances, a full refund cannot be guaranteed and insurance may not cover such a cancellation. The BOM/Management reserve the right to cancel any trip in such circumstances.

Parents are advised to consider a trip cancellation insurance policy for expensive/foreign trips.

If a passport is required, a photocopy of the student's passport will be requested by the organising teacher. All passports must be valid for at least six months following the trip. The school will not take responsibility for a student whose personal documentation is not in order and who is prevented from travelling as a result. It is the responsibility of the parent/guardian to ensure that all paperwork (visa, passport, permission to travel alone etc.) is provided in a timely manner.

Visas may be necessary for the destination and some countries require them to be processed together. There may be an additional cost to secure a visa. Parents should be informed that students with non-EU passports may need visas for EU countries.

Students must have their European Health Insurance Card for travel to countries in the EU.

Parents should be informed in good time if there are any mandatory or recommended inoculations for the destination. It is important that parents realise

that the onus is on them to make arrangements for their son/daughter to receive all necessary inoculations.

Students must attend all information meetings and co-operate with all requests pertaining to the trip.

Parents must sign permission forms specific to the trip for students up to the age of 18.

Notification to parents should include details of proposed itinerary, dates, the cost of travel, insurance, food and accommodation. Guidelines for spending money and money for extras such as meals and excursions will also be communicated to parents.

Staff in charge of the trip reserve the right to refuse any student permission to attend the trip. This may apply to students who have broken the Code of Behaviour on trips in the past or whose behaviour has posed a threat to the health and safety of themselves or others.

Mobile phone communication between teachers/supervisors and students on the trip may be necessary. A list of students' mobile phone numbers should be compiled and carried by the teacher at all times during the trip. Students should also have the mobile phone number of the trip leader – to be carried with them at all times while on the trip. A mobile phone is available from the School, as staff members are not required to give their personal mobile phone numbers to students.

Teachers should also carry a list of contact details of parents/guardians at all times in case of emergency. The trip organiser should have two emergency contact numbers; usually this will be the Principal and the Deputy Principal as well as the Emergency Number provided by the Travel Company.

Students on trips which involve an overnight stay will not be supervised on a 24 hour basis. Parents who are concerned that such a level of supervision is inappropriate should take this into consideration when permitting their son/daughter to take part in such trips.

If necessary, two members of staff should carry out inspection of rooms or personal property (bags, suitcases etc) with the student present. This will only be done for good reasons based on reasonable grounds, such as concern for physical safety, suspected possession or use of a banned substance or other concerns.

Staff should not have any physical contact with a student's clothing. If a search is deemed necessary, the student should be asked to empty his/her own pockets or to search the clothing that he/she is wearing.

If a student is found to be in serious breach of any of the rules in the School Code of Behaviour, the staff in charge must contact the Principal immediately and the

Principal will then contact the parents/guardians. This may result in the student being returned home at the parents' expense.

An Accident/Incident Report Form must be completed for **all** accidents or incidents which have occurred. All injuries must also be reported.

(c) General Guidelines for Inter-School Competitions

Each coach is responsible for taking a properly equipped first-aid kit to his/her match.

If a minor accident occurs the coach will treat it on the spot. In the event of a serious accident the coach will ring an ambulance directly.

Any accident is recorded on an accident report form, a copy of which is submitted to the Principal. Supervising staff will appraise students of the necessary safety equipment for each respective sport.

The organising teacher must organise transport to and from all matches, using a recognised coach company.

When an away match is organised during school hours, the number of staff traveling must be dependent upon the staffing requirements of the activities in school. Generally two teachers will travel with a team.

It is school policy that all students are encouraged to participate in team competitions. However, the school recognises that it is the parents/guardians prerogative how often their child shall be involved in such competitions.

(d) Coach Trips

Members of staff taking students in coaches should apply the following:

All coaches used by the school must have an up to date PSV License and Certificate.

Before setting off, the emergency exits must be pointed out to students.

Central aisles and access to exits must be kept clear at all times.

Students must be advised to remain seated facing forward and not to have unnecessary movement during the journey.

Where seat belts are fitted, these must be used.

Smoking is not permitted on board coaches.

In the event of any emergency, students should leave the coach by the nearest exit as quickly as possible and re-assemble at a given area where a head-count can be quickly made. Students should not go back to the coach for any reason until the all clear is given.

If the teacher in charge considers that there was anything the matter with the coach, or that the behaviour of students was not appropriate, a full report must be given to the Principal as soon as possible after returning to the school.

In the event of a delay for any reason in the time of returning to school, the teacher in charge should inform the school and also advise students to contact parents by text informing them of the revised time of arrival.

It is advisable to obtain a mobile phone number from the coach driver (with his/her agreement) in order to liaise regarding meeting times or emergency situations.

This policy has been ratified by the Board of Management at its meeting of _____ (date)

Signed _____ Chairperson

Appendix One: Trips Proposal Form



Trips Proposal Form

Name of Organiser	
Department	
Course(s) & Year(s)	
Proposed Trip Date & Duration	Day Trip Date _____ Start Time _____ End Time _____ All day <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> <i>(Please tick appropriate box)</i>
	Overnight Trip Dates FROM _____ TO _____
Meeting Time & Place	
Proposed Venue(s)	
For Overnight Trips	Accommodation Address Phone Number(s)
Please give a brief outline of the itinerary of the trip, any proposed activities to be engaged in and benefits accruing.	
Number of students participating	
Cost to School € _____	Cost to Student € _____
If some students are not participating, outline the reasons why. If applicable, attach selection criteria used.	
Names of organising tutor + any other staff members accompanying the students	
Will any personnel other than teaching staff be involved in supervising students? If yes, please specify.	
Please specify what classes will be affected by the absence of the staff members who are away on this trip.	
Contact details for organiser while on Trip:	
Any other information:	

To be filled in by Principal/Deputy Principal Approval Conditions:	
Information pack prepared for distribution to students <input type="checkbox"/>	Arrangements in place for regular trip updates, debriefing and evaluation <input type="checkbox"/>

Approved by _____ Approved by _____
 Deputy Principal Principal/Deputy Principal

Reason for approval not being granted

Parent Permission forms will be issued to the organiser on approval.
For overnight trips a check list will also be issued.

Appendix Two: Annual Permission Forms for all School Trips



CETSS Annual Parental Permission & Release Form For Field Trips

This field trip consent form gives Cork Educate Together Secondary School and its staff permission to take the below named student off campus for school approved field trips for the 2016-2017 school year. The permission applies to all field trips occurring within the school year. This permission is valid for one school year. Parents will be notified at least 48 hours in advance of field trips. At that time, parents will have the option to withdraw permission for any individual field trip by contacting the school. If you choose not to sign this annual permission form, you will be asked to give permission for your child to participate in each field trip throughout the school year.

Student Information:

Student Name: _____ Year group: _____

Class Teacher: _____

Medical Information:

Family Doctor: _____ Phone: _____

Dentist: _____ Phone : _____

Does your child have a medical condition which the teacher should be aware of before allowing your student to participate? Allergies (list specific allergies i.e. peanuts, etc.)

Describe allergy symptoms/treatment (i.e. epiPen, etc.)

Medications (list medications student needs to have available on field trip. i.e. inhaler)

Medical Condition (list medical condition i.e. Asthma)

Consent and Liability Waiver

I hereby give permission for my student to participate in CETSS field trips during the 2016-2017 School year. I understand field trips may require transportation to a location away from the school campus. As a parent or guardian, I understand that the school and staff will try to prevent accidents. However, I fully understand that some activities on field trips involve inherent risks to students regardless of all feasible safety measures that may be taken by the school. In consideration of the school's agreement to allow my child to participate in the referenced field trip, I agree to accept responsibility for any loss, damage or injury to my child that occurs during my child's participation in this field trip that is not the result of fraud, wilful injury to a person or property, or the wilful or negligent violation of the law by a trustee, employee, or agent of CETSS. In the event it becomes necessary for school staff in charge to obtain emergency care for my child, neither he/she nor the school assumes financial liability for expenses incurred because of an accident, injury, illness and/or unforeseen circumstances. I authorize CETSS employees or volunteers in charge of the students to obtain all necessary emergency medical care and authorize any licensed physician and/or medical personnel to render necessary emergency treatment for my child.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature:

Date: _____

Appendix Three: Individual Attendance Form



School Field Trip Permission Form: Date

Details of Trip:

Destination:

Nature or purpose of the trip:

Date/time leaving:

Finishing time:

As parent/legal guardian of (print student name) _____, I grant permission for him/her to participate in the trip described above.

Signature of Parent/Guardian

Mobile Telephone Number

I am aware that when I am on a school-sponsored trip, I am under the supervision of the school staff and that my behaviour must conform to the *Code of Behaviour* and reasonable instructions from staff. I understand I will be subject to appropriate disciplinary action for violations of these rules and regulations.

Signature of Student

Date

Appendix Four: Accident or Incident Report Form



Tool 5: Accident or Incident Record Form

Sample Accident or Incident Record Form

INJURED PARTY DETAILS:

Surname: _____ First Name(s): _____

Address (Home/Company): _____

D.O.B.: _____ Sex: Male/Female _____

Status (Please tick appropriate box)

Pupil Teacher/staff member Visitor Contractor

Other (please specify): _____

Date of Accident/Incident: _____

Date Accident/Incident reported to school management: _____

Where appropriate, more than one box in each section may be ticked.

TYPE OF ACCIDENT	Tick	MAIN AGENT WHICH CAUSED ACCIDENT:
Injured/damaged by a person	<input type="checkbox"/>	_____
Struck by/contact with	<input type="checkbox"/>	_____
Caught in/under	<input type="checkbox"/>	_____
Slip/trip/fall	<input type="checkbox"/>	_____
Sharps	<input type="checkbox"/>	_____
Road Traffic Accident/Crash	<input type="checkbox"/>	_____
Exposure to substances/environments	<input type="checkbox"/>	
Manual handling	<input type="checkbox"/>	
Property damage	<input type="checkbox"/>	
TYPE OF INJURY		
	Tick	
Fatality	<input type="checkbox"/>	PART OF BODY INJURED
Bruise	<input type="checkbox"/>	Head (except eyes)
Concussion	<input type="checkbox"/>	Eyes
Internal injury	<input type="checkbox"/>	Face
Abrasion, graze	<input type="checkbox"/>	Neck, back, spine
Fracture	<input type="checkbox"/>	Chest, abdomen
Sprain	<input type="checkbox"/>	Shoulder
Torn ligaments	<input type="checkbox"/>	Upper arm
Burns	<input type="checkbox"/>	Elbow
Scalds	<input type="checkbox"/>	Lower arm, wrist
Frostbite	<input type="checkbox"/>	Hand
Injury not ascertained	<input type="checkbox"/>	Finger (one or more)
Trauma	<input type="checkbox"/>	Hip joint, thigh, kneecap
Occupational disease	<input type="checkbox"/>	Knee joint
Other (Please specify)	<input type="checkbox"/>	Lower leg
		Ankle
		Foot
		Toe (one or more)
		Multiple injuries
		Trauma, shock
		Other(Please specify)

Tool 5: Accident or Incident Record Form cont'd.

Consequences	Result	Anticipated absence
<input type="checkbox"/> Fatal	<input type="checkbox"/> Sick Leave	<input type="checkbox"/> 1-4 days°
<input type="checkbox"/> Non-fatal	<input type="checkbox"/> Excused	<input type="checkbox"/> 4-7days
	<input type="checkbox"/> Light Duty	<input type="checkbox"/> 8-14 days
	<input type="checkbox"/> Medicine	<input type="checkbox"/> More than 14 days
		<input type="checkbox"/> NONE, i.e. no anticipated absence on resulting from the accident or incident.

Has the accident been reported to the Health and Safety Authority?
(See note below) Yes No Not applicable

Community and Comprehensive Schools should report all incidents to the State Claims Agency. Yes No Not applicable

Have you informed your insurance company? Yes No Not applicable

DETAILED DESCRIPTION OF ACCIDENT/INCIDENT

Give a full description of:

- the work/activity being carried out when the accident occurred;
- the equipment in use (if any).

Detail how the accident occurred.

Attach:

(A) Injured party's report.

(B) Witness list (level of detail required will vary depending on the severity of the accident).

(C) Witness statements (level of detail required will vary depending on the severity of the accident).

(D) Sketch or photograph of the scene, equipment etc. where appropriate.

Investigating staff member: _____

Name (Use capital letters): _____

Signature: _____

Date: _____

Note 1: Certain accidents must be reported to the Health and Safety Authority. Reportable accidents are all workplace fatalities and those accidents where a person is injured in the course of their employment and cannot perform their normal work for more than 3 calendar days, not including the day of the accident. A death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work is also reportable. Accidents may be reported on the Health and Safety Authority's Incident Report Form (IR1) or online at www.hsa.ie Further information can be found in Part 1 of the Guidelines in the FAQ's on Accident Investigating and Reporting.

Note 2: Please ensure all information gathered is in accordance with data protection principals outlined by the Data Protection Commissioner. For further information please log onto www.dataprotection.ie