



# *St. Mary's Secondary School*

*Convent of Mercy, Newport, Co. Tipperary V94 RY18*

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Registered Charity Number: 20148379



## **School Trips and Outings**

St. Mary's Secondary School, Newport, is a Voluntary Catholic Secondary School under the Trusteeship and the Patronage of C.E.I ST. (Catholic Schools, An Irish Schools Trust). The School is grant aided by the Department of Education & Skills, and is a co-educational school.

**School Management:** The Board of Management of St. Mary's Secondary School is a statutory Board, appointed pursuant to the provisions of the Education Act 1998.

### **Mission Statement:**

St. Mary's Secondary School, Newport operates as a Catholic co-educational Secondary School, to provide teaching and learning of the highest quality for the benefit of the community which it serves.

### **In pursuing this mission we aim:**

- To provide a quality educational experience that caters for the full range of academic aptitude and abilities.
- To foster the intellectual, physical, social, cultural, moral and religious development of our students.
- To enable pupils to achieve their full potential academically.
- To promote the Catholic ethos and faith.
- To cater for the needs of the local community in so far as ethos, resources and facilities permit.

**Ethos:** As a CEIST school, St. Mary's seeks to promote the five key elements of the CEIST charter.

Promoting Spiritual and Human Development.

Achieving Quality in Teaching and Learning.

Showing Respect for Every Person.

Creating Community.

Being Just and Responsible.

## **Rationale**

- St Mary's Secondary School strives to provide a complete, comprehensive 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. St. Mary's Secondary School provides an academic education, which also recognizes that exposure to a variety of experiences and cultures is part of a holistic education.
- The curriculum content of some subjects and programmes requires field studies, trips, and recreational activities which take place off school grounds.
- Outings 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 for the school year that does not prove too costly to parents, and does not overburden the school timetable.
- All educational trips must be consistent with the rationale as specified by the Department of Education in Circular Letter M 20/04.

## **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 and outings.
- That staff members are aware that the degree of care required of them should be that of a "careful parent", which would vary with the circumstances, stage and age of the student.

## **Procedures for overnight trips**

- All lead teachers and accompanying adults must familiarize themselves with this policy, and with all other relevant school policies, such as the Code of Behaviour, the Child Safeguarding Risk assessment the Mobile Phone Usage policy, the Changing Room policy, the First Aid policy, the Administration of Medication policy, and other policies moreover.
- Proposed outings and tours will be organized in consultation with school management
- Sufficient time will be afforded to allow assessment of the level of interest by both students and staff in the proposed tour.
- The lead teacher will send a letter to the Secretary of the Board of Management( ie. The principal) requesting permission to organize an overnight tour. The letter will include:
  - Draft itinerary, with relevant dates
  - Proposed year group
  - Proposed number of students and staff
  - Financial projections
  - Any other relevant information
- Following approval from the Secretary of the Board of Management, the lead teacher will proceed with the organization of the tour, including completing a Risk Management Plan.
- The lead teacher will inform the parents/guardians of the relevant school group of the details of the proposed trip. This letter should include the following information:
  - Provisional itinerary, with relevant dates
  - Costings
  - Payment dates
  - A statement that deposits are non-refundable
  - A reminder that the payment of a deposit is provisional, and does not create an entitlement
  - The school authorities reserve the right to cancel or alter a proposed tour, as circumstances may dictate.

- The lead teacher invites applications from students to participate in the proposed tour. Parents/guardians must be informed in writing, and a full permission slip sought. Such an application is usually accompanied by a non-refundable deposit, and is signed by the parent/guardian. The parent/guardian accepts that the application is made on the understanding that students adhere to the Code of Behaviour, and to any additional rules that the lead teacher and/or school management deem necessary.
- Students should be informed of the procedure for selection of students, in the event of over subscription. A student's disciplinary record can be taken into consideration.
- The school expects that all students travelling on any tour or outing will display a level of maturity commensurate with their age. Students on trips which involve an overnight stay, whether in Ireland or abroad, cannot be supervised on a 24 hour basis, and all overnight school tours will involve periods of time without direct supervision. Parents/Guardians who are concerned that such a level of supervision is inadequate should not permit their child to take part in such trips.
- Should a student become ill, injured or require medical assistance, parents/guardians will be informed and (further) medical attention will be sought for the student, if necessary. Parents/guardians should note that any illness or injury to a student may require a lesser supervision of the remaining students on a trip, if it is necessary for a teacher to accompany a student seeking medical attention.
- A contact phone number and email address for the lead teacher will be given to all parents/guardians and students travelling, before the trip. The purpose of this number is for parents/guardians/students to contact the group leader in the case of an emergency. The lead teacher will collect students' own mobile numbers, along with those of their parents/guardians for emergency contact during the trip.
- Any student who withdraws from a trip after a deposit, or full monies have been paid, may not be entitled to a refund. A student who is not allowed to travel for disciplinary reasons which occur following payment of a deposit, or the full amount, may not be entitled to a refund.
- Students must all depart from and return to any advised location in a timely manner.

- The list of applications accepted, provisionally accepted or rejected should be available to school management.
- For foreign tours, it is the responsibility of parents/guardians, in conjunction with students, to ensure that all documents necessary for travel abroad (eg passport, identity card, EHIC etc.) are up to date, and in order. St. Mary's Secondary School is not responsible for a student whose personal documentation is not in order, and who is prevented from travelling as a result.
- Parents/Guardians of students who are in receipt of medical support, students who may need administration of medication, students who have health issues or any medical condition and students who are in receipt of Special Needs Support, as recognized by the Department of Education, must inform the lead teacher at the time of their application, in order to ensure that the required supports are in place for the trip/activity.
- Once informed of any medical conditions, the school authority needs to be confident that the needs of the student can be managed, without compromising the health and safety of both the student in question, and of other students participating, and also without compromising the itinerary of the trip. If the school authority is not confident of this, it reserves the right to decline taking this student on the proposed trip or tour.
- For students who may need medication, the procedures in St. Mary's Secondary School's Administration of Medication must be adhered to. It is the responsibility of parents/guardians to provide an adequate, in date, supply of medication.
- It is the responsibility of the lead teacher to communicate with the parents/guardians on matters of insurance and insurance eligibility. Subsequently, it is the responsibility of the parents/guardians to establish if insurance will cover pre-existing conditions.
- Serious breaches of our Code of Behaviour may result in a student being sent home from an outing, with the cost of all expenses incurred to be borne by parent(s)/guardian(s).
- Receipts must be issued for all monies collected, and an overall account prepared and available to management.
- Each application for any school outing or trip will be considered on an individual basis, in consultation with management and parents. St. Mary's Secondary School reserves the right to decline a place on an outing or trip, to any student.

## **Procedures for day trips.**

School day trips are part of the educational experience in St. Mary's Secondary School. These activities serve to significantly enhance the academic curriculum as taught in the school, and enrich the social and personal development of those students participating in them. Examples of day trips at St. Mary's include plays, debates, concerts, cinema, retreats, visits to art galleries, exhibitions, museums, career exhibitions, university open days, among others.

- All lead teachers and accompanying adults must familiarize themselves with this policy, and with all other relevant school policies, such as the Code of Behaviour, the Child Safeguarding Risk assessment the Mobile Phone Usage policy, the Changing Room policy, the First Aid policy, the Administration of Medication policy, and other policies moreover.
- The lead teacher should first consult with school management, before organizing a trip, giving suitable notice where practicable.
- Such trips may be deemed optional/compulsory, as decided by the lead teacher and/or management.
- Such trips usually incur a cost to each student, and some are subsidised. Every effort is made by the lead teacher to achieve maximum value for money, and to ensure that all students are in a position to participate.
- Lead teachers should obtain the written consent of parents prior to the trip. A minimum of two emergency contact numbers should be supplied by each student to the lead teacher, prior to the trip. See Appendix I.
- Students must adhere to the school's Code of Behaviour, and any additional rules that the lead teacher and/or school management may deem necessary.
- The school authorities reserve the right to decline a place on a trip to any student.

- It is recommended that, where practicable, a teacher is accompanied by another member of school staff.
- Should a student become ill, injured or require medical assistance, parents/guardians will be informed and (further) medical attention will be sought for the student, if necessary. Parents/guardians should note that any illness or injury to a student may require a lesser supervision of the remaining students on a trip, if it is necessary for a teacher to accompany a student seeking medical attention.
- Parents/Guardians of students who are in receipt of medical support, students who may need administration of medication, students who have health issues or any medical condition and students who are in receipt of Special Needs Support, as recognized by the Department of Education must inform the lead teacher at the time of signing the consent form, in order to ensure that the required supports are in place for the trip/activity.
- Once informed of any medical conditions, the school authority needs to be confident that the needs of the student can be managed, without compromising the health and safety of both the student in question, and other students participating, and also without compromising the itinerary of the trip. If the school authority is not confident of this, it reserves the right to decline taking this student on the proposed trip or tour.
- For students who may need medication, the procedures in St. Mary's Secondary School's Administration of Medication must be adhered to. It is the responsibility of parents/guardians to provide an adequate, in date, supply of medication.
- Students must all depart from and return to any advised location in a timely manner.
- The health and safety of all who partake in a school trip is paramount. Every reasonable effort should be made by both teachers and students to ensure the health and safety of all who participate in any such trip.
- All lead teachers and accompanying adults must familiarize themselves with this policy, and with all other relevant school policies, such as the Code of Behaviour, the Child Safeguarding Risk assessment, the Mobile Phone Usage policy, the Changing Room policy, the First Aid policy, the Administration of Medication policy, and other policies moreover.

- Receipts must be issued for all monies collected over 5 Euro and an overall account prepared and available to management.
- The lead teacher will inform students, to the best of his/her knowledge, of their requirements for the trip, eg. lunch, equipment, money, suitable clothing etc.
- A list of students participating in outings during the school day, along with other relevant information, is to be provided to the principal, and to other relevant teachers.

### **Timetable for Review**

The School Trips and Outings Policy will be reviewed as the need arises, and/or every three years. The next review is scheduled to take place in 2025.

Policy review team: Ms. G. Foley, Mr. D. Minogue, Ms. E. Mullally, Mr. D. Hickey, Ms. R Barry, Mr. L. O'Dea, Ms. M. O'Sullivan



**Relevant dates for this policy:**

Policy reviewed and amended by team: August -November, 2021

Further review by team: 20<sup>th</sup> January, 2022

Consultation with Student Council: 11<sup>th</sup> May, 2022

Consultation with Principal: 27<sup>th</sup> May, 2022 and 31<sup>st</sup> May.

Consultation with Senior Management: 27<sup>th</sup> May, 2022

Consultation with Staff: 30<sup>th</sup> May, 2022

Consultation with Parents Council: 1<sup>st</sup> June, 2022

Draft Policy presented to Board of Management: 15<sup>th</sup> June, 2022

Policy approved by Board of Management: 15<sup>th</sup> June, 2022

Signed:




Chairperson, Board of Management

Date:

15/6/2022

Signed:



Principal, St. Mary's Secondary School

Date:

15/6/2022

Appendix I

**Day Trip Consent Form**

Name:

Class:

Date of trip:

Nature of trip:

Other additional information:

Does your child suffer from any medical conditions or allergies?

If so, please provide full details, along with the treatment required

Emergency Contact Name and Number (1) \_\_\_\_\_

Emergency Contact Name and Number (2)

All schools apply on this trip, in accordance with the Code of Behaviour of St. Mary's Secondary School, Newport.

Parent/Guardian signature: \_\_\_\_\_

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

## Appendix II

### **The letter to the secretary of the Board of Management must include the following:**

Draft itinerary

Relevant dates

Tour company, if relevant.

Proposed Relevant student group/subject area

Proposed number of students and number of staff

Financial projections

Payment dates

All other relevant information pertaining to the tour/outing.

A Risk Management plan. See Appendix III

### **The initial letter to parents/guardians must include the following:**

Provisional itinerary

Relevant Dates

Costings

Payment Dates

A statement that deposits are non-refundable

A reminder that the payment of a deposit is provisional, and does not create an entitlement

A reference/link to St. Mary's School trips and outings policy.

A reference to St. Mary's Code of Behaviour.

## Appendix III

# **Sample Risk Management Plan**

## **Section 1 – Details of Proposed Trip**

### ***Travel arrangements and transfers.***

Flights:

Coach and guide services:

Accommodation:

Activities and other events:

### ***Tour Operator***

Representative in Ireland:

Representative Abroad:

### **Coach Transfers and Tour**

(Outline of their role and responsibilities, and clarification of their role in an emergency situation)

**Hotel/Accommodation Contact Details:**

**Number of students travelling:**

(All student details to be given to management prior to departure)

**Supervising teachers/SNAs:**

**Ratio of teachers to students:**

**Objectives to be achieved by facilitating the tour:**

**Insurance Details:**

**What waivers, if any have been signed?**

## **Section 2 – Review of information**

***Learning from previous trips:***

***Existing Guidance on Educational Trips:***

The Secretary to the Board of Management is satisfied that the trip is compliant with the conditions set out in Circular M20/04.

The template contained in Circular M20/04 has been completed by the Principal. A copy will be retained by the school for examination by a Departmental Inspector in the course of a normal school inspection.

***Existing Policies and Procedures on Educational Trips:***

The tour has been planned in accordance with the School's Trips and Outings Policy. Please name other policies consulted, which will be adhered to.

### ***Section 3 – Identification of risks***

The following are examples. Please amend and tailor to suit your trip

#### **Risks to and arising from:**

##### **1) Student age group and behaviour**

- Aggression, fighting, disagreements
- Sexual activity
- Smoking
- Access to and taking of illegal drugs
- Access to and taking alcohol
- Not following the direction of teachers, guides instructors etc.
- Inappropriate use of social media
- Loss of money, phone, belongings, passport etc.
- Victim of theft of money, belongings etc.
- Poor management of ongoing health issues
- New health issues

##### **2) Employees**

- Unfamiliarity with necessary protocol/procedures
- Staff unprofessional behaviour

##### **3) Risks arising from use of coaches and/or airplane.**

##### **4) Risks arising from activities to be undertaken during the tour.**

### **Section 5 – Assessing the likelihood of the risk occurring, and the impact the risk would have if it did occur.**

The likelihood of a risk occurring can be categorised as low, medium, high or very high. The impact of the risk may be categorised as Minor, Moderate (i.e. resulting in curtailed planned activities), Major (i.e. damage resulting in long-term disability) or Severe (i.e. the death of a student or employee. Please assess each risk and its impact.

## **Section 6 – Managing the Risks**

### **Measures taken in managing the trip, and minimising the risk**

The following are examples. Please amend and tailor to suit your tour.

- 1) Teachers participating as supervisors on the trip have been supported with appropriate policies, procedures and guidance on managing the educational tour, so that everyone benefits from the experience, and everyone is safe.
- 2) The teachers involved are all registered with the Teaching Council.
- 3) Roles of responsibility have been allocated to the teachers involved. One teacher is the lead teacher, and another teacher has been appointed as deputy lead teacher.
- 4) All students involved, and their parents/guardians have signed a declaration stating that they will comply with the school's Code of Behaviour, and with the instructions from the supervising teachers.
- 5) Parents/Guardians have given written consent for their child to participate in the trip.
- 6) All students participating in the trip, and their parent(s)/Guardian(s) have attended a meeting with the lead teacher, where expectations in relation to standards of behaviour required, and the rules and regulations governing the trip were explained and agreed.
- 7) The lead teacher will have a) each parent/guardian's phone number(s), the Principal's phone number, the School phone number, the venue contact details etc.
- 8) Each student participating on the trip will have the lead teacher's phone number.
- 9) The Principal will have a copy of the contact details for all of the above, and for the tour operator, and contact persons.
- 10) The School will have a copy of all other essential details, eg. Student Passport Numbers etc.
- 11) Research has been conducted on the venue, and the rules of the country in question in relation to sale of alcohol etc.
- 12) Supervising teachers have drawn up contingency and emergency plans as part of the management planning.
- 13) All buses and coaches used to transport the group are fitted with seat belts for each passenger
- 14) The lead teacher will obtain a floor plan of the rooms reserved for the group's use in advance
- 15) There will be separate male and female sleeping and bathroom facilities for students and teachers.
- 16) There will be appropriate and safe heating and ventilation.
- 17) The supervising teachers will ensure that the whole group is aware of the lay out of the accommodation, its emergency exits, fire precautions etc.

### **Emergency procedures during the trip**

If an emergency occurs on the trip, the lead teacher will

- Establish the nature and extent of the emergency as quickly as possible
- Ensure that all members of the group are safe, and looked after
- Get immediate medical attention for any injured student or teacher
- Ensure that all group members who need to know, are aware of the incident
- Ensure that a teacher accompanies casualties to hospital, and that the remainder of the group is adequately supervised at all times, and kept together
- Instruct the group not to contact anyone by phone or social media until the Principal and parent(s)/guardian(s) have been informed
- Notify the police if necessary
- Write down accurately, and as soon as possible, all relevant facts and witness details, and preserve any vital evidence.
- Keep a written account of all events, times and contacts

### **Section 7 – Roles and Responsibilities of the lead teacher, and the supervising teachers**

**The lead teacher:**

**The deputy lead teacher:**

**Other supervising teachers:**