



Scoil Dara, Kilcock

School Tour Policy

School trips and out-of-class excursions help to broaden the educational experience of our students, to encourage social integration of groups in the school and build the confidence and self-esteem of students. School trips and out of school excursions are encouraged by Scoil Dara and a broad range of such trips and excursions are undertaken.

The rules and guidelines below are to safeguard all participants and supervisors and to comply with the Health and Safety at Works Act 1989. Its purpose aims to ensure the optimal educational benefit is achieved by all participants.

RULES

In addition to the school's existing Code of Behaviour other rules and regulations may be added and deemed appropriate for specific tours and outings.

- All school policies and namely Scoil Dara's Code of Behaviour apply for the duration of the trip.
- Being in the possession of or consumption of alcohol or any other behaviour altering substances is a serious breach of our Code of Behaviour.
- In line with our Code of Behaviour smoking and vaping are prohibited.
- The schedule of set mealtimes must be adhered to.
- Students always remain with a specified group as directed by the supervising staff.
- Students are expected to respect the accommodation, facilities and the host environment.
- Students must comply with an agreed nighttime schedule.
- Students do not have permission to enter rooms allocated to other students.
- Room inspections as well as inspections of personal belongings, travel bags etc may take place by the supervising teachers in charge. The students will be present during such inspections.
- Cost accrued due to any damage to property or equipment must be reimbursed by the relevant student/parent/guardian.
- In line with our Code of Behaviour students are expected to be respectful in their interactions with fellow students, supervisors, instructors, guides and all personnel encountered.
- The full participation by the students in all elements /activities of the tour/outing is expected.
- FREE TIME – During periods of free time students are to always remain with a group of students and not get isolated from the group. All the above rules and guidelines must be upheld.

MOBILE PHONES/DIGITAL TECHNOLOGY

Students can bring digital entertainment items such as mobile phones/cameras on school trips at their own risk, and Scoil Dara is not responsible for damage or theft.

The school's policy on the use of such equipment will apply. In this regard and in line with current legislation, the taking or sharing of images considered inappropriate is not permitted. Any unauthorised recording of staff or students, transfer of images of staff or students, or using a phone to harass others will be considered a serious breach of our agreed Code of Behaviour. In addition, students are prohibited from posting images of staff and students on social networking sites. Students responsible for the inappropriate use of digital equipment will have the full range of sanctions in our Code of Behaviour open to them.

SANCTIONS

Failure to comply with the trip rules will lead to sanctions decided by the teachers/supervisors on the trip. Sanctions might include withdrawal from activities etc. A serious breach of the rules will result in phone calls to parents/guardians with possible follow-up action on the return to school. Where necessary disciplinary meetings will be convened by the accompanying teachers and in the event of very serious incidents students may be required to return home. The cost of such an event will be charged to the parents/guardians who will be required to organise and accompany the students on their return home. The teachers accompanying the group and acting in loco parentis reserve the right to amend any of the rules/guidelines during the trip as necessary. Clear notice will be given of any such changes to the students.

PRACTICAL ADVICE

Any student taking part in a trip should try their best to adhere to the following advice:

- Find out as much as you can about your destination before you go:
- Help fellow students and teachers.
- Be always considerate and inclusive of others.
- Do your best to be always considerate of others.
- During the trip, students may be given necessary and reasonable instructions about detailed matters like dress, punctuality, mobile phone use, behaviour etc. prompt and good-natured compliance is essential.

PAYMENTS FOR TRIPS ABROAD

All payments are handled directly by the tour company except for money for the bus to/from Scoil Dara-Dublin Airport, city taxes and hotel security deposits.

CONTACT DURING THE TRIP

Contact and communication will be done via TEAMS during the trip, where necessary. All students and teachers are required to have the TEAMS app downloaded with the notifications switched on. Parents/guardians or students may contact the coordinating teacher via TEAMS.

A contact number for the tour leader will be shared with parents and is only to be used in emergencies.

MEDICATION

Any medical condition should be disclosed by parents to a member of the accompanying staff with clear guidance on the consent contract. Prescribed medication must be in the original box/ packaging with the student's name on it as administered by and includes the name of the pharmacy. A letter from the pharmacist should also be included. As a precaution additional medication and a copy of the prescription should be given to the accompanying staff. Details of the medication should be provided on the consent contract.

ILLNESS/INJURY

Should a student become ill or injured on a trip, parents will be informed, and medical attention will be sought for the student. Parents/guardians should note that injury or illness to a student may result in less supervision of remaining students on any trip should it be necessary for a teacher to accompany a student seeking medical attention. All students travelling within the EU should have an in date EHIC (European Health Insurance Card – formerly the E111 form)

CRITICAL INCIDENT

Should a critical incident, as defined by the school's Critical Incident Policy, occur while on a trip abroad, the organising teacher(s) will follow protocols agreed in that policy. While the Critical Incident Team will remain the primary agent for decision making in relation to the incident, it may be necessary for the organising teacher(s) to make decisions for the security, welfare, safety and health of students. The Critical Incident Team will coordinate with the organising teacher(s), and where necessary, delegate authority to the organising teacher(s) for communicating with the relevant parents/guardians, medical services, consular and embassy personnel, police or other security services, school insurers, travel agent and tour operator.

MONEY

Students should not bring excessive amounts of cash on the trip. We recommend bringing an appropriate amount of pocket money to cover lunches and incidentals. Consideration should be given to the use of a payment app such as Revolut as this may be safer and easier for parents/guardians and students to manage. Certain accommodation arrangements may require security deposits and certain areas may require a city/tourist tax. This will be communicated when relevant in advance of travelling. Students are responsible for the management of their finances for the duration of the school trip.

EQUIPMENT

Students are expected to look after all equipment provided by the activity provider and return it in excellent condition. This equipment is each student's own responsibility.

BAGGAGE

It is recommended that students bring appropriate clothing suitable for the trip destination and all planned activities. Please note the 10kg baggage allowance per student and regulations surrounding liquids on all flights. Charges accrued at the airport due to over heavy baggage must be paid for by the student. No luggage is left unattended at the airport.

ARRIVALS/DEPARTURES

Students will be told the trip schedule. It is the parents/guardians' responsibility to ensure that students arrive on time for departure and that someone is present to collect them upon their return.

CONDUCT AND PARTICIPATION

All relevant students will be offered the opportunity to partake in trips abroad, however participation on trips is dependent upon student adherence to Scoil Dara Code of Behaviour, positive engagement and behaviour. Students and parents/guardians will be required to sign and return the policy document. Decisions regarding participation will be taken by the trip leader in consultation with the Year Head, Deputy Principals and Principal.

We trust that by respecting each other and all rules, our trips will be safe and educational opportunities for all involved.

The Board of Management, staff accompanying the students and Scoil Dara are not responsible for any loss of property, damage to property or injury.

.....
SCOIL DARA TRIP ABROAD - ACKNOWLEDGEMENT SLIP

We, the undersigned, agree to the above policy for school trips abroad. We, the parents/guardians, accept full responsibility in the event of a breach of the Code of Behaviour.

Student Name:	
Year and Class:	
Student Phone Number:	
Student Signature:	
Signature Parent/Guardian 1:	
Signature Parent/Guardian 2:	
Parent/Guardian Phone Number(s):	
Date:	