



School Trips and Tours Policy

**Scoil Pól
Kilfinane,
Co. Limerick.**

1. Introduction

At Scoil Pól, we recognise the educational, cultural, and social value of school trips and tours in enhancing students' learning experiences beyond the classroom. These trips and tours must align with the Department of Education guidelines, including Circular M20/04 as well as the school's Code of Behaviour (COB).

Note: In this document, the term 'parent(s)' also includes guardian(s) of student(s)

This policy applies to all students, staff, and volunteers involved in school-organised trips and tours. It outlines expectations regarding safety, planning, supervision, and student conduct.

2. Objectives

- To provide meaningful educational and cultural experiences that complement the curriculum
- To foster student development, teamwork and interpersonal skills
- To ensure that all trips and tours are well-planned, inclusive, and compliant with health and safety regulations
- To establish clear expectations regarding student behaviour, supervision, and risk management

3. Planning and Approval

3.1 Approval Process:

- Day trips require the Principal's approval.
- Planning of Overnight trips and tours requires Board of Management (BOM) approval (see Appendix A).
- International trips and tours must be booked through a licensed and bonded travel agent.
- International trips and tours require additional planning, including travel insurance, passport verification, emergency funding contingencies, and planning for specific supports required by participants.
- Accommodation for overnight trips and tours must be appropriate and approved by Principal.

3.2 Advance planning:

- Trips and tours should be scheduled well in advance to allow for parental notification, financial planning, and logistical arrangements.

3.3 Risk Assessment:

- Each trip or tour must undergo a thorough risk assessment covering transportation, accommodation, activities, supervision, and specific student requirements.

3.4 Supervision Ratios:

- An appropriate staff- to- student ratio will be determined and approved by the Principal, based on size of group, student age, activity type(s), location, supervision requirements, and, where applicable, recommendations from the travel agent or activity centre.
 - **Day trips:** Minimum 2 adults
 - **Overnight and International trips/tours:** Minimum 3 adults

3.5 - Accessibility & Inclusion:

- Reasonable accommodations for students with disabilities or additional needs are identified during planning.
- SNA and support staff ratios are adjusted accordingly.
- Reasonable accommodations regarding dietary requirements, accessibility needs, medication administration protocols will be considered.

3.6 Child Safeguarding:

- All trips comply with the school's Child Safeguarding Statement. The contact details of the Designated Liaison Person (DLP) and Deputy DLP are provided to all staff.
- Garda vetting is verified for all participating adults.
- One-to-one situations are avoided through established supervision protocols.

4. Educational Justification

In alignment with Circular M20/04, school trips and tours must provide significant benefits to students' educational, intellectual, cultural, and social development.

Trips and tours should serve as extensions of classroom activities, offering experiences that cannot be replicated within the classroom setting.

5. Parental Involvement

- Parents must provide written consent
- Parents will be informed of:
 - The objectives, itinerary, and duration of the trip or tour
 - Costs and payment methods
 - Health and Safety precautions, including emergency contacts
 - Student behaviour expectations

- Parents are required to provide up-to-date medical and emergency contact information for their child
- Parents must inform the school of any prescribed medications their child may need to take while on a school-organised trip or tour.
- Upon request from the school, parents must provide a letter from a GP or consultant giving consent for their child to participate in a school-organised trip or tour.
- Personal data collected for trips will be processed in accordance with GDPR.

6. Financial Considerations

Cost Transparency

- The full cost must be communicated during the planning stage.
- Where applicable, payment plans may be offered or accommodated.

Refunds and Cancellations

- Refund procedures depend on the nature of the trip or tour and the contractual obligations with service providers.

7. Admission Criteria

7.1 Individual Consideration

All trip and tour applications will be reviewed thoughtfully and fairly, taking into account each student's suitability for participation. Factors considered include, but not limited to, attendance, past behaviour, and adherence to the school's Code of Behaviour.

The school is committed to inclusive participation. Where concerns exist, support plans and parental meetings will be used to explore reasonable accommodations before exclusion is considered. Decisions are made proportionately, transparently, and with appeal mechanisms available.

7.2 Eligibility Criteria:

To ensure a safe and positive experience for all participants, students must meet the following eligibility requirements:

- **Attendance:** A consistent attendance record and a demonstrated commitment to attending school regularly
- **Behaviour and Conduct:** Students must adhere to the school's Code of Behaviour and have a record that reflects respectful engagement with staff and peers
- **Maturity and Responsibility:** The Principal and trip/tour leaders must be satisfied that the selected students can appropriately represent the school while on the trip or tour

- **Safety Considerations:** Students whose behavioural record indicates a potential risk to themselves and/or others may be deemed ineligible

While meeting these criteria strengthens a student's application, every effort will be made to consider individual circumstances. Final decisions on eligibility rest with the school Principal. Places on trips and tours may be limited based on staffing, logistics, and other available resources.

7.3 Decision Process:

Applications will be assessed based on:

- Eligibility criteria as outlined in Section 7.2 above
- Professional judgement from senior management, staff and trip/tour organisers
- Availability of places, determined by staffing, logistics, facilities and resources

Where demand exceeds available places, a fair allocation process, including a lottery system, may be used. Students who meet the criteria but are not immediately offered a place will be placed on a waiting list.

8. Student Conduct and Discipline

8.1 Duty of Care

During all school trips and tours, staff will act in loco parentis, ensuring students' wellbeing and enforcing behavioural expectations. The school reserves the right to make decisions in the best interest of the group's safety and reputation.

The school is committed to maintaining a safe and enriching environment for all students participating in school trips and tours. Any concerns regarding eligibility or conduct should be discussed with the relevant trip or tour coordinator or leaders before the application process begins.

8.2 Trip/Tour-Specific Rules:

The Principal and group leaders will establish specific rules regarding:

- Curfews and supervision protocols
- Travel arrangements
- Social conduct and respect for others
- Compliance with safety guidelines and local regulations
- Appropriate representation of the school while on trip or tour, whether abroad or otherwise

All students and parent(s) will be informed of these rules prior to departure, and compliance is mandatory.

8.3 Expectations for Behaviour

All students participating in school trips and tours are expected to uphold the highest standards of behaviour. While the school's Code of Behaviour applies to all trips and tours, additional behavioural expectations may be set by trip or tour leaders to reflect the unique circumstances of travel, including adherence to local laws and customs.

8.4 Consequences/Sanctions for Misconduct

School trips and tours are a privilege that offer students valuable learning experiences beyond the classroom. All students are expected to demonstrate respect, responsibility, and integrity, representing themselves, their families, and the school in a positive manner. Any serious breach of conduct may result in:

- Immediate removal from activities
- Being sent home at the expense of the parent
- Further disciplinary action upon return to school, up to and including suspension or expulsion

The following are examples of serious breaches of conduct that will result in disciplinary action (this is not an exhaustive list).

The school reserves the right to take action against any behaviour or conduct deemed inappropriate, unsafe, or detrimental to the trip or tour, the school, or others:

- **Possession, purchase, or consumption of alcohol**
- **Possession, purchase, or consumption of drugs** (including but not limited to tobacco, vapes, cannabis, ecstasy, opioids, cocaine, or any other illicit substance)
- **Refusal to comply with reasonable instructions** from a group leader, teacher or staff member, particularly if it results in disruption to the scheduled itinerary or poses a health & safety risk
- **Leaving accommodation without permission**, including after 'lights-out' or before the scheduled wake up time
- **Abusive, intimidating, or threatening behaviour** – physical or verbal – toward any group leader, teacher, student, staff member, or member of the public
- **Engaging in any activity that poses a health and safety risk** to themselves, others on the trip or tour, or the public
- **Theft, destruction, or damage to property** – whether belonging to individuals, businesses, or the accommodation
- **Involvement in illegal activity** or breach of local laws and customs
- **Inappropriate use of social media** or digital devices that cause harm, distress, or reputational damage to individuals, the group, or the school, as per the Acceptable Use Policy

- **Any behaviour that brings the school into disrepute**, either during the trip or tour or in connection with it

All students and parents will be required to acknowledge these expectations before departure. The Principal and the senior management team, in consultation with the trip or tour leaders, retain full discretion in determining appropriate disciplinary measures should any breach occur.

9. Insurance and Safety

9.1 Insurance

The BOM of the school ensures that trips and tours are adequately insured.

9.2 Health and Safety

- A fully equipped first-aid kit must be brought on all trips and tours.
- Emergency procedures must be reviewed prior to departure.
- In the event of an accident or incident, an Accident/Incident Report (Appendix B) must be completed and returned to school office.

9.3 Emergency Response

Emergency services will be engaged, and Scoil Pól's Critical Incident Management plan will be implemented in response to emergencies such as:

- Medical emergencies
- Serious incidents
- Extreme or unforeseen events

9.4 Key Responsibilities during a Critical Incident

The trip or tour coordinator and lead teacher(s) must ensure all staff and students are briefed on Scoil Pól's Critical Incident Management Plan.

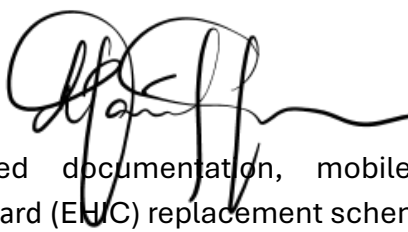
A contact list of all students travelling, their parents and local emergency services must be maintained.

In the event of an emergency, the school Principal will be notified immediately as per the schools' Critical Incident Management Plan.

Parents will be informed and kept updated.

10. Specific Guidelines

10.1 Travel Documents



Passports and visas including Brexit-related documentation, mobile roaming arrangements, and European Health Insurance Card (EHIC) replacement schemes are the responsibility of parent(s) and student(s).

10.2 Health & Safety Precautions

Students must have a valid European Health Insurance Card (EHIC) where applicable.

All International trips and tours must have contingency funds accessible to lead teacher(s)

11. Post Trip/Tour Review

The trip or tour coordinator will submit a post-trip/tour report to Principal on request, outlining:

- **Achievements** of the trip or tour
- **Financial summary**, ensuring the trip or tour adheres to the approved budget
- **Incidents or issues** that arose
- **Evaluation** of learning outcomes

This may include feedback from students and/or parents.

12. Review & Ratification

This policy will be reviewed as needed in response to significant legislative changes or incidents.

This policy was ratified by the Board of Management (BOM) on **13.11.2025**

Signed: Sister Eileen Kelly

Chairperson of BOM

Signed: _____

Principal

Date: 13.11.2025

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Appendix A: Letter to BOM for permission to plan an Overnight(s) trip/tour

Date: _____

Dear Members of the Board of Management,

I request **permission for the planning and organisation** of a

for the academic year _____ for _____

(Year group) students.

Regards,

Appendix 2



Accident/ Incident Reporting Document



1: INCIDENT DETAILS

Date of Incident: _____ Time: _____ Location: _____

Type of Incident:

Accident Near Miss Dangerous Occurrence Assault Property Damage

Incident Category: Slip/Trip/Fall Collision Sports Injury Violence/Aggression

Chemical/Substance Equipment/Machinery Medical Emergency

Other: _____

2: INJURED/AFFECTED PERSON(S)

Name: _____ Date of Birth: / _____

Status: Student Staff Member Visitor Contractor Other: _____

Year Group (if student): _____ Class/Subject: _____

Contact Number: _____ Address: _____

Parent/Guardian Name: _____ Contact Number: _____

3: WITNESS INFORMATION

Witness 1 Name: _____ Status: Student Staff Other

Contact Details: _____

Witness 2 Name: _____ Status: Student Staff Other

Contact Details: _____

4: INCIDENT DESCRIPTION

Provide detailed account of what happened (include activities, conditions, equipment involved):

Was supervision in place? Yes No Supervisor Name: _____

Weather conditions (if relevant): Dry Wet Icy Other: _____

5: INJURY/DAMAGE DETAILS

Nature of Injury: No Injury Minor Moderate Serious Fatal

Body Part(s) Affected: Head Face Neck Back Arm Hand Leg Foot

Other: _____

Injury Description: _____

Property Damage (if applicable): _____

6: IMMEDIATE ACTION TAKEN

First Aid Administered? Yes No First Aider Name: _____

Treatment Given: _____

Sent to: Continued in School Sent Home GP Hospital/A&E Other: _____

Time of Departure: : Accompanied by: _____

Ambulance Called? Yes No Time Called: _____

Parents/Guardians Notified? Yes No Time: : By Whom: _____

7: REPORTING REQUIREMENTS

HSA Reportable Incident? Yes No

Criteria: Death Over 3 days absence Dangerous occurrence Other: _____

HSA Notification Date: / _____ Reported by: _____

Board of Management Notified? Yes No Date: // _____

Insurance Company Notified? Yes No Date: // _____ Ref. No.: _____

Tusla Notification Required? Yes No N/A

SECTION 8: CONTRIBUTING FACTORS/ROOT CAUSE

Identify underlying causes:

Inadequate supervision Equipment failure Unsafe behaviour Inadequate training

Poor maintenance Inadequate procedures Environmental factors Other: _____

Comments: _____

SECTION 9: PREVENTIVE MEASURES/RECOMMENDATIONS

Actions to prevent recurrence:

Risk Assessment Required? Yes No Date to Complete: / _____

Policy/Procedure Review Needed? Yes No Which: _____

Staff Training Required? Yes No Details: _____

SECTION 10: SIGN-OFF

Report Completed by: _____ Position: _____

Signature: _____ Date: _____ Time: _____

Reviewed by (Principal/Deputy): _____ Signature: _____

Date: / _____ Action Plan Approved: Yes No
