

# St Vincent's Castleknock College

## Tours, Excursions & Bus Transportation Policy



This policy was drawn up by staff of St Vincent's Castleknock College in consultation with various stakeholders. It was circulated to staff and parents/guardians of the students and ratified by Board of Management. The purpose of the policy is to document current and future practice on school tours. The policy will be reviewed **annually**.

Last modified: December 2017

### Terminology used in this policy:

- "Overseas Tour" refers to a trip abroad (that is outside the island of Ireland) which involves staying in accommodation overnight.
- "Tour" refers to overnight trip on the island of Ireland.
- "Excursion" refers to a day trip in Ireland.

### 1) Relationship to the Vincentian Ethos of the College:

St Vincent's Castleknock College strives to provide a well ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of the students are identified and addressed. The College ethos is based on respect for other people. The College cherishes all students equally and endeavours to aid them in achieving their true potential in every way.

### 2) Aims of Tours and Excursions:

- To benefit the intellectual, cultural and social development of our students;
- To present the students with a new environment in which they can observe, investigate and relate their findings to their own environment;
- To provide school tours or excursions which consider the age and interest of the students and the curriculum being covered;
- To afford, where possible and practicable, all students the opportunity to go on school tours/ excursions with their peers;
- Tours will normally be arranged by teachers and the Administration of the College.

### 3) Transport:

The transport organiser of the tour/excursion will ensure that:

- a) School transport must meet all legal Road Safety requirements;
- b) Tours/excursions should offer good value for money;
- c) A form of transport, appropriate to the distance and the numbers travelling will be chosen.

### **Conditions of Hiring:**

Any bus company/supplier and/or driver must accept the following conditions.

All transport supplied will be suitable and well-maintained. Buses hired must have seatbelts for all passengers as per Statutory Instrument No 367/2011 - Road Traffic (Restraint Systems in Organised Transport of Children) Regulations 2011. Teachers have the right to refuse any bus they find unsuitable for their outing. Teachers should ensure that seatbelts are worn by all pupils. The driver is responsible for the safety of the students while they are travelling, but teachers will actively supervise pupils throughout the journey.

### **4) School-owned Buses:**

The following conditions will be applied when school buses are used to transport students to or from events:

- One teacher will take a roll call on the bus;
- Teachers should check that all students are seated and have fastened their seatbelts before setting off;
- Students should not enter a bus unless there is a teacher present;
- At the end of each journey one teacher will supervise boys unloading bags and one teacher to inspect the bus at the end of the journey when all students have descended from the bus;
- Supervisor should inspect the bus to ensure that no personal belongings have been left behind.

### **5) The following procedures should be followed when booking a bus:**

#### **a) For a day excursion**

- Staff must get authorisation from the Principal or Deputy Principal for the excursion to proceed.
- A list of students travelling on the bus as well as the names of supervisors should be furnished to reception, TMD, CK and the relevant Year Head. This is for insurance purposes so that in the event of an accident parents/guardians can be informed.
- In relation to rugby and sports fixtures all travelling teams should furnish lists to reception and TMD.

#### **b) For an overnight tour**

- Staff should complete **the Tour Application Form** (see Appendix I) for trips overseas and seek authorisation from the Board of Management.
- For overnight trips within the island of Ireland, staff should complete the Tour Application Form (Appendix I) and must seek authorisation from the Principal, who in turn may consult the Board of Management.
- A list of students travelling on the bus as well as the names of supervisors should be furnished to reception, TMD, the Deputy Principal and the relevant Year Head. This is for insurance purposes so that in the event of an accident parents/guardians can be informed.

**c) For sports fixtures:**

- The pupil-adult ratio for adults to students on a bus attending a sports events is 1:20. The Principal may extend this ratio for senior students only so long as student safety will not be compromised;
- In relation to rugby and other sport fixtures, all travelling teams should furnish a list of students travelling as well as the names of supervisors to reception, staff and TMD.

**6) Staff who wish to use the College minibus:**

- The College minibus is available for smaller groups. It has a capacity for 15 students and one teacher;
- Staff should inform TMD if they wish to use it;
- A list of students travelling is also required and should be sent to reception, TMD, CK and the relevant Year Head;
- The conditions as set out in section 5 should be adhered to.

**7) Cost of Tour/Excursion:**

- a) Castleknock College recognises that tours can be expensive, to this end tours overseas should be in the region of €500. Exceptions will be considered by the Board of Management on a case by case basis. For this reason, all tours should be optional and the initial deposit is non-refundable. However, tours are significant experiences in the life of the College in which students learn about history, geography, sports, etc. Most importantly students deepen their friendships and learn to play their part in a group. To this end, the College strives to have various opportunities for students to take part in an array of tours and excursions throughout their school life.
- b) In view of the expense involved, it is strongly recommended that the dates and times of foreign tours be fixed in the academic year before they happen. Permission must be sought from the Board of Management for all tours outside the island of Ireland.
- c) The organisers of the tour/excursion will ensure that the cost is reasonable and represents value for money. A breakdown of costs should be included in the information submitted to the Board of Management for consideration.
- d) Once a tour is sanctioned by the Board, the tour leader must ensure that parents are made fully aware of what is and is not covered by the cost of the tour.
- e) In accordance with Irish law, all monies associated with a College tour will be lodged into the College bank account and managed by the school accountant. Overseas tours will be handled by a bonded travel agent.

**8) Spending money:**

The organiser of the tour/excursion should notify the group of the upper limit on spending money.

**9) Numbers and Emergencies:**

The normal ratio for adults to students on a school tour (overnight tour) is **1:10 (a minimum of 2 adults in attendance)**. For day excursions the ratio is 1:20, see Section 6 (c). The organising teacher will be "au fait" with the destination, specifically the educational opportunities afforded and

services available (phone, toilets, emergency facilities). The leader will have a prearranged plan to deal with emergencies. The leader must ensure that the school mobile number is given to parents and students prior to departure. *European Health Insurance cards* should be brought and must be valid. It is recommended that pupils travelling abroad should have Data Roaming enabled to allow outbound communications in the case of emergencies.

#### **Weather Conditions:**

Rain and head gear may be essential for all students and a change of clothes may be necessary, depending on the venue. Tours/ excursions may have to be cancelled due to snow (or other bad weather). Organisers should have contingency plans for the cancellation of an excursion.

#### **10) Tours List:**

A list of suitable tours/excursions for all classes should be available at the start of the school year. This is to allow families to plan how to meet the expenses involved. Ideally an academic year's notice would be given, however, it may not always be possible for the College to give a year's notice of a tour, therefore six months should be given at a minimum. Teachers will ensure that venues are suitable for students with special needs.

#### **11) School Uniforms/School Tracksuit:**

Teachers travelling together will decide whether uniforms should be worn depending on type of tour/ excursion.

#### **12) Behaviour on Tours:**

- a) Pupils' behaviour on tours will comply with the standard set down in the College Code of Behaviour. Where it is felt that a child's conduct could pose a safety risk or inhibit the educational benefit for self or others, the consequence may be that they will be excluded from any future tours or excursions.
- b) The decision to refuse the student permission to travel on a tour/ excursion rests with the Principal in consultation with the organising teacher and Year Head. Parents will be advised of this in advance.
- c) If there is serious misbehaviour on tour/excursion or if students endanger the lives of themselves or others, the organisers of the tour/excursion may decide to send the student(s) home. The cost of this will be met by the parents or guardians.
- d) No student may take alcohol/ drugs while on a school tour/ excursion. Students may be sent home if they break this rule. It is the responsibility of parents/ guardians to ensure that banned substances are not in their son's possession.

#### **13) Tour Application and Excursion Consent forms:**

##### **a) For overnight Tours in Ireland and overseas:**

A letter of undertaking should be signed by the parent(s) or guardian(s) of each pupil before they go on an overnight tour (see Appendix II). This letter

- i. contains permission for their son to take part
- ii. indicates when and where the tour begins and ends

- iii. includes an agreement by the parent(s) or guardian(s) to meet the cost, should their son be sent home early for seriously bad behaviour.

**b) For Day excursions:**

A consent letter of undertaking should be signed by the parent(s) or guardian(s) of each pupil before they go on a day excursion (see Appendix III).

**14) Medical Information:**

A Medical Form should be signed by parents which includes their son's dietary and medical requirements as well as give permission for the tour operators to administer any necessary medicines and/or give permission for medical intervention to be administered (see appendix IV). Parents will be notified in this event.

**15) Safety and Supervision:**

Teachers will be particularly vigilant when taking students out of the school. Special attention will be paid to:

- Road safety (see section 3);
- Behaviour on buses, cars, trains or aeroplanes;
- Risks posed by particular venues (e.g. ski slopes etc);
- Behaviour towards others, especially those who might be staying in the same hotel;
- Respect for other people.

**16) Plan for dealing with Emergencies: sick/injured students while on school tour/ excursion:**

In the case of an emergency, the tour leader (or another person on the tour) will do the following:

- Seek immediate medical attention, call an ambulance.
- Contact the injured child's parents.
- Phone the school contact the Principal/Deputy Principal/designated teacher.
- A teacher should accompany the child in the ambulance to hospital.
- Although it is preferable that two adults remain with an injured student at all times, this may not be possible in an emergency and parents need to accept this as a pre-condition to their giving consent and signing their Consent Form.

**17) Informing Parents:**

- a) Teachers should complete the relevant sections of the Student Tour Application form/ Excursion Consent form and Medical form (see Appendices II, III and IV), distribute them to the relevant year groups and ensure they are signed by parents who are applying for a place on the tour on behalf of their son.

- b) Teachers should keep a record of all information received and are encouraged to use the Leader’s planning Checklist (see Appendix V).
- c) Teachers will ensure that parents are given sufficient notice of:
  - i. Itinerary and timetable;
  - ii. Cost – what is included and not included in the cost of the tour/ excursion;
  - iii. Any necessary/ special clothing and food/drink required.

**Date of policy adoption:**

This policy was ratified by the Board of Management on \_\_\_\_\_ [date]

Signed: \_\_\_\_\_ Chairperson of BoM      Date: \_\_\_\_\_

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

Date of next review: **December 2018**

APPENDIX I

APPLICATION TO THE BOARD OF MANAGEMENT FOR THE APPROVAL OF OVERNIGHT TOURS IN IRELAND AND OVERSEAS



**PLEASE COMPLETE IN CAPITALS.**  
**(This form should be submitted to the Principal)**

Tour/ Trip Title: \_\_\_\_\_  
Year Group (s): \_\_\_\_\_  
Group Leader: \_\_\_\_\_  
Destination: \_\_\_\_\_  
Proposed date of departure: \_\_\_\_\_ Time: \_\_\_\_\_  
Proposed date of return: \_\_\_\_\_ Time: \_\_\_\_\_

**Daily Programme of activities:** (including itinerary)

Day 1: \_\_\_\_\_  
Day 2: \_\_\_\_\_  
Day 3: \_\_\_\_\_  
Day 4: \_\_\_\_\_  
Day 5: \_\_\_\_\_  
Day 6: \_\_\_\_\_  
Day 7: \_\_\_\_\_

**Educational / Sporting / Cultural benefits of the Tour:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Transport arrangements:** \_\_\_\_\_  
\_\_\_\_\_

**Proposed cost and financial arrangements:**

- a. Flights/travel costs: \_\_\_\_\_
- b. Entrance to event (s): \_\_\_\_\_
- c. Accommodation: \_\_\_\_\_
- d. Meals: \_\_\_\_\_
- e. Other: \_\_\_\_\_
- f. Additional costs: \_\_\_\_\_
- g. Total cost: \_\_\_\_\_
- h. Cost to individual student: \_\_\_\_\_

Payment structure proposal: \_\_\_\_\_

Insurance arrangements for all members of the proposed party, including voluntary helpers are covered:

Yes		No	
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(Please tick)

**Organising Tour Company /Agency:**

Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Accommodation to be used:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Names of staff accompanying the group:**

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

**Size and composition of the group:**

Year Group(s): \_\_\_\_\_ Expected number of boys: \_\_\_\_\_

Adult to student ratio: **1:10 (minimum of two adults)**

**Names of students with special needs in the context of the trip:**

\_\_\_\_\_  
\_\_\_\_\_

Has the Year Head been consulted in relation to the trip, its participants, health concerns & educational value?

Yes  No

- *As organiser, I understand that it is my duty to meet the travelling party beforehand in order to reinforce the policy that the College Code of Behaviour applies on trips and tours.*
- *As organiser, I am prepared to meet all legal, professional and moral obligations and to assess and manage risk to students at all times.*

Signed by Tour Leader: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX II:  
STUDENT OVERNIGHT TOUR APPLICATION FORM (Ireland / Overseas)**



I \_\_\_\_\_ give permission for my son \_\_\_\_\_

to travel to \_\_\_\_\_ [ destination] on \_\_\_\_\_ [dates].

The following terms and conditions apply:

- This tour will be conducted under the College Code of Behaviour.
- Students who misbehave or bring the College into disrepute in any other College activity or excursion prior to departure dates may have their application for inclusion on the tour to \_\_\_\_\_ refused/ rescinded.
- Priority will be given to students whose behaviour has not been the cause for complaint.
- Parents and students are also reminded to refer to the College rules, inter alia Section 3 (rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6 & 3.7) in relation to Tobacco, Alcohol, Drugs and Gambling. Any breach of these rules during the tour will result in the student being sent home at the expense of Parents/Guardians. Such an offence will also lead to further disciplinary action.
- A student who has been involved in any specific act of serious indiscipline is unlikely to be accepted.
- The College reserves the right in all cases to withdraw students from the tour.
- It is imperative that the name of the student on this form is **exactly as is printed** on his passport. Airlines strictly enforce name change fees.
- Please note that deposits are non-refundable.
- Closing date for initial application \_\_\_\_\_ [date].

**Please tick whether you have submitted photocopies of the following documents along with this application form.**

- |   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| <input type="checkbox"/> Valid European Health Insurance Card | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| <input type="checkbox"/> Photocopy of valid passport          | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| <input type="checkbox"/> Medical Form                         | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

**Please complete the following section:**

- For Extreme Sport Tours, i.e. Skiing, my Health Insurance provider has been informed  
Yes  No
- Passport number: \_\_\_\_\_
- Date of expiry: \_\_\_\_\_
- Name on Passport: \_\_\_\_\_ *(this must be exactly as is on passport)*

Completed application forms must be submitted to \_\_\_\_\_ [name of teacher] on or before \_\_\_\_\_ [date].

**By signing the application form both Parents/ Guardians are adhering to the terms and conditions laid out above.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX III:**  
**STUDENT DAY EXCURSION CONSENT FORM**  
(To be distributed with an information sheet giving full details of the excursion)



I \_\_\_\_\_ give permission for my son \_\_\_\_\_  
to go on the excursion to \_\_\_\_\_ [ destination] which will take place  
\_\_\_\_\_ [dates].

The following terms and conditions apply:

- This excursion will be conducted under the College Code of Behaviour.
- Parents and students are also reminded to refer to the College rules inter alia Section 3 (rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6 & 3.7) in relation to Tobacco, Alcohol, Drugs and Gambling. Any breach of these rules during the excursion will result in the student being sent home at the expense of Parents/Guardians. Such an offence will also lead to further disciplinary action.

Please tick whether you have submitted the following document along with this application form.

Medical Form                      Yes                       No

*Completed consent forms must be submitted to \_\_\_\_\_ [name of teacher] on or before \_\_\_\_\_ [date]. By signing the application form both Parents/ Guardians are adhering to the terms and conditions as laid out above.*

Parents/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX IV  
MEDICAL FORM [for Tours & Excursions]**



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

**Date (s):** \_\_\_\_\_

Please complete this form and submit it to \_\_\_\_\_ [name of tour/excursion  
organiser] by \_\_\_\_\_ [date] at the latest.

**1. Is your son allergic to any medication including non-prescriptive medication?**

Yes  No

If yes, please specify: \_\_\_\_\_

**2. Does your son suffer from any of the following?**

Asthma Yes  No  Diabetes Yes  No

Epilepsy Yes  No  Vertigo Yes  No

**3. Please indicate below if your son has any *medical* requirements:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Has your son had a tetanus injection in the last four years?**

Yes  No

**5. Can your son swim?** Yes  No

**6. Any other relevant information:** \_\_\_\_\_

**7. Does your son suffer from any food allergies?** Yes  No

If yes, please specify: \_\_\_\_\_

**8. Please indicate below if your son has any *dietary* requirements:**

\_\_\_\_\_  
\_\_\_\_\_

**Emergency Contact Telephone Numbers**

Contact #1: \_\_\_\_\_ Contact No: \_\_\_\_\_

Contact #2: \_\_\_\_\_ Contact No: \_\_\_\_\_

**Name of family doctor:** \_\_\_\_\_

Telephone number: \_\_\_\_\_

**Declaration:**

- I will inform the Group Leader as soon as possible of any changes in the medical or other circumstances of my son between now and the commencement of the overnight tour/day excursion.
- I/we agree to my/our son receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided. I further agree that supervisors, under the direction of the group leader, may administer non-prescriptive medications in accordance with the manufacturer's instructions.

**Parent/guardian Signature:**

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

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

**Student Signature:**

**I have read and understand the meaning and implications regarding all aspects of this form**

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

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

**THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE TOUR/EXCURSION.**

**APPENDIX V: TOUR/ EXCURSION LEADER'S PLANNING CHECKLIST**



**ON DEPARTURE, LEAVE A LIST WITH THE NECESSARY SCHOOL CONTACTS OF THE NAMES OF TEACHERS AND PUPILS TRAVELLING. TAKE A COPY OF THIS FORM ON THE TOUR/ EXCURSION. ENSURE THAT YOU ALSO HAVE A NOTE OF ANY SPECIAL MEDICAL CONSIDERATIONS/HISTORY RELATING TO INDIVIDUALS.**

**Date of Visit ..... Destination ..... Tour Leader .....**

Name of pupil	Paid	EHIC	Photocopy of Passport received	Medical form received ( <i>for Tours &amp; Excursions</i> )	Excursion Parental Consent	Emergency Contact Numbers	Student's Mobile Number	Medical notes
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
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