



Cross and Passion College is committed to incorporating educational visits into its curriculum. Tours are organised with the view of enhancing the overall growth of the student-academically, socially, culturally, morally, physically, personally and to equip them with skills for life. School tours allow students' learning to extend beyond the classroom.

Such activities may include attendance at sporting events, visits to appropriate exhibitions, conferences, field trips and longer-term educational tours either in Ireland or abroad. The aim of school excursions is to provide an educational, cultural, social and personal experience for everyone involved.

Educational excursions and visits provide an excellent opportunity for the personal growth and development of students. They can have a positive effect on students' self-esteem and can significantly improve many skills including their ability to work with others, using their initiative, powers of investigation and improved understanding of their surroundings. Educational visits provide rich experiences that cannot be created in school and many students will cherish them for a long time to come.

The curriculum content of some subjects require field studies/excursions/recreational activities, which take place off school grounds.

The organisation, particularly of school tours, requires a significant investment of staff time and energy. There are considerable implications in relation to the health and safety of pupils and the application of the school's Code of Behaviour in an out-of-school context.

All educational excursions must be consistent with the rationale as specified by the DE in Circular Letter M20/04. All reasonable efforts will be made to satisfy all the criteria contained in this circular.

The policy operates within a legislative framework and takes account of the following:

- The Education Act ,1998
- The Education Welfare Act , 2000
- Equal Status Act, 2000
- The Equality Act, 2004
- Circular Letter M 20/04 (DE)
- The Education for Persons with Special Needs, 2004
- Children First Act, 2015
- Child Protection Procedures for Primary and Post-Primary Schools, 2017
- Teaching Council Code of Professional Conduct
- General Data Protection Regulation, 2018

Rationale:

- That the health, safety and welfare of our students is safeguarded by ensuring that reasonable care has been taken in the nature of the excursion chosen, the level of supervision provided, the venue, the means of transportation, the demands on the physical resources of the students, having regard to their age and capacity, and the dangers to which they may be exposed.
- 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 students.
- That students gain maximum educational benefit and enjoyment from all tours/outings.

Scope of School Tour Policy:

- The term ‘school excursion’ covers all expeditions off the school premises excluding activities where students are off school premises without staff supervision. This policy is to be implemented by all members of staff who organise such excursions and is applicable to all students - and their parents/guardians - who are participating in these activities.
- The Code of Behaviour of Cross & Passion College applies to all students of the college, and relates to all school activities both during and outside of normal school hours; it applies both on and off the school grounds. The Code of Behaviour, therefore, in all its detail applies to all outings and excursions, whether or not they involve an overnight stay.

Procedures to be followed by all Staff Organising School Excursions

School excursions have considerable educational value. However, they must be planned and organised in a way that causes least disruption to the day-to-day routine of the school.

Day Excursions

Day Excursions may take place during the school day, or may extend beyond normal school hours.

Some examples of day excursions are:

- Field work associated with specific subjects such as Biology and Geography.
- History excursions.
- Visits to Art Galleries, Exhibitions, Museums, and Theatre visits.
- Careers Exhibitions and University Open Days.
- Debates.
- Concerts.
- Events in connection with programmes in the school.
- Sports events outside the school day e.g. Friday afternoon and Saturday matches
- Attendance at school sporting events in a supporting capacity.

Any teacher planning to organise a day excursion or any non-sporting outing during class time, must first inform the Principal and Deputy Principal of the intended date, at the earliest possible convenience, in advance of the proposed date. The excursion must be approved by the Principal/Deputy Principal.

The Deputy Principal responsible for arranging the Supervision & Substitution rota will play a lead role in deciding what staff attend off site excursions. Considerations will include the minimising of disruption to the overall teaching and learning on that day.

Day excursions (sporting or otherwise) will not be facilitated without sufficient notice being given to the Deputy Principal responsible for arranging the Supervision & Substitution rota.

As a courtesy to colleagues, full details, including date, time and names of participating students must be made available to staff by the organising teacher at least before the event.

Sporting activities that are scheduled during class times must be agreed with the Principal/Deputy Principal in advance and details of the students involved made available to staff by the organising teacher at least in advance of the event.

On all day excursions 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 excursion and the age of the students travelling.

Day excursions may involve a financial cost for the student. For example, a fee may be charged to cover the cost of transportation to/from sporting events.

Parents and guardians will be informed of any excursion or sporting event in advance and permission sought where necessary. Permission for students to participate in team sports and other activities that take place on a regular basis throughout the school year will be sought on enrolment/at the start of the year.

For excursions that extend beyond normal school hours, it is the responsibility of parents/guardians to ensure that arrangements are in place for their son's/daughter's journey to/from the school.

Students who have a history of inappropriate behaviour may be excluded from day excursions.

An Incident Report Form must be completed for all accidents or incidents which may have occurred on the excursion. Examples of reportable incidents include; accidents, bullying, persistent lateness at the rendezvous point; not staying with the group; rudeness to teachers/staff/members of the public; serious breach of school rules, particularly in relation to alleged or proven substance or alcohol abuse.

Overnight Expeditions and Excursions Abroad

Other excursions may be over-night expeditions or of longer duration. These may be co-curricular activities organised by subject departments, or excursions arranged for Year Groups. Some examples are: International school tour e.g. Paris, Rome. Outdoor Education Centres.

The staff/student ratio will be appropriate to the number of students participating, their age group and the nature of the excursion.

Parents/guardians will be notified, in advance, of all excursions and tours and they should sign the appropriate consent form. In this way parents, students and teachers enter into a partnership promoting good and appropriate behaviour at all times.

School Tour:

A school tour is defined as any group travel involving at least one overnight stay. The school will only use the services of licensed tour operators/travel agents when organising excursions outside the island of Ireland.

Organisation and Approval

The Tour Leader will be expected to ensure that the tour is conducted in accordance with agreed standards and in advance of application to the Board, discuss with the Principal the proposed destination/dates. Factors involved in preliminary discussions include:

- a) Educational Value.
- b) Price and Overall Value for Money.
- c) Suggested Itinerary.
- d) Safety of Location/Established structure in place to cope with school groups.

At this stage, an application to proceed with the tour will be made to the Board of Management. In circular letter M20/04 the Department of Education and Science has devolved to Boards of Management the authorisation to grant approval for educational tours by school groups both inside and outside the State subject to a number of criteria. A general outline of the tour, including travel dates, tour company details, travel insurance, the total tour price and the general tour itinerary, should accompany the request for permission.

The Board of Management will consider the following when reaching its decision;

- The appropriateness of the proposed excursion in terms of DE Circular M20/04
- The staffing arrangements for the excursion.
- The financial controls in place for the excursion.

The Principal and/or Deputy Principals will meet with the tour leader to put together a tour team as soon as possible. It is preferable to have at least one staff member who has experience travelling away with groups and/or have been to the particular destination.

The tour team may include; teaching staff, special needs assistants, or other staff. **Selection of teachers to accompany students will be at the discretion of the Principal/Deputy Principals and the tour leader.**

*NB: Appropriate arrangements should be made for the conduct of those teachers' classes in their absence in accordance with **Circular PPT 01/03**. Schools should on all occasions take into account the effect that the absence of accompanying teachers will have on the normal work in the school and numbers absent should be kept to the minimum level required.*

Duties to be undertaken by the tour team may include the following; (a) Tour Finances (tour leader), (b) Passports, (c) EHIC Form (European Health Insurance Card), (d) Contact Details/Medical Conditions and (e) Room Allocation.

The tour leader will assign a group of students to each teacher. Over the course of the tour this teacher will be responsible for ensuring their group is ready and on time for activities, will collect this group's phones at night, and be a point of contact for the students.

A definite commitment from all participating teachers will be required in advance of finalising preparations for the excursion.

Once finalised the Principal will furnish the tour leader with a letter of introduction for hotels, museums etc.

Selection of Students/Application Procedures:

A meeting will be held for the relevant students who may wish to go on the proposed school tour. A letter will be given to the students with brief details of destination/itinerary/estimated price (dependent on ultimate uptake)/payment dates etc.

In addition, application forms will also be distributed to all those who are interested in applying for the tour. This letter aims to establish a level of interest and does not in itself constitute an offer of a place on the tour.

Where there is an oversubscription of eligible students, the students to be offered a position will be decided by lottery.

A meeting of those students who have been granted permission to travel will be called where they will be given a letter outlining specific dates to pay non-refundable deposits. A student will not secure a place on the tour if the deposit is not paid.

The tour leader will arrange an information meeting prior for parents/guardians prior to the excursion. It may be stipulated that non-attendance without prior notification will result in permission to travel being revoked from the relevant student(s).

Students and parents/guardians will also be required to provide relevant personal and contact details, including passport details. Students and parents/guardians will be informed that any errors or subsequent changes to details will result in fees levied by the airline, and are outside the control of the tour organiser or the travel company.

In accordance with Irish Naturalisation and Immigration Services (INIS) guidelines the parent(s)/guardian of each student who is to travel is required to submit a signed letter from the child's parent(s)/guardian giving consent for travel and providing his/her contact details.

Expected Standard of Behaviour:

Cross and Passion College have very high expectations of behaviour, and we expect such standards to be maintained during all extra-curricular activities.

Participation in a school tour is a privilege and shows a student that the school has confidence in them. Taking students away overnight and/or out of the country is a huge responsibility and requires every student to act in a mature and responsible manner at all times.

Students and their parents/guardians must complete Appendix A at the end of this policy before the tour departure date.

The tour leader along with the group's yearhead and Deputy Principal will meet with the students prior to departure and outline the Code of Behaviour.

School rules apply (except for uniform) and special emphasis is put on the following:

- **Students must not smoke/vape, drink alcohol or take illegal drugs.**

In the event that the tour leader suspects that a student possesses items deemed unsuitable, a search of rooms or personal property (bags, suitcases etc.) may be made. Two members of the tour team should carry out inspections. If a search is deemed necessary parents will be informed via email or phone call that this has taken place. If there is a suspicion that a student possesses items deemed unsuitable on their person they will be expected to empty the contents of their pockets/clothes themselves while observed.

When On Tour:

- All School Rules are in force during the trip.
- Students are subject to the authority of teachers and designated chaperones at all times.
- Each student is responsible for their own property, e.g. luggage, money, etc. All personal belongings should be clearly marked. The school cannot accept responsibility for students' property.
- Students must be on time for all scheduled activities. Lateness may result in the group missing planned activities.
- Students are expected to participate in all planned activities. Students are not permitted to participate in any activities not scheduled in the itinerary.
- Students are expected to be respectful and considerate of teachers, tour managers, guides, coach drivers, fellow students and hotel, restaurant and other service personnel.
- Students are expected to turn off all audio equipment and listen attentively when being addressed.
- Students are responsible for keeping the coach clean and for any damage to the coach interior.

- Students must respect the teacher's, tour manager and coach driver's rules of conduct concerning coach safety and behaviour.
- Curfews are announced nightly and will be determined by the activities of that evening. Students are required to remain in their own hotel room after curfew.
- Changes in hotel room assignments are not allowed except in extreme circumstances.
- Students are responsible for any damage to hotel property. Removing hotel property of any kind is considered a theft.
- Students must be respectful of other hotel guests. Loud noises and unruly activity in the hotel rooms or hallways is strictly forbidden.
- Student's mobile phones will be collected each evening by teachers and returned each morning.
- Any participant who disregards these rules or otherwise commits a serious breach of discipline may be expelled from the tour at any time. He or she will be returned home at the expense of the parent or guardian.

Additional rules, particular to an excursion, including dress code, may be stipulated by a tour leader. Any such rules will be clearly communicated to students and parents/guardians prior to travel. Acceptance of a place on a tour is deemed as acceptance of any such rules.

Sanctions for misbehaviour are the responsibility of the tour leader who may delegate the imposition of sanctions for minor misbehaviour to accompanying teachers / staff. Sanctions should be reasonable and appropriate to the nature and severity of the misbehaviour. The nature of these sanctions will be communicated to students and parents/guardians prior to commencement of the excursion.

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 a member of the tour team for the duration of the activity. Further sanctions may be imposed when the student returns to school.

If a student misbehaves in a serious manner where the health and safety of other students or teachers is jeopardised it may be felt appropriate to send a student home. In such a situation the student will be accompanied, and the parent/ guardian will be liable for the costs involved. Sanctions may also be implemented on return to school regarding such offences.

Examples of 'serious misbehaviour' include:

- Use/possession of alcohol.
- Use/possession of illegal substances.
- Misuse of legal substances (lighter fluid, Tippex, etc.)
- Disruptive behaviour on the coach, plane, boat or in the hotel/hostel.
- Lack of respect for accommodation rules.
- Lack of respect for school staff, tour company staff or any other supervising adults.
- Theft or criminal damage to property of others.

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

The principal/deputy principals must also be informed immediately of such incidents.

Exclusions subsequent to application:

Students who misbehave in a manner deemed serious by the school authorities will be deprived of their place on the tour. This is in the interest of safety to themselves and other students/staff. In such a case, refunds depend entirely on the conditions of the travel company and depends on the actual date of cancellation of the place. In the case of a late exclusion and subsequent cancellation, a refund will not usually apply. It is important that the School Tour Leader highlights this point to students and parents/guardians before a student submits an application.

Supervision/ Duty of Care:

In the event of a medical emergency/dental emergency while on tour it may be necessary for a member of the tour team to act in *loco parentis*. In the event of an emergency parents/guardians will, if at all possible, be contacted first.

For the purpose of the smooth running of an overnight/overseas tour the students will be divided into groups and a teacher leader will be appointed to each group.

Day Time: Students will be accompanied by teachers throughout the excursion. However, it is usual that students are allowed free time for shopping, lunch etc. Students will only be left free in an area deemed suitable, and a prominent meeting place will be advised before the group breaks. All rules of the excursion apply during these free periods and students who misbehave will be sanctioned accordingly, as detailed above.

Night Time: The tour leader should place teachers on a supervision rota for use in the various types of overnight accommodation used. Students will be made aware that corridors are being supervised. The travelling teachers will agree supervision arrangements for corridors at night and wake up calls in the morning as required.

Ratified:

*This policy will be reviewed in September 2024

Appendix A: To Be Completed by ALL students & parent(s)/guardian(s) prior to travelling on an overnight school excursion

--

Cross & Passion College Trip to (insert destination)(insert dates of travel)

Student Name		Class	
--------------	--	-------	--

Section A: Parental/Guardian Undertaking

I / We, the parent(s)/guardian(s) of the above named student understand and agree to the conditions outlined in the accompanying documentation for the trip to (insert where), (insert when)

Signed by Parent/Guardian:		Contact Details:	
----------------------------	--	------------------	--

Signed by Parent/Guardian:		Contact Details:	
----------------------------	--	------------------	--

Section B: Student Undertaking

I undertake to observe the rules laid down for this CPC Trip, and to do my best to be co-operative and considerate during the course of the trip. I understand that the expectations of Cross & Passion College as stated in the Code of Behaviour are applicable for the duration of the tour.

In particular, I undertake not to bring, buy or use any alcohol, cigarettes/vaping devices or illegal substances, and accept that any breach of this could lead to my being sent home early at my own expense, and the risk of subsequent sanctions from the school.

Signed by Student:		Date:	
--------------------	--	-------	--

Section C: Please outline any medication that your child will have with them when we travel. Also, give any medical/dietary details that we may need to be aware of.