

*Luttrellstown Community*

*College*



*Trips and Outings*

*Policy*

### **Our school philosophy**

Luttrellstown Community College will promote the development of the whole person. Its aim will be to create, with the assistance of parents, responsible citizens. The development of the whole person will be based on personal responsibility, inter-dependence, respect for people and respect for property.

The College will seek to cultivate integrity, the necessary skills for life, value discipline and punctuality and facilitate the best in the academic and non-academic areas. The Board of Management will seek to inculcate a value for culture, traditions, and religious beliefs and will seek to be a caring and compassionate community where justice and truth will be central elements.

### **Rationale for having trips and outings**

- Luttrellstown Community College strives to provide an effective education for all its students and is committed to the education, in the broadest sense of the word, of all students who attend the school. Luttrellstown Community College provides an academic education, which also recognises that exposure to a variety of experiences and cultures, is part of a holistic education.
  - The curriculum content of some subjects requires field studies/trips/outings, which take place off school grounds.
  - Trips assist in bonding between students, as well as providing teachers with an opportunity to get to know students in a non-classroom environment.
  - There should be a balanced programme of outings and trips for the school year that does not prove too costly to parents and does not overburden the school timetable.
  - To assist in the planning of trips and outings, so that all are aware of all necessary precaution which must be observed to provide for the health and safety of staff and students. It also ensures that trips and outings take place efficiently and smoothly and that the standard of supervision is firmly within guidelines and standards.
  - To clarify expectations of behaviour for all trips and to outline the conditions whereby a student may be refused permission to be included on a trip.
  - This policy has been developed in line with our School Philosophy.
  - All educational trips must be consistent with the rationale as specified by the Department of Education and Science in Circular Letter M 20/04 <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/ppm2004.pdf>
- All reasonable efforts will be made to satisfy the criteria in this circular.**

## **Objectives**

- That the health, safety and welfare of our students is safeguarded by ensuring that appropriate care is taken
- That students gain maximum educational benefit and enjoyment from all trips/outings
- That staff are aware that the degree of care required of them should be that of a "careful Parent" which would vary with the circumstances and the age of the student.

## **Code of Behaviour**

- The Code of Behaviour of Luttrellstown Community College applies to all students of Luttrellstown Community College and relates to all school activities, both during and outside of normal school hours; it applies both on and off the school grounds and anywhere students are clearly identified or identifiable as students of the school.
- Before a student is accepted for a trip, his/her previous behaviour may be taken into consideration.

## **Trips & Outings**

- Day trips may take place during the school day or may extend beyond normal school hours.
- On all day trips there must be an appropriate ratio between the number of students and the number of staff travelling. This ratio will vary depending on the nature of the trip and the age of the students travelling. On a private coach there should be at least two members of staff in addition to the driver.
- An accident/incident report form must be completed for all accidents or incidents which have occurred and given to management.
- In the event of an emergency, e.g. where a student needs to return to the hotel due to illness, the student will be accompanied by a teacher and another student
- Once a trip has been approved a Risk Management plan needs to be completed for all trips.
- A Risk Management plan will also be completed for students with AEN. The outcome of this risk assessment/evaluation i.e. to modify elements of the trip or to include or exclude the student from the trip will be discussed with parents and student and reviewed by school management.

- 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.
- In the case of trips being oversubscribed, priority is given to those students who are studying the appropriate subject.
- Every effort will be made to include a student with a medical condition or additional need while ensuring the school can manage the needs of the student without compromising the health & safety of the student in question, or that of other students participating or the itinerary of the trip. Each case will be considered on an individual basis in consultation with parents, other staff members and the student themselves.
- Mobile phone communication between teachers/supervisors and students on the trip may be necessary. A list should be made of participants' mobile phone numbers (as given on the permission form and students may be given (if appropriate) the mobile phone number of the school mobile phone - to be carried with them while on the trip. A mobile phone is available from the school, as staff members are not required to give their personal mobile numbers to students.

#### **Responsibility of Parents/guardian**

- All documents; passports and visas will be up to date (+6 months on passport)
- Where relevant, photocopies of documents such as passports are to be handed in at time of deposit being paid
- Pay all monies due by the due date.
- The school will not take responsibility for a student whose documents are not in order and is prevented from travelling as a result. Extra cost of being delivered home will be borne by the parents/guardian. The school will not be liable.
- Visas may be necessary for the destination, and some countries require them to be processed together. There may be additional cost to secure a visa. Parents should be aware that students with non-EU passports may need to obtain visas for EU countries.
- Students must have their E111 or European Health Insurance card for travel to countries in the EU.
- Day trips may involve a financial cost to the student. In the case of financial difficulties, application for assistance may be made to the Principal.
- To inform the school if their child has a medical condition.

- If a student has a pre-existing medical condition a doctor's form of consent should be given to the school and their travel insurance must cover their condition. The EU health card must be up to date.
- Sign a medical disclaimer (Appendix) to allow for emergency medical intervention.
- A contract outlining the rules and a permission slip is to be signed by parent and student.
- For trips that extend beyond normal school hours, it is the responsibility of parents/guardians to ensure that arrangements are in place for their son/daughter's journey to/from the school.
- The organiser of the trip must be informed in advance of these arrangements.
- Parents should be informed in good time if there are any mandatory or recommended inoculations for the destination. It is important that parents understand that the onus is on them to make arrangements for their son/daughter to receive all necessary inoculations.
- Parents will be informed on how and when to pay their non-refundable deposit online. A student will not secure a place on the tour until the deposit is paid. Receipts will be issued by the tour company as payments are made.
- Should a student decide to withdraw from the tour they will be subjected to financial penalties as per the tour operator's policy. The tour Leader has no control over this.
- The School Tour Company will forward a payment schedule which must be strictly adhered to.
- In the event of the school cancelling a trip any money paid directly to the school, excluding non-refundable deposits, will be refunded by the school.

#### **Responsibility of Organisers/Teachers**

- Make their request to go on a trip to the Principal. As much notice as possible should be given.
- To obtain approval from the Principal.
- On occasion it may be suitable for students to travel independently to and/or from the event. In such an event, the organiser of the trip must advise parents in advance.
- The initial letter to parents should contain a draft itinerary and deadline for registering and payment of non-refundable deposit. Parents must be made aware that the organiser reserves the right to make minor changes to the itinerary.

- Organise a parent's information meeting. The final details of the tour will be discussed. All aspects of students' behaviour and safety procedures will be covered in detail. Parents will be given a copy of the itinerary.
  - Once the principal has approved a trip, the organiser should:
    - Forward brief details of the trip to the Deputy Principal for inclusion in events calendar.
    - Ensure permission slip is given to each student and returned to the organising teacher.
    - Place a list of students participating in the trip on the staff noticeboard and a supply a copy to the Deputy Principal
    - Liaise with the Learning Support Department regarding students and supports needed.
  - For overnight trips the organiser must provide Principal with:
    - Full itinerary
    - Name, contact details of travel agent
    - Transport information
    - Names of students & staff
    - Contact details for accompanying staff members
    - Address and number of all accommodation
    - Information regarding insurance
    - Any other relevant information
  - The trip organiser/tour leader should have 2 emergency contact numbers; usually, this will be the Principal and one of the Deputy Principals.
  - If necessary two members of staff can carry out an inspection of rooms or personal property with the student present. This will only be done for good reason such as concerns for physical safety or 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 students 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.
  - In the event of a medical emergency/dental emergency while on tour all reasonable efforts will be made to contact a parent/guardian. Should it not be possible to contact a parent/guardian it may be necessary for a member of the
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- Tour team to act in loco parentis. The Medical Disclaimer (Appendix) must be signed prior to the tour by a parent/guardian.
- Ensure all sensitive data is managed in a GDPR compliant manner.

#### **Responsibility of Students**

- Be punctual
- Students may not absent themselves voluntarily
- Students may not take/show inappropriate images
- Students may not transfer images of staff or post images of staff on social media or any other online platform
- It is unwise for students to bring valuable personal items on school trips
- A contract outlining the rules to be signed by parent and student
- Behave responsibly at all times
- Students must attend all information meetings and co-operate with all requests pertaining to the trip.

#### **Staffing requirements for trip in submission requesting trip**

Oversubscription for a trip from staff will result in a lotto of all applicants in order they are drawn. If a selected teacher withdraws the next on the list is offered a place. Priority will be given to appropriate language teachers going to Europe and sports teachers on sports trips.

#### **Accompanying staff**

- Permanent and temporary teachers, student teachers, special needs assistants (SNAs) and administration staff may travel with students. Student teachers must be accompanied by permanent members of staff, and it is advisable to have some teachers with tour experience on each trip.
- Teachers will act in a responsible manner having regard to the fact that they are in the company of, and responsible for the care of young adults.
- Teachers will maintain the same standards of care as apply in a school situation.
- Mindful of the Department of Education guidelines regarding Child Protection, teachers will act in a responsible manner having regard to the fact that they are in the company of and responsible for the care of young adults

There should be a balanced programme of trips that does not overburden the staff with regard to each subject.

#### **Post Trip Evaluation**

A post trip evaluation form should be submitted to the Principal and reported to the BOM after each trip. The report submitted by the tour organiser should assess the following areas:

- Facilities
- Activities
- Value for money
- Tour Operator
- Transport coaches/flights etc.
- Pupil Behaviour
- Recommendations for future trips

Appendix

Medical Disclaimer – Emergency Medical Treatment

Parent/Guardian Consent and Indemnity Form

I, \_\_\_\_\_ [Parent/Guardian's Full Name],  
residing at \_\_\_\_\_ [Full Address], hereby  
authorize the **Board of Management of Luttrellstown Community College**, and a designated  
teacher or staff member to act in loco parentis for my child, \_\_\_\_\_  
[Student's full name], in the event of a medical emergency where a parent/guardian cannot  
be contacted. This includes seeking medical assessment, administering first aid, and  
consenting to any treatment deemed immediately necessary by qualified healthcare  
professionals to safeguard my child's health and wellbeing. I understand that all reasonable  
efforts will be made to contact me as soon as possible in such circumstances.

I confirm that I have provided the school with relevant, accurate and up-to-date medical  
information regarding my child.

I understand that the designated person(s) will act in good faith.

I hereby indemnify the Board of Management of Luttrellstown Community College, the  
Principal, and any available person/staff member acting on its behalf against any liability,  
claim, or damage arising from such action taken in a medical emergency, on the assumption  
that it is done in good faith and in the best interests of my child.

Signed: \_\_\_\_\_  
(Parent/Guardian)

Date: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

In case of emergency, please contact: \_\_\_\_\_

**Monitoring and review**

Luttrellstown Community College will monitor, review and evaluate this policy and all related work and procedures on an ongoing basis to ensure legal compliance and the maintenance of best practices

This policy was adopted by the Board of Management on

15 December 2025

Signed: [Signature]

Chairperson of Board of Management

Date: 15 December 2025

Date: 15/12/2025

Signed: [Signature]

Principal

Date of next review: 15/12/2027