



# St Vincent's Castleknock College

## 'Education Outside the Classroom'

### Tours, Excursions & Bus Transportation Policy

This policy was drawn up by the Board of Management 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: June 2021

#### **Terminology used in this policy:**

- "Tour" refers to a trip either in Ireland or abroad which involves staying in accommodation overnight.
- "Excursion" refers to a day trip in Ireland.

#### **Note in relation to Covid-19:**

- Full compliance with the required Covid-19 health guidelines at the time of travel is mandatory for all trips and excursions.

#### **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 trip/excursion with their peers;
- Tours will normally be arranged by teachers and the Administration of the College.

### **3. Transport:**

- The transport co-ordinator will ensure that the transport operator will be road legal.

### **4. Conditions of Hiring:**

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

- All transport supplied will be suitable and well-maintained. If the bus proves unsuitable, a replacement will be supplied, or the money refunded.
- The driver will have experience of dealing with students and have a thorough knowledge of and follow the itinerary and timetable for the tour/excursion.
- The driver is responsible for the safety of the students while they are travelling, but teachers have the right to intervene if it is felt the safety of the students is compromised.
- The incidental consumption of snack food and singing on the bus – at an acceptable level – will be at the discretion of the teacher in consultation with the driver.
- Buses will be left as they were found.

### **5. School 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 seat belts before setting off;
- Students should not enter a bus unless there is a teacher present;
- At the end of each journey one teacher to 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;
- Teacher should inspect the bus to ensure that no personal belongings have been left behind.

### **6. The following procedure should be followed when booking a bus for an excursion:**

- Staff should complete **the EOTC form** (see Appendix I) and get the authorisation from a Deputy Principal (DP) for the excursion to proceed.
- The form should be handed to the Transport Co-ordinator (TC) and the relevant DP at least one week prior to departure along with monies collected for the bus hire.
- A list of students travelling on the bus as well as the names of supervisors should be furnished to reception and to the DP. 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 to the relevant DP before games on Wednesday and Saturday.

### **7. 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 the TC if they wish to use it;
- An **EOTC form** (see appendix I) and list of students travelling is also required;
- The conditions as set out in section 5 should be adhered to.

#### **8. Cost of Tour/Excursion:**

- a. St. Vincent's Castleknock College recognises that tours can be expensive. 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 jurisdiction.
- c. The organisers of the tour/excursion will endeavour to ensure that the cost is reasonable and represents value for money.
- d. Once a tour is sanctioned by the Board, the tour leader must ensure that parents/guardians 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.

#### **9. Spending money**

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

#### **10. Numbers and Emergencies:**

The normal ratio for adults to students on a school tour/ excursion will be **1:10**. 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.

#### **11. 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 inclement weather). Organisers should have contingency plans for the cancellation of an excursion.

#### **12. 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 additional educational needs.

#### **14. School Uniforms/School Tracksuit:**

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

#### **15. Behaviour on Tours:**

- a. Students' behaviour on tours will comply with the standard set down in the College Code of Behaviour. Where it is felt that a student'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 Headmaster in consultation with the organising teacher and Year Head. Parent/guardian 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.

#### **16. Consent form:**

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

- i. will contain a permission for their son to take part
- ii. will make clear when and where the tour begins and ends
- iii. will include an emergency contact number for the tour leader
- iv. will include an agreement by the parent(s) or guardian(s) to meet the cost, should their son be sent home early for behavioural reasons.

#### **17. Medical Information:**

- A medical form should be signed by parent/guardian 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 III). Parent/guardian will be notified in this event.
- Medical forms will also be made available via the school website or through the College email address.

#### **18. 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.

**19. 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 student's parent/guardian
- Notify the Headmaster/deputy principal/designated teacher.
- A teacher should accompany the student 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.
- At least one member of staff travelling with the group should be trained in first aid – this training must be up-to-date.

**20. Informing Parent(s)/Guardian(s):**

- Teachers should complete the relevant sections of the Student Tour/Excursion Application form (see Appendix IV), distribute them to relevant year groups and ensure they are signed by parent(s)/guardian(s) who are applying for a place on the tour on behalf of their son.
- Teachers will ensure that parents are given sufficient notice of:
  - Itinerary and timetable;
  - Cost – what is included in the price etc.
  - Special clothing necessary and food/drink required;
  - A consent form to be signed by parent/guardian and returned to class teacher (see Appendix II).

**Date of policy adoption:**

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

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

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



**Appendix I: Education Outside the Classroom (EOTC) Application Form**

**Application to the Board of Management**

*This form should be completed well in advance of any proposed tour/ excursion and should be counter-signed by the Deputy principal and Headmaster.*

1. **Event title:** \_\_\_\_\_  
2. **Brief summary:** *(destination, relevance to curriculum etc.)*  
\_\_\_\_\_  
\_\_\_\_\_

3. **Date (s):** \_\_\_\_\_  
4. **Overnight stay?** Yes/ No \_\_\_\_\_ night(s).  
5. **Number of students:** \_\_\_\_\_  
6. **Year group (s):** \_\_\_\_\_  
7. **Year Head consulted regarding list of participants, health concerns etc.?** Yes/ No  
\_\_\_\_\_  
\_\_\_\_\_

8. **Curriculum links?** Yes/ No  
\_\_\_\_\_  
\_\_\_\_\_

9. **Costs:**  
a. Entrance to event: \_\_\_\_\_  
b. Travel: \_\_\_\_\_  
c. Accommodation: \_\_\_\_\_  
d. Meals: \_\_\_\_\_  
e. Other: \_\_\_\_\_  
f. Total cost: \_\_\_\_\_  
g. Cost to individual student: \_\_\_\_\_

10. **Date of (first) letter to parent:** \_\_\_\_\_  
11. **Consent form required:** \_\_\_\_\_  
12. **Specific permission needed for health & safety (e.g. swimming)** \_\_\_\_\_  
13. **Special requirements: (clothing/ equipment etc)** \_\_\_\_\_  
14. **Lead staff member:** 1) \_\_\_\_\_  
15. **Names of other staff/ adults:** 2) \_\_\_\_\_ 3) \_\_\_\_\_  
4) \_\_\_\_\_ 5) \_\_\_\_\_  
6) \_\_\_\_\_ 7) \_\_\_\_\_

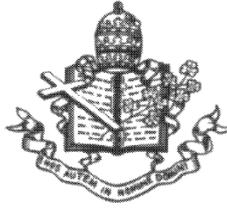
16. **Emergency phone contact:** \_\_\_\_\_  
17. **Estimated substitution costs to be incurred by the College for teachers travelling:**  
\_\_\_\_\_

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

Headmaster: \_\_\_\_\_ Deputy principal: \_\_\_\_\_

## Appendix II: Parental Consent Form



### Form [Title of Tour & Year].

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 in particular to the College rules (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 hearing.
- Students who, in the school year exceed fifteen lines at any stage prior to the departure date are unlikely to be accepted. A student who has been involved in any specific act of serious indiscipline is unlikely to be accepted.
- A provisional list of students will be notified by [date]. Having his name on the list means that a student will be accepted to go on the tour on condition that there are no serious breaches of the Code of Behaviour.
- 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.
- Closing date for initial application [date].**
- Please note that deposits are non-refundable.**

Completed application forms must be submitted to [name of teacher] on or before [date]; late applications may be subject to review.

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

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

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

**Appendix III:  
Medical Form**



[Destination]

[Dates]

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

Please indicate below if your son has any *medical or dietary* requirements:

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**Declaration:**

**1. In the case of illness:**

I give permission to the teachers travelling to administer any necessary medicines.

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

Please indicate if there is any over-the-counter medication, which your son should **not** be given:

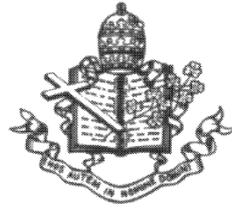
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**2. In the case of an emergency:**

I \_\_\_\_\_ [name of parent/guardian] give permission for medical intervention  
to be administered to my son \_\_\_\_\_ [name of student] in the case of a medical  
emergency. Parents will always be informed of such an incident, at the earliest moment possible.

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

## Appendix IV: Student Tour / Excursion Application Form



Office use only: Form received Y/N

1. Tour application
2. Parental Consent
3. Medical Form
4. Copy of passport
5. Copy of EHIC

### Student Application Form for [Title of Tour & Year].

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

to apply for the tour/ excursion to \_\_\_\_\_ [ destination] which will take place \_\_\_\_\_[dates]. We the parents/ guardians understand that this is merely an application form and does not mean that the application will be successful.

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 (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 hearing.
- Students who, in the school year exceed fifteen lines at any stage prior to the departure date are unlikely to be accepted. A student who has been involved in any specific act of serious indiscipline is unlikely to be accepted.
- Application forms must be completed and signed by parent/guardian and returned with a deposit of [amount]made payable to Castleknock College. Application forms must have the following documentation: (1) Completed medical form, (2) Photocopy of passport, (3) Photocopy of European Health Insurance Card.
- A provisional list of students will be notified by [date]. Having his name on the list means that a student will be accepted to go on the tour on condition that there are no serious breaches of the Code of Behaviour.
- 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.
- Closing date for initial application [date].**
- Please note that deposits are non-refundable.**

*Completed application forms must be submitted to [name of teacher] on or before [date]; late applications will be subject to review. By signing the application form both Parents/ Guardians are adhering to the terms and conditions laid out above.*

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

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