



**KILLARNEY
COMMUNITY COLLEGE**

Killarney Community College

School Tour/Day Trips Policy



CONTENTS:

Introduction and Rationale.....	3
Rules for Day Trips.....	6
Rules for Overnight Trips/Tours.....	7
Permission form for Sports Trips.....	9



Introduction

We at Killarney Community College are committed to fostering a sense of identity and self-worth in each of our students. We are committed to developing a well-rounded individual with skills, attitudes, sensibilities and personal initiative that will allow each to grow into a mature, confident adult. We are committed to striving for high academic standard and in so doing we seek to challenge each of our students to achieve the best that they can. We are committed to ensuring that each of our students embraces the whole world community and culture, while at the same time fostering an appreciation of Irish Culture in which the school is rooted. We recognise that serving both the school (students, staff and parents) and the wider community is a cornerstone of our philosophy, and we are committed to developing in each student innovative capabilities to participate in a dynamic world environment. School tours allow for life long learning and are an integral part of our education system in Killarney Community College.

The staff of Killarney Community College will be organising trips and tours, in Ireland and abroad which will be greatly beneficial for both teaching students. These activities serve to significantly enrich both the academic curriculum school and the social and personal development of those students participating in the organisation, particularly of school tours requires a significant investment of staff time and energy. The Board of Management of Killarney Community College supports and encourages school tours and trips. School tours and trips require efficient preparation and organisation to maximize the learning experience for our students

The purpose of the following information and documents (rules, forms, contracts, etc.) are to assist the teacher(s)/group leader(s) when organising any trip or tour, to inform student and parent expectations as regards the financial commitments, the care and the responsibilities of the students on the tour and to ensure the efficient and effective management of the tour by both group leaders on the tour and school management at home. Some school trips are necessary by the particular subject/curriculum such as field trips and visit outs to businesses. The length of trips may vary from short local Kerry based visits to foreign tours abroad. School trips are a privilege reserved for students at Killarney Community College who meet minimum standards of behaviour and attendance while at school. The principal may refuse permission to a student to participate in a school outing or tour based on their current or past behaviour in the school. All school rules and school policies apply while on school trips/tours.

Before the trip

All educational trips must be consistent with the rationale as specified by the DES in Circular M20/04 (attached). All reasonable efforts will be made to satisfy all the criteria contained in this circular. Participation in extra curricular activities/day trips/tours, overnights is subject to staff approval. To apply to go on any educational trip, students school attendance must be good, with no suspensions or serious misbehaviours on record.

Pupil/Teacher Ratio: A pupil/teacher ratio 10:1 is recommended, however, this can vary depending on the type and circumstance of the trip or tour. The school will endeavour to provide a pupil/teacher ratio appropriate to the activity. Students should have contact details for the organising teacher with them at all times on the trip.

The tour team may come from different departments within the school structure. If a sufficient number of team members are not available within the school, other adults wishing to travel may come from outside the school. Tour team members may include:

- (a) Teaching Staff
- (b) Special Needs Assistants
- (c) Secretarial Staff
- (d) Caretaking staff
- (e) Parents
- (f) Members of the Board of Management.

Emergency Fund: The organising teacher will have access to an emergency fund, which is to be used only in the case of an unforeseen emergency.

Mobile Phone: A school mobile phone is available for the group leader travelling on any trip or tour. The number of this phone should be given to all parents and students before the trip. The purpose of this phone is for the group leader to use as part of the tour administration while away, and for staff at school and travelling, and students travelling, to contact the group leader in case where appropriate. The organising teacher should have two emergency contact numbers, usually those of the Principal and Deputy Principal.

The full cost of the tour should be communicated to parents at the planning stage including the cost of transport to the airport in the case of a foreign trip. Every effort should be made to ensure that the cost does not prevent any pupil or group of pupils participating in the tour.

The initial letter to parents should contain

- a draft itinerary,
- the deadline for registering and paying the deposit *
- details of a parents' information and also
- a copy of the school tour policy.

*Where the deposit is with an external school tour company the school cannot aid the return of any monies should a parent make a payment, but the student does not go on this tour.

It should also state that payments can be made in instalments, and that the school reserves the right before or during the trip, to make changes to the itinerary.

In the case of tours outside Ireland, Boards of Management/school management should not rely on the state indemnity and thus appropriate insurance cover should be obtained.

The procedure for assigning places on the tour will be decided each year at the planning stage.

The payment of a deposit is an indication of interest in going on the tour. This deposit is non-refundable in the cases where payment is to an external tour operator.

Based on this declaration of interest, a list is compiled and checked for eligibility. The right to determine a student eligible for a tour is reserved to a committee comprising the Principal, the Deputy Principal, the Yearhead and the organiser of the trip. The criteria that may determine eligibility include:

- positive relationships with staff and peers
- compliance with school code of behaviour
- good school attendance
- behaviour on previous outings / conduct when guest speakers are in the school

This list is not exhaustive.

Students who have received an incident card, a suspension, or were involved in any breach of the Schools Code of Behaviour are not permitted on School Tours. Where serious, this may carry over from one academic year to another.

Where the tour is oversubscribed, a waiting list will be formed.

Places will then be formally offered and the appropriate contract signed.

The payment of the deposit or of the full cost does not constitute a contract, as a severe breach of the school's code of discipline may result in a student being excluded from the tour.

Financial Management: All monies accepted will be receipted immediately. Responsibility for the money lies with the students/parents until it is handed over to the organiser at the designated time. Management of the financial aspects of the tour must conform to the financial management practices of the school and the ETB. Larger school tours will be financially managed by the school tour operator.

Illness: Parents are responsible for informing the school of any medical information or dietary needs that pertain to the welfare of their child. It is the parents/guardians duty to inform the school of any relevant Health or Safety issues which might affect their child while on tour.

Documentation: Students must have their European Health Insurance Card for travel to countries in the EU. The passports and forms will be collected, copied and retained by the tour organiser in advance of the trip. All passports must be valid for at least six months following the trip. Visas may be necessary for the destination and there may be an additional cost to secure a visa. The onus is on parents to ensure that their child has the up-to-date documentation to meet the requirements of the tour organiser.

The signed consent/permission of parents/guardians is an essential pre-requisite for the participation of any student on the tour.

Parents should provide the Tour Leader with written information on the form provided about the student/s medical background.

1. Where a student requires constant or regular medication specific written details must be given to the Tour Leader. Parents/guardians may request a private meeting at another time to inform the Tour Leader about the illness and the manner in which the medication should be administered.
2. The Tour Leader should establish if a non-medical person can administer the medication.
3. Each parent/guardian must fill in a form which includes medical history, contact numbers, allergies and medication to be taken. It is the responsibility of parents/guardians to ensure that a student has medication sufficient to last the entire Tour.
4. In the event of a medical emergency on Tour it may be necessary for a member of the Tour Team to act in loco parentis/The following agreement should be issued to all parents/guardians and must be signed prior to the tour.

We, the tour leaders will act on medical advice once presented to us if in the event of an accident or emergency where it is not possible to contact parents, guardians or next of kin either by phone or due to time considerations.

Before the tour leaves parents/guardians must specify in writing the person/s they wish the Tour Leader to contact in the event of being unavailable. In the event of emergency parents guardians will always be contacted first.

During the trip

Teachers and other designated adults are in loco parentis and therefore have the rights and responsibilities of a prudent parent. Students are expected to act in a mature responsible manner, following the rules as itemised herewith, and all instructions given by the supervising teacher(s).

On Tour Supervision:

Prior to leaving each teacher should be assigned a small number of students and be known to the students as their Group Leader. If possible, these groups should remain unchanged throughout the tour. It is the responsibility of each Group Leader to:

- Call his/her group together at specific times in busy areas (bus depots, airports etc.
- Count the group members on and off planes, ships, trains, buses etc.
- Arrange specific meeting points and times to meet students when on day tours (city landmarks, cafes, ski slopes etc.)

The Tour Leader should place teachers on a Supervision Rota for use in the various types of overnight accommodation used. Students should be made aware that corridors are being supervised. The Tour Leader should:

1. Draw up a rota for nightly corridor supervision.
2. Draw up a rota for calling students each morning.
3. Ensure teachers are on corridor duty until 1am/2am or as required.
4. Students hand up their phones each night to their group leader teacher.

It is not recommended that personnel other than current school staff are engaged in chaperoning or supervising students in their overnight accommodation although in certain instances this may be necessary. If there are plans to use anyone other than staff personnel in this capacity, the Tour Team member will require Garda clearance to do so before the tour takes place.

All supervision of students must meet Child Protection Guidelines.

Sanctions on Tour:

Should a student be guilty of minor misbehaviour, the incident should be dealt with in a swift and firm manner and a verbal warning may be all that is needed. The Tour Leader may however feel that specific sanctions are required such as:

1. The student missing a half-day's activities (not however an activity related to health and safety).
2. The student missing out on a specific activity e.g. bowling.

If a sanction is being imposed, it must be made clear to the student why it is being imposed. A student prevented from attending an activity must be supervised by at least one member of

the Tour Team for the duration of the activity. Further sanctions may be imposed when the student returns to school e.g. the student may be banned from involvement in future Tours. Examples of 'serious misbehaviour' include:

1. Use/possession of alcohol.
2. Use/possession of illegal substances (drugs etc.)
3. Use/possession of cigarettes/vapes.
4. Misuse of legal substances (lighter fluid, tippex etc.)
5. Disruptive behaviour on coach, plane, boat or in the hotel/hostel.
6. Lack of respect for accommodation rules.
7. Lack of respect for Tour Team or any other supervising adults.
8. Theft or criminal damage to property of others.

This list is not exhaustive.

Where a student is guilty of 'serious misbehaviour' the Tour Leader may decide to phone the student's parents/guardians to provide them with details of the incident/s.

In on-going and extreme cases of dangerous and/or gross misbehaviour a student may be sent home at their own personal cost. In line with child protection procedures the parent of the student will have to travel to the country to bring the student back. This is a cost that the parent will have to incur.

In the event of this happening, the parents/guardians will be informed and if necessary, arrangements made for the offending student to travel home in line with Child Protection Guidelines.

In the case of a serious/criminal incident (shop lifting, a violent attack etc.) the parents/guardians will be informed immediately, and the matter will be handed over to the local police authorities.

Incidents of serious misbehaviour must be reported to the Principal/Deputy Principal on return to school.

After the trip

A review will be carried out after the trip, which may contribute to changes to this policy. This review will include all staff on the trip. School sanctions will apply.

RULES FOR KILLARNEY COMMUNITY COLLEGE DAY TRIPS

The purpose of the rules set out below to ensure the safety of all and that the enjoyment of the trip is not hindered for any student or teacher.

All school rules apply while on day trips. The following also apply:

1. Students are expected to wear full school uniform unless told otherwise by the teacher. All students should note that while in school uniform they are ambassadors for the school and should behave accordingly. Students who are not wearing their full uniform may be prohibited from attending.
2. Students are to always remain with the group.
3. Students are expected to always treat teachers/supervisors/instructors/tour guides with respect.
4. Teachers reserve the right to search students' belongings/bags/rooms at any time if they suspect contraband is present.
5. All students are expected to turn up on time for all roll calls.
6. Foul language is not acceptable from any student on the trip at any time.
7. All students should carry a mobile phone with them on day trips so that parents can be informed of any possible changes to the schedule of the trip. Mobile phones must be handed up each night to their group leader.
8. Parents should inform the college if their child has a medical history that may be relevant.
9. Buses/Transport will depart at the scheduled time. It is the responsibility of each parent/guardian to ensure your child arrives on time for day trips. No funds will be refunded if a student is late or fails to notify the school that their child is not attending a day trip.
10. Students must give a handwritten note from their parents/guardians into the school office prior to the departure day if a student is to be dropped off at any location requested by the parent or if they are allowed to walk home and not return to school with the group.

Procedure in the event of ILLNESS/INJURY

Should a student become ill or injured on a trip school management will be contacted as soon as possible. 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 to medical assistance.

Parents should be available to take calls at all times. Where a student becomes injured or suffers illness, the supervising teacher will contact the parents and give details on the incident. The teacher will take advice from the parent as to whether or not the student needs medical assistance. Where the parent cannot be contacted the teacher will act in loco parentis and may arrange medical assistance for the student.

RULES FOR KILLARNEY COMMUNITY COLLEGE OVERNIGHT TRIPS/TOURS

The purpose of the rules set out below is to ensure that the enjoyment and benefits of the trip are not hindered for any student or teacher.

RULES:

General:

- All school rules apply.
- Students are expected to always treat teachers/supervisors/instructors/tour guides with respect. Students are to remain with the group during the day and evening unless authorised by the teachers.
- Due to unforeseen circumstances, the itinerary of the trip may change during the trip.
- All students are expected to turn up on time for all roll calls.
- Foul language is not acceptable from any student on the trip at any time.
- Students are expected to obey the laws of the country in which they are travelling.
- Students are responsible for their own money and belongings while on the trip.
- Students must sit in their assigned seats on the airplane/bus/train.
- Where unforeseen circumstances/activities warrant the change in rules/instructions, students are expected to make themselves familiar with the rules and comply with them.
- Accommodation and Meals:
 - Students are expected to attend all set meals unless permission given by a teacher.
 - Teachers reserve the right to search students' belongings/bags/rooms at any time.
 - Hotel rooms/apartments are to be kept clean and tidy at all times. Students are expected to comply with set bedtimes and lights out times.
 - It is forbidden for male and female students to enter each other's rooms unless given permission to do so by a teacher.
 - Students will give their mobile phones to the supervising teacher at the requested time at night, and students will not have access to their phones until morning.

Illness.

Where a student is unwell and requires a non-prescription medication, this may be administered by a teacher with telephone permission from a parent. Where students have been prescribed medication either before or during the trip the student is responsible for taking that medication, as prescribed.

Purchasing:

Teachers will not make purchases on a trip on behalf of any student or parent. Students are not permitted to purchase any contraband or goods that may be deemed dangerous.

Social Media:

While photographs of teachers/other students may be taken with the permission of teachers, these photographs are not to appear on social media.

Students are not to post inappropriate photos of other students online, in line with the school's internet policy. Breaches of this will be reported to the Gardai on return.

Free Time:

During trips it is common for students to be given some free time. During such time students should always travel in groups (minimum 3). Under no circumstance should any student walk on their own. During this time students are expected to treat their surroundings with the utmost respect and are also expected to adhere to all the school rules applicable above. Meeting places and meeting times will be clearly outlined by the teacher and must be strictly adhered to.

Sanctions

Failure to comply with the rules of the trip will lead to sanctions which will be decided by the teachers/supervisors on the trip. Sanctions might include fines, loss of pass for certain activities, etc. More serious breaches of rules will result in phone calls to parent/guardians with possible follow up action in the school after the trip. Where necessary disciplinary meetings will be convened by the staff. In the event of very serious and uncontrollable incidents students may be required to return home. The costs in such an event will be charged to the parents/guardian. This will be done after full communication with the parents/guardians. The teachers accompanying the group reserve the right to amend any rule during the trip as necessary. Clear notice will be given of any such changes, to the students.

Practical advice

Any student taking part on trip should try their best to adhere to the following advice while on the trip: Try to find out as much as you can about your destination before you go. Do your best to always help fellow students and teachers. Do your best to ensure that all students are always included in group activities. During foreign trips, try to speak the language of your host country. Refrain from using bad language on the trip. Do your best to always be considerate of

others. During the trip, students may be given necessary and reasonable instructions about detailed matters like dress, punctuality, behaviour etc. prompt and good-natured compliance is essential.

PERMISSION FORM FOR SPORTS TRIPS

Student Name: _____

Class: _____

I/We give permission for my son/daughter to participate in and travel to any sports matches, home or away during their time at Killarney Community College.

I/We acknowledge that while representing Killarney Community College at sports events, my son/daughter are ambassadors for the school and must act accordingly. (Note: students will be informed of the schedule for any trip that takes place and it is the responsibility of the parent to ensure that someone is present at the school to collect the students upon their return.)

All students should carry mobile phones on any trip a parent can be contacted about any change to the schedule. Like all belongings, care of phones is the responsibility of the student.

Parents are responsible for the supervision of their children before and after the arranged drop off pick-up time in the event of a trip that takes place outside school hours.

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. Where parents cannot be contacted, the supervising teacher may act in loco parentis and decide, based on the circumstances, whether or not to call for medical assistance.

Parents should note that injury or illness to a student may require a lesser supervision of remaining students on any trip should be necessary for a teacher to accompany a student seeking medical attention.

Signature of:

Parent/Guardian _____

Date: _____

Medical

Condition: _____

Parent/Guardian Contact Number: _____

OVERSEAS SCHOOL TRIP PARENT CONSENT

Student Name: _____

Class: _____

Location of Trip: _____

Organising Teacher: _____

I/We understand that the above tour organised by Killarney Community College will take place on the following dates:-_____

I/We understand that it is my/our responsibility to ensure that my/our son/daughter is at the school/other designated meeting point on time and collected from the school/designated meeting point on time.

Should my/our son/daughter infringe on any of the rules of this tour which have been explained by the teachers and which they and I/we fully-understand and accept, whether this infringement be of a minor or more serious nature, I accept whatever sanction 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/supervision from Killarney Community College will be acting loco parentis throughout this tour and that my son/daughter will obey their instructions at all times.

The supervising teacher, acting in loco parentis can administer non-prescription medication to my son/daughter, where this teacher deems this appropriate due to illness.

I/we understand that my son/daughter's behaviour in school in the lead up to the trip may have a bearing on their participation on the trip.

I also understand that my son/daughter may be given some 'free time' at some stage on the trip and that during this time my son/daughter must obey all rules of the trip.

I have informed the school of any illness, allergies dietary or medical requirements my child has.

I have read, understand and agree to the Rules for Killarney Community College Overnight Trips/Tours.

I have read, understand and agree to the commitments of the Student Contract for the trip.

Signature of Parent/Guardian: _____

Date: _____

SCHOOL TRIP STUDENT CONTRACT:

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

Student Name: _____

Date of Birth: _____

Class: _____

Location of Trip: _____

Organising Teacher: _____

Agreement: I agree to participate in and to make a commitment to the entire Killarney Community College school trip. I have read, and will read, all documents, supplied by the leaders of the trip, listing rules regarding the trip. I agree to all the rules for the trip, those already made and those which will arise during the trip.

I accept that between now and the trip, any failure on my part to behave according to the rules of the school could mean that I am not to be allowed go on the trip.

I accept that any failure on my part to behave according to the rules for the trip and failure to follow instructions from 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 have a bearing on my selection for future trips.

Student Signature: _____

Date: _____

Reviewed	Ratified by BOM	Next Review
28 th January 2019	Parents – 8/3/2019 Staff – 13/3/2019 BOM – 3/4/2019	February 2021

Mary McElwaddy
Stella Longman

(Chair of the Board of Management)

(Principal).

Maria Madoney
Stella Longman

Chairperson
principal.

25 03. 2026

