

Cebridge Community School

School Trips Policy



Ratified – 20 April 2026

**Nurturing a community of learners to thrive
in an innovative and inclusive environment that celebrates achievement.**

School Trips Policy

Scope of this School Trips Policy

In the context of this policy, the term 'school trip' refers to all school activities, tours, outings and trips that occur off site. This policy is applicable to all students, parents/guardians of students who are participating and to all members of staff who organise and attend these activities.

Celbridge Community School's Code of Behaviour must be observed at all times. All our school policies relate to all school activities and trips both during and outside of normal school times and applies to activities and trips on school grounds and off school grounds.

All staff participating in school trips must act appropriately and in line with the Teaching Council's Code of Professional Conduct and must comply with Garda vetting requirements.

Rationale for our School Trips Policy

Celbridge Community School aims to provide an education that enables all students to contribute meaningfully to their communities, embrace the rights and responsibilities of active citizenship and develop the knowledge and skills needed to live, learn and work in the 21st century.

As part of providing a broad and balanced curriculum and educational experience for our students, school trips, tours and outings may be organised in line with DES circular M20/04 and which will provide a "significant benefit in the educational, intellectual, cultural and social development" to the maximum number of our students. All our school's policies are to be observed on all school activities, tours, trips and outings, including but not limited to:

- Code of Behaviour
- Anti-Bullying Policy
- Child Protection Policy
- Code of Dress
- Health and Safety Policy
- Substance Abuse Policy
- ICT policy including Internet Acceptable Use Policy

Aims & Objectives of School Trips

School tours, trips and outings should be:

- in line with DES guidelines in circular M20/04.
- should be approved by the Principal.

- should be designed to include the maximum number of students in a class/year and every effort should be made to ensure that the cost involved does not prevent any student from participating.
- should be planned well in advance of tour dates and communicated to students and parents.
- an extension and reinforcement of classroom activities.
- should enhance the learning process of as many students as possible by providing educational experiences which the classroom alone cannot provide.
- should support our aims of providing a broad and balanced curriculum and comprehensive learning experience including extra-curricular opportunities.
- should facilitate the educational, intellectual, cultural and social development of our students.
- should follow best practice guidelines as directed by the Department of Education, Health and Safety Authority to include but not limited to the completion of risk assessment documentation and correct accident reporting procedures.

Organisation of School Trips

- School trips must be approved by the Principal.
- School management and teachers will endeavour to ensure that a balanced programme of school trips is arranged over the course of the school year.
- Students, parents/guardians will be notified in writing of all school trips. Consent forms must be signed by parent/guardian and must be submitted in advance of the agreed deadline by any student wishing to participate in a school trip (non-sporting outing).
- School trips and sporting outings may involve a financial cost to the student e.g. the cost of transportation etc. In the case of financial difficulties, the school Principal may be contacted in confidence to discuss.
- Students who withdraw from a trip after a deposit or full cost has been paid may not be entitled to a refund. In exceptional and unforeseen cases, it may be possible to refund money paid, and each case will be considered on an individual basis.
- The school secretary/trip organiser must keep a detailed account of all participating students and the amount of money paid. Online payment should be made on the school's Tyro system to minimise cash transactions and to help with record keeping of transactions.
- School management and teachers will ensure that the health, safety and welfare of students is prioritised through ensuring that risks are minimised, reasonable care is taken in choosing the location, nature and demands of the trip, the means of transportation, the level and ratio of supervision provided, along with the appropriateness of the school trip to the age and capacity of the students. Any non-

staff members participating in /attending school trips, as well as all members of the school community must comply with Garda vetting requirements.

- School management and teachers will ensure that appropriate insurance is in place for those embarking on any school trip outside the island of Ireland. In line with circular M20/04, appropriate travel insurance should be taken out to cover those embarking on the tour.
- School management and teachers will ensure that appropriate insurance is in place for those embarking any school trip which involves an activity of a specialist nature e.g. Outdoor Education Centre. In line with circular M20/04, appropriate insurance should be taken out to cover those embarking on the tour and therefore the organiser of the trip must ensure that the 24hr pupil cover under the school personal accident insurance covers the activities involved. The organiser of the school trip must also obtain a copy of the Outdoor Education Centre's Public Liability Insurance Certificate and submit to Principal for inclusion with DES circular M20/04 tour planning template in appendix 1.
- School management and teachers will ensure that transportation providers hired by the school have up to date PSV Licence and Certificate and provide suitable and well maintained vehicles. The teacher in charge has the right to request a more suitable vehicle or a refund in the event that they consider the vehicle supplied to be unsuitable for the school trip.
- School trips should be organised in a way that causes the least disruption to the day-to-day running of the school. They may take place during the school day, may extend beyond normal school hours and overnight trips may take place during school holidays. It is the parent/guardian's responsibility to make arrangements for their son/daughter's journey to and from school / trip meeting point.
- The school trip organiser must have contact details for school management and parents/guardians, along with relevant information for participating students e.g. health / medical information etc.
- The school trip organiser must conduct a risk assessment in advance of school trips.
- The names of the participating students should be emailed to all teachers as soon as they are confirmed and before departure from the school and the attendance record on Tyro should be updated (SA = school activity). Any changes to this list of participating students should be communicated to all teachers in advance of class absences.
- It is each student's personal responsibility to keep up with the learning, assignments and home learning tasks missed.
- It is the responsibility of the student and parent/guardian to ensure that permission/consent forms and any additional forms required for specific trips/activities are returned on time.
- If parents/guardians withhold written consent or do not provide it on time, a student will not be permitted to travel on the school trip.

- If a student requires constant/or regular medication, their parent/guardian must let the school know and complete a form which includes medical history, contact numbers, allergies, and medication to be taken.
- Before any student is accepted to participate in a trip, the school must be confident that the needs of the student and all other students can be met, without compromising any health and safety requirements. Each case will be considered on an individual basis, in consultation with the student and parents.
- Students who have a history of inappropriate behaviour may be excluded from school trips. Each case will be considered on an individual basis, in consultation with the student and parents.
- Students with a poor record of school / class attendance may be excluded from school trips. If a student has missed in excess of 12% of the school year / classes at any point in the academic year, they may be considered ineligible to attend. Each case will be considered on an individual basis, in consultation with the student and parents.
- The school trip organiser must bring a properly equipped first aid kit on the school trip.
- In the case of an accident, a staff member may if appropriate administer first aid. Medical attention will be sought if deemed necessary or the school may advise a parent/guardian to seek medical advice.
- In the case of a serious accident, medical attention will be sought as a priority, school management and parents will be informed without delay.
- Any accident/incident must be reported on the school's accident/incident report form and filed with our school secretary, including serious breaches of our school's code of behaviour.
- In the event of a critical incident, all participating staff should be familiar with and consult the school's Critical Incident Management Plan.
- If necessary, two members of staff may carry out an inspection of rooms or personal property (bags etc.) with the student present, or ask a student to empty their pockets / bag. This will only be done based on reasonable grounds, such as concern for physical safety, suspected possession of a prohibited substance, or other concerns. If a student is found to be in serious breach of the school's Code of Behaviour, the teacher in charge must contact the Principal as soon as possible.

Organisation of School Sporting Outings

- Sporting activities that are scheduled during school hours should be agreed with the Principal/Deputy Principal at least one week in advance.
- The names of the participating students should be emailed to all teachers as soon as they are confirmed and before departure from the school and the attendance record on Tyro should be updated (SA = school activity). Any changes to this list of

participating students should be communicated to all teachers in advance of class absences.

- The school sporting outing organiser must conduct a risk assessment in advance of the event.
- It is each student's personal responsibility to keep up with the learning, assignments and home learning tasks missed.
- It is the responsibility of the student and parent/guardian to ensure that permission/consent forms and any additional forms required for specific trips/activities are returned on time.
- Parental consent for participation in sporting teams and activities and school representation at sporting competitions should be collected at the start of the school year and will cover all activities related to that sport over the course of that academic year.
- If parents/guardians withhold written consent or do not provide it on time, a student will not be permitted to travel on the school trip.
- If a student requires constant/or regular medication, their parent/guardian must let the school know and complete a form which includes medical history, contact numbers, allergies, and medication to be taken.
- The school trip organiser must bring a properly equipped first aid kit to the match/event.
- In the case of an accident, a staff member may if appropriate administer first aid and/or seek medical attention if deemed necessary. The school may advise a parent/guardian to seek medical advice.

Transition Year Programme

- Our Transition Year (TY) curriculum and programme aim to offer students a variety of experiences. These experiences may take the form of outings and trips.
- At the start of the TY, parents will give advance permission for all such trips that have been approved by the Principal as part of our Transition Year programme.
- All Celbridge Community School's policies including the guidelines outlined in this document are to be observed on all TY school activities, tours, trips and outings. All eligibility requirements outlined in this document will also be applicable to TY outings and trips.

Overnight Expeditions or Trips Abroad

Other trips may be over-night expeditions or of longer duration. Only students/parents/guardians who have paid their full school registration or who have made arrangements with the school to pay in instalments will be eligible for these trips. These may be co-curricular activities organised by subject departments, or trips

arranged for year groups, or ones that are part of the Outdoor Education Programme. Some examples are:

- Gaeilge trips
- Exchange programmes involving a group of students and teacher(s)
- European Trip - e.g. Spain, Germany, France,
- Outdoor Education Centres in Ireland
- Class trips

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 School Principal 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 reflective of the nature, location and duration of the trip. This ratio will be decided in consultation with school management.
- Every effort will be made to schedule trips abroad or trips of longer duration outside of term time, in order to minimise disruption to learning and teaching.
- It is the responsibility of the student and parent/guardian to ensure that permission/consent forms and any additional forms required for residential or overseas trips are completed in full and are returned on time. If the parents/guardians do not indicate consent on these forms, the student will be deemed ineligible.
- 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. In advance of each trip, teachers will be made aware of and have a clear idea of their roles and responsibilities. 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, language teachers on a trip to Europe, teachers with outdoor qualifications on adventure trips, class teachers, Caomhnóirí, etc.
- All Celbridge Community School's policies including the guidelines outlined in this document are to be observed on all overnight trips or trips of longer duration in Ireland and abroad.

Student Behaviour

Celbridge Community School's Code of Behaviour must be observed at all times. All our school policies relate to all school activities both during and outside of normal school times and applies to activities on school grounds and off school grounds.

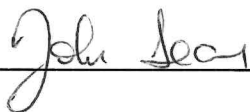
Students and parents/guardians must understand that:

- Students must adhere to teacher instruction at all time. Students must not leave the student group without a teacher's permission. Students must also follow the instructions of external instructors, supervisors, bus drivers etc. and must not behave in any way that disrupts or distracts.
- If applicable, students must meet at pre-arranged meetings spots and times and must not be late.
- All students will be aware in advance of the steps to take and who to contact, if they accidentally become separated from their group.
- Students must remain in designated areas / grounds / assigned accommodations and rooms and must not leave without clear permission of a teacher.
- Students must behave and interact respectfully at all times, including towards members of the public, other personnel and students and staff of other schools.
- Students must respect the facilities and property visited, and in the event of damage and/or theft, students and their parents/guardians must provide appropriate compensation.
- Students must not engage in any risky or dangerous behaviour. They must not smoke, consume alcohol or drugs or engage with any prohibited substances or engage in any illegal behaviour.
- Students must not act in any way that brings the good name of Celbridge Community School into disrepute.
- If necessary, two members of staff may carry out an inspection of rooms or personal property (bags etc.) with the student present, or ask a student to empty their pockets / bag. This will only be done based on reasonable grounds, such as concern for physical safety, suspected possession of a prohibited substance, or other concerns.
- If a student is found to be in serious breach of the school's Code of Behaviour, the teacher in charge must contact the Principal as soon as possible.
- Sanctions outlined in our Code of Behaviour or in this and related documents may be applied to any student who breaches school rules.
- Options available as sanctions include excluding a student from future school trips and events, and in serious cases, suspension or expulsion.

- Acceptance of all our school policies including our Code of Behaviour and this School Trip's Policy, will form part of the acceptance parents/guardians agree to, when giving consent.
- In the event of a serious incident, parents/guardians may be asked to collect the student and bring them home. In the event that the school group is an overnight trip in Ireland or abroad, parents/guardians may be asked to
 - come and collect the student to bring them home
 - agree for the student to fly home unaccompanied but in the care of airline staff and to meet the student on their arrival in Ireland
 - any expenses incurred in such cases, will be borne by the student and their parent/guardian.

This policy was ratified by the Board of Management on 20th April 2026.

Next annual review: Spring 2027

Signed: 

Date of ratification: 20 April 2026

Appendix 1: Tour Template

(Taken from DES Circular M20/04)

Details of School Tour

Name of School	Address	Roll No.
Tour Dates		
From	To	Number of School Days
//____	_/_/____	
Brief Outline of Tour		

Number of Students Participating	Total number of students in relevant class/year
If some students are not participating, outline the reasons why	
Expected benefit to accrue from the tour	
Why is the tour deemed to be necessary	

Adults accompanying the students		
Class Teacher	Number of other teachers	Number of other adults

Confirmations		
That appropriate arrangements are made in accordance with Circular PPT 01/03 for those classes whose teachers are absent with the tour	Yes:	No:
That adequate insurance is in place to cover all risks while on tour	Yes:	No:
That parental permission has been secured for each student who is to participate on the tour.	Yes:	No:

Signature of Principal: _____

Date: _____