

# Drumshanbo Vocational School

## School Trips / Outings Policy



### **Ethos Statement**

Mayo, Sligo Leitrim Education and Training Board (MSLETB) is a community of learners with a historic and unique tradition as a provider of education and training. In responding to the needs of the community it delivers the highest standards of teaching and learning.

MSLETB Colleges, Schools and Centres of Education are democratic, co-educational and multi-denominational in character where policies, practices and attitudes are underpinned by the core values of Respect, Equity and Fairness.

The Board of Management of Drumshanbo Vocational School is publishing this document as the official School Trips / Outings Policy. The MSLETB as patron of the school has approved this publication. Copies of the policy are available at the school and are furnished to each person who applies to be admitted to the school.

### **Our Mission Statement**

*Drumshanbo Vocational School including students, teachers, parents and community, seek to provide for the intellectual/curricular, physical, social and personal education of the student.*

The school aims to establish, develop and nurture attitudes, values and behaviour which will enable the whole school community to reach its full potential.

*All students are encouraged to find their own strengths in order to grow into self-confident and responsible adults. Within a firmly established program of pastoral care, we seek to enhance the spiritual aspects of our students' lives.*

The School Trip / Outings Policy helps to set the standards that the school community aspires to; students and staff work together to continue to develop the school and maintain an atmosphere in which all individuals feel safe.

Our school community provides a caring, happy and safe environment, which strives to foster a love of life-long learning. We endeavour to develop each person's academic, physical, moral, cultural and spiritual potential based on mutual respect, fairness and honesty. We want our students to emerge as confident, adaptable, responsible and caring citizens.

### **Scope of School Tours, Outings and Trips policy**

This policy applies to all members of the staff of Drumshanbo Vocational School who take students off site. It is applicable to the students participating in the activity and to their parents/guardians.

The Code of Behaviour of Drumshanbo Vocational School applies to all students of Drumshanbo Vocational School and relates to all school activities both during and outside of normal school hours; it applies both on and off the school grounds and anywhere students are clearly identified or identifiable as students of the School.

### **Objectives**

- That the health, safety and welfare of our students is safeguarded by ensuring that reasonable care has been taken in the nature of the trip chosen, the level of supervision provided, the venue, the means of transportation.
- That students gain maximum educational benefit and enjoyment from all trips/outings. For example, school trips/outings should broaden each pupil's cultural and intellectual experience; foster independence/ maturity/ team building; enhance student's social skills; improve language acquisition skills; create positive memories of school; promote greater understanding between different cultures; encourage travel/ studying abroad; promote involvement of all students; improve communication skills.
- 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 student.

### **General Information: School Tours, Outings and Trips**

The Code of Behaviour applies to all outings and to trips, whether or not they involve an overnight stay.

1. Drumshanbo Vocational School strives to provide an effective 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. Drumshanbo Vocational School provides an academic education, which also recognises that exposure to a variety of experiences and cultures, is part of a holistic education.
2. The curriculum content of some subjects requires field studies/trips/outings/recreational activities, which take place off school grounds. It is advised that a full schedule of events be known and approved at the beginning of the school year in which they are to take place. Teachers who wish to undertake school tours should provide the Principal with a proposal for the operation of a school tour.

This proposal will then be handed onto the Board of Management. There must be at least four months between the proposal of a school tour and the operation of a school tour.

3. Trips assist in bonding between students, as well as providing teachers with an opportunity to get to know students in a non-classroom environment.
4. There should be a balanced programme of tours and outings for the school year that does not prove too costly to parents and does not overburden the school timetable.
5. All school trips must be consistent with the rationale as specified by the Department of Education and Skills in Circular Letter M 20/04. All reasonable efforts will be made to satisfy all of the criteria contained in this circular.
6. The Board of Management will grant approval for a school tour on the consideration of the number of proposed events to take place during the course of the year, that the tour conforms with the criteria of the circular letter M20/04, the timing of the event, the implications for normal teaching and the suitability of the travel and accommodation arrangements.
7. To assist staff in the planning of trips and outings, so that they are aware of all necessary precautions which must be observed to provide for the health and safety of staff and students. It also ensures that trips and outings take place efficiently and smoothly and that the standard of supervision is firmly within guidelines and standards.
8. Before a student is accepted for a trip, his/her previous behaviour will be taken into consideration.
9. Parents/guardians will be notified, in advance, of all tours/outings and both parents and student 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.

In the following pages I will outline the different regulations for different types of excursion:

- (i) School Tours and overnight trips, inside or outside the Republic of Ireland
- (ii) Day Trips within Ireland (including Northern Ireland)
- (iii) Sporting Trips / Activities.

**(i) School Tours and overnight trips, inside or outside the Republic of Ireland**

1. Members of staff, who wish to take students on an overseas trip, must submit their request for approval to the Principal. Included in the proposal, should be the educational or other benefits that the students will derive from the trip.
2. 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 as recommended by the travel agency.
3. The initial letter to parents should contain a draft itinerary and deadline for registering and payment of non-refundable deposit. Parents must be made aware that the organiser reserves the right to make minor changes to the itinerary.
4. If a passport is required, a photocopy of the student's passport must be included with the deposit. All passports must be valid for at least six months following the trip.
5. Visas may be necessary for the destination and some countries require them to be processed together. There may be an additional cost to secure a visa. Parents should be informed that students with non-EU passports may need visas for EU countries.
6. Students must have their E111 or European Health Insurance Card for travel to countries in the EU.
7. It is important to impress upon parents that the onus is on them to ensure that their son/daughter has all necessary up-to-date documentation well in advance of the trip.
8. Parents should be informed in good time if there are any mandatory or recommended inoculations for the destination. It is important that parents realise that the onus is on them to make arrangements for their son/daughter to receive all necessary inoculations.
9. Students must attend all information meetings and co-operate with all requests pertaining to the trip.
10. Following receipt of the deposit, parents will receive the Permission Letter and Form all sections of which must be completed and the form returned to the organiser by specified date. Details of accommodation, travel arrangements, any special local conditions, personal items that the student needs to bring, guidelines for spending money and money for extras such as meals and excursions will also be sent to parents.
11. Mobile phone communication between teachers/supervisors and students on the trip may be necessary. A list should be made of participants' mobile phone numbers (as given on the Permission Form) and students should have the mobile phone number of the trip leader – to be carried with them at all times while on the trip. A mobile phone is available from the School, as staff members are not required to give their personal mobile phone numbers to students.
12. The trip organiser should have two emergency contact numbers; usually this will be the Principal and the Deputy Principal.

13. If necessary two members of staff should carry out inspection of rooms or personal property (bags, suitcases etc) with the student present. This will only be done for good reasons based on reasonable grounds, such as concern for physical safety, suspected possession or use of a banned substance or other concerns.
14. If a search is deemed necessary, the student should be asked to empty his/her own pockets, suitcase / bags or to search the clothing that he/she is wearing.
15. If a student is found to be in serious breach of any of the rules in the School Code of Behaviour, the staff in charge must contact the Principal immediately.
16. An Accident/Incident Report Form must be completed for all accidents or incidents which have occurred. Examples of reportable incidents include: persistent lateness at the rendezvous point; not staying with the group; rudeness to teachers; and serious breach of school rules, particularly in relation to alleged or proven alcohol or substance abuse.

### **School Tours - Roles and Responsibilities:**

#### **Board of Management**

- To ensure that the policy is developed and evaluated.
- To approve the policy
- To ensure that all aspects of the policy are adhered to prior to and during the tour.

#### **Principal/ Deputy Principal**

- To establish structures and procedures for the implementation of the policy
- To monitor and support the implementation of the policy
- To promote and foster school tours.

#### **Tour Leader**

- It is recommended that one teacher be nominated as the Director of the tour who will be expected to ensure that it is conducted in accordance with agreed standards.
- When the proposal is sanctioned by the Principal/ Board of Management the school tour organiser will inform the pupils and parents concerned. When numbers are concerned she/ he will invite staff members to join the team.

#### **Tour Team organisation and planning**

- **Tour Team and Reserve List:** A Tour Team, led by the Tour Leader(s) should be put in place as soon as possible. A reserve list is advisable in case a member of the team should subsequently be unable to travel.
- **Organising Roles:** The Tour Leader(s) should meet the full Tour Team at the outset so as to discuss individual duties. Ideally all members of the Tour Team should be involved in organising the tour, taking up duties in one of the following areas. (a) Tour Finances – the Tour Leader or Deputy Leader (b) Group Passport – the Tour Leader or Deputy Leader – for reasons of privacy some students may

obtain their own passports. (c) E111 forms and insurance – any member of the Tour Team (d) The Tour Itinerary – cultural passes, internal tours – any member of the Tour Team (e) General needs – medical kit, home contact numbers, medical services' contacts in area to be toured etc. – any member of Tour Team.

- **Planning 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.
- **Planning Tour Supervision Rota:** The Tour Leader should place teachers on a Supervision Rota for use in the various types of overnight accommodation used.

### **Professional Responsibilities of the Tour Team**

Here is the agreed statement of the professional responsibilities and duties of staff for the duration of the tour.

*Mindful of the DES guidelines regarding Child Protection (3.1.1 and 3.1.2) the following must be observed:*

- Teachers will act in a responsible manner (including the consumption of alcohol) having regard to the fact that they are in the company of and responsible for the care of young adults. Teachers will maintain the same standards of care as apply in a school situation.
- It is important that the rules agreed by teachers and parents and signed by students are enforced by all teachers while away with student, especially with regard to the consumption of alcohol by students.
- The organising teacher must ensure that adequate travel and school insurance is in place.
- Teachers must inform the Principal of his/her intention and proposed itinerary before informing pupils, other staff members of parents.
- Discuss the proposed itinerary, dates of departure and return, age-group of students (year) and estimated cost of the trip with the Principal.
- See written permission from the Board of Management in advance.
- Consult parents five months prior to departure for foreign trips. Any overnight trip will require one months notice.
- Provide information re: cost of trip, pocket money and any additional costs which may arise.
- Discuss discipline code with students and parents.
- Organise insurance/ passport/ E111/ Point of contact
- School trip may take place within school holiday period as per D.O.E. circular or at the discretion of the Principal.
- Inform teachers of the purpose of the trip to promote cross curricular learning in the class before and after the class.
- Reporting back to Principal and Board of Management.

Arrangements should be made for a summary report from the School tour leader to the Principal and the Board of Management outlining: the achievements of the tour, a financial statement, any difficulties or problems which arose during the course of the tour.

## **Parents**

- Sign consent form giving permission to their son/daughter to go on the tour.
- Sign a Letter of Authority for the Tour Leader to accompany their son/daughter on the foreign trip.
- Parents should be made aware of
  - The objectives of the tour.
  - The itinerary and duration of the tour.
  - The costs involved and method of payment.
  - The rules of behaviour to be observed.
  - Information regarding insurance and indemnity.
- Attend Scheduled meeting and sign Rules and Procedures Form supporting the rules that are in place.
- Inform the tour leader of any medical condition(s) of which the leader should be aware of to ensure the health and safety of all students while in the teachers' care.

Parents should be made aware of their duty to inform the school of any relevant Health or Safety issues which might affect their children.

The signed permission of parents must be an essential pre-requisite for the participation of their children in any school tour.

## **Students**

Students must obey the Code of Behaviour on school tours:

- Pupils must adhere to the school rules at all times.
- Respect for all staff members and other students at all times.
- Obey staff members at all times.
- Respect others at all times e.g. drivers, guides, cabin crew, fellow travellers, those sharing transport and those sharing accommodation.
- Students must not wander off or break away from the party without permission.
- The use or abuse of tobacco, alcohol, drugs or any other illegal substance is forbidden.
- Pupils must adhere to the Tour dress code as set down by the Tour Leader.
- Pupils will participate fully in the activities of the tour.
- Pupils will behave during leisure time if pupils are not under the direct supervision of teachers.
- Pupils must follow the rules of the hotel, hostel or other type of accommodation where they are staying.

- Pupils are responsible for leaving seats on all forms of transport in a tidy condition.
- Pupils are responsible for leaving their bedrooms tidy.
- Pupils must have respect for and comply with local customs and laws, particularly when travelling abroad.
- Pupils are responsible for their own belongings.

When a student is accepted to participate in a school tour he/she is obliged to comply with the Tour Rules and to sign a copy of the rules pledging compliance.

Students must be made aware that there are sanctions for misbehaviour on a school tour.

### **Sanctions for Misbehaviour**

**Minor Misbehaviour:** 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.
3. The student missing an evening activity e.g. disco.

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 teaching 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.

**Serious Misbehaviour:** 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 ongoing and extreme cases of dangerous and/or gross misbehaviour a student may be sent home (paid by their parents/guardian)

In the event of this happening, the parents/guardians will be informed and if necessary a teacher will travel home with the offending student. The Tour Leader will decide which teacher accompanies the student home.

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.

Examples of 'serious misbehaviour' include:

1. Use/possession of alcohol.
2. Use/possession of illegal substances (drugs etc.)



3. Use/possession of cigarettes.
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.
9. Etc.

**(ii) Day Trips within Ireland (including Northern Ireland)**

1. Day trips may take place during the school day or may extend beyond normal school hours.
2. Day trips must have the approval of the Principal.
3. Members of staff who wish to take students on a day trip must put their request in writing to the Principal. Included in the proposal should be the educational or other benefits that the students will derive from the trip.
4. Once the Principal has approved a trip, the organiser should:
  - In order to inform parents/guardians, forward brief details of the trip to the Deputy Principal so as a letter home can be prepared. The staff member should include it in the monthly calendar and /or on the staff notice board.
  - Place a list of students participating in the trip on the Staff notice Board.
5. On all day trips there must be an appropriate ratio between the number of students and the number of staff traveling. This ratio will vary depending on the nature of the trip and the age of the students traveling. Students in First Year will require most supervision. On a private coach there should be at least one member of staff in addition to the driver.
6. Day trips may involve a financial cost to the student. For example, a fee may be charged to cover the cost of transportation to/from sporting events.
7. The School will always have the mobile/contact numbers of the Coach Company or staff involved in case of delays or any other occurrences.
8. For trips that extend beyond normal school hours, it is the responsibility of parents/guardians to ensure that arrangements are in place for their son/daughter's journey to/from the School. The organiser of the trip must be informed in advance of these arrangements.
9. Students will return to the school. Exceptions will be made on an individual basis where a note/contact has been obtained from parents / guardians in advance of alternative travel arrangements.
10. An Accident/Incident Report Form must be completed for all accidents or incidents which have occurred. Examples of reportable incidents include: persistent lateness at the rendezvous point; not staying with the group; rudeness to teachers; and serious breach of school rules, particularly in relation to alleged or proven alcohol or substance abuse.

**(iii) Sporting Trips / Activities**

1. Each coach is responsible for taking a properly equipped first-aid kit to his/her match.
2. If a minor accident occurs the coach will treat it on the spot. In the event of a serious accident the coach will ring an ambulance / or other mode of transport directly.
3. Any accident deemed to be of a serious nature is recorded on an accident report form, a copy of which is submitted to the Principal. Staff will appraise students of the necessary safety equipment for each respective sport.
4. Staff organise transport to and from all matches, using a recognised coach company which will be chosen by the Principal / Deputy Principal by way of Procurement. In the case of local venues, parents may be asked to provide transport.
5. When an away match is organised during school hours, the number of staff traveling must be dependent upon the staffing requirements of the activities in school. Generally one/two teachers and a S.N.A. will travel with a team. The needs of the students in school must receive priority when organising such matches.
6. An Accident/Incident Report Form must be completed for all accidents or incidents which have occurred. Examples of reportable incidents include: persistent lateness at the rendezvous point; not staying with the group; rudeness to teachers; and serious breach of school rules, particularly in relation to alleged or proven alcohol or substance abuse.

**Monitoring and Review**

As part of the Development Planning process Drumshanbo Vocational School will monitor, review and evaluate this Policy and all related work and procedure on an ongoing basis to ensure legal compliance and the maintenance of best practices.

This reviewed Policy is deemed ratified by the Drumshanbo Vocational School Board of Management on the 7<sup>th</sup> February 2023.

Proposed by : \_\_\_\_\_

Seconded by: \_\_\_\_\_

Signed: \_\_\_\_\_ (Chairperson)                      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Secretary)                      Date: \_\_\_\_\_

Date for review: September 2025

Mayo, Sligo & Leitrim Education and Training Board

# Drumshanbo Vocational School

Telephone: Office 071 – 9641085 Website: [www.dvs.ie](http://www.dvs.ie) email: [info@dvs.ie](mailto:info@dvs.ie)

Principal:

**Mr Martin Fallon**

email: [martinfallon@msletb.ie](mailto:martinfallon@msletb.ie)



Deputy Principal:

**Ms Siobhan Evans**

email: [siobhanevans@msletb.ie](mailto:siobhanevans@msletb.ie)

## **Contract of Behaviour for Trip Abroad**

1. Complete co-operation with teachers, S.N.A.s and Tour Staff is expected from each student throughout the trip
2. Excellent behaviour is expected from all students. School code of behaviour applies for the duration of the trip
3. Students are expected to be courteous and respectful at all times e.g. coach drivers, catering / hospitality staff etc and to be friendly and helpful to staff leaders.
4. Students are forbidden to enter any licensed premises for the duration of the tour. It is forbidden to partake of alcohol also.
5. Smoking, of any kind, is forbidden as is Substance abuse.
6. Anti-litter rules must be obeyed at all times.
7. During free time, no student may be alone. No student may leave the place of accommodation. Students must remain within the limits defined by Tour Leaders. All students must return to **ALL** agreed check in points at fixed times.
8. Students must respect their place of accommodation. Students must remain in their rooms after the agreed bedtime. No undue noise will be tolerated. Students must remain in their allocated rooms – no switching is allowed except in extreme circumstances agreed by the Tour Leader.
9. Each student is responsible for their own property. Bags, cases etc. must be watched very carefully.

**NO VALUABLE JEWELLERY IS TO BE WORN & NO VALUABLE ITEMS SHOULD BE BROUGHT ON THE TRIP.**

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 ongoing and extreme cases of dangerous and/or gross misbehaviour a student may be sent home (paid by their parents/guardian).** In the event of this happening, the parents/guardians will be informed and if necessary a teacher will travel home with the offending student. The Tour Leader will decide which teacher accompanies the student home.

**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 (and are not limited to..)**

1. Use/possession of alcohol.
2. Use/possession of illegal substances (drugs etc.)
3. Use/possession of cigarettes/vaping products
4. Misuse of legal substances (lighter fluid, tippex etc.)
5. Disruptive behaviour on coach, plane, boat or in the hotel.
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.
9. Any other breach deemed serious by the teacher/s and S.N.A.s

When a student is accepted to participate in a school tour he/she is obliged to comply with the Tour Rules and to sign a copy of the rules pledging compliance. Having read the above rules and sanctions in detail please complete below.

**I accept the rules as they are described above and I agree to adhere to all the above rules while on this school trip/ tour. I am aware that if I breach any of the above rules sanctions will apply as described.**

**Signed:** \_\_\_\_\_ **(Student)**

**Signed:** \_\_\_\_\_ **(Parent)**

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

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**Mr. Martin Fallon**

email: [martinfallon@msletb.ie](mailto:martinfallon@msletb.ie)



Deputy Principal:

**Ms Siobhan Evans**

email: [siobhanevans@msletb.ie](mailto:siobhanevans@msletb.ie)

## Letter of Authority for Travel

I authorise \_\_\_\_\_, to accompany my child on a school trip  
to \_\_\_\_\_ on \_\_\_\_\_.

Name of Student: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

School: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Destination: \_\_\_\_\_

Parental Contact Details:

1. Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_

3. Contact Phone Number (24 hours): \_\_\_\_\_

4. Signature: \_\_\_\_\_

**In the event of any Medical Emergency or Behavioural Issue a Parent / Guardian must be available for contact for the duration of the tour.**

**Please provide contact details below:**

<p><b>Student Name:</b> _____</p> <p><b>Student Mobile No:</b> _____</p> <p><b>Contact 1</b></p> <p><b>Name:</b> _____</p> <p><b>Relationship to student:</b> _____</p> <p><b>Tel. No:</b> _____</p> <p><b>Additional No. :</b> _____</p> <p><b>Contact 2</b></p> <p><b>Name:</b> _____</p> <p><b>Relationship to student:</b> _____</p> <p><b>Tel. No:</b> _____</p> <p><b>Additional No. :</b> _____</p>
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<p><b><u>MEDICAL / PRE-EXISTING ILLNESSES</u></b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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email: [siobhanevans@msletb.ie](mailto:siobhanevans@msletb.ie)

## Letter of Authority for Travel by School Management

We authorise, *Staff names inserted here*, to accompany the following students on a school trip to *insert location of trip/tour here* on *insert dates here*

*List of students*

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

**Martin Fallon, Principal, Drumshanbo Vocational School, Co. Leitrim, Ireland**

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

**Enda McGloin, Chairperson, Board of Management, Drumshanbo Vocational School, Co. Leitrim, Ireland**