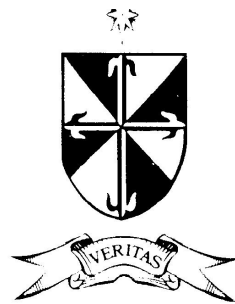


Dominican College **Sion Hill**



Educational Outings/ **Tour Policy**

February 2007

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Section 1 - Rationale

Dominican College, Sion Hill aims to help each student achieve her full potential, academically, spiritually, physically, emotionally and socially in a happy secure environment.

Sion Hill has a holistic approach to education and as part of that we recognise that field trips and outings are an integral part of student's educational and personal development.

We recognise that exposure to a variety of experiences and cultures is part of that holistic education and we endeavour to provide these experiences in a safe manner.

Section 2 - Scope

1. Day trip – subject departments, Transition Year or other
2. Sporting events – hockey, basketball etc...
3. Overnight/Foreign trips.

Section 3 – Day Trips/Matches

1. Request for class outing form/notification of match time to be submitted to the Principal/Deputy Principal ten days in advance where practicable.
2. Day Trip Permission Form given by organising teacher.
 - ü Sent home and returned with parents permission
3. At the start of the school year parents of Transition Year students and students involved with sports teams will be asked to give advance permission for all tours and matches that have approval of the school Principal and fall within the normal school day or training schedule.
4. Organising teacher must keep a careful note of monies paid and issue receipts for same.
5. Students who have not returned permission forms may not participate in the trip.

6. Teachers must ensure that they are contactable at all times during the day and provide the school secretary with a contact number.
7. As a courtesy to colleagues, full details, including date, time and names of participating students must be posted on the staff room notice board by the organising teacher at least one week before the event (if possible).
8. Taking all relevant factors into account adequate supervision must be provided.
9. In the event of a serious incident the schools Critical Incident Policy will be initiated.
10. A written report on the tour must be submitted to the Principal immediately after the tour.

Section 4 – Overnight/Foreign Trips

1. An initial proposal of intended foreign trip should be presented to the Principal with all the relevant details.
2. The proposed itinerary cost of tour and list of travelling students and adults (teachers/parents) must be presented to the Principal well in advance and in the case of foreign trips this should be during the previous academic year.
3. The Principal must inform the Board of Management about all proposed foreign tours.
4. Trips should be open to all students in principle, however, if the school considers that it cannot take responsibility for some students for reasons of behaviour, safety or health the school reserves the right to decide that those students may not participate in the trip. Decisions will be made by the Principal, Deputy Principal and any other relevant staff if necessary.
5. Students should be required to pay an initial deposit followed by the remainder of the money within a stated period of time. Payments should be by means of cheques money order or bank drafts made payable to the school not the individual teacher. The organising teacher must keep careful note of the sums of money and paid by the students and issue receipts for same.
6. A risk assessment analysis regarding the tour will be undertaken by the organising tour company. This assessment must include analysis of the area to be visited, suggested accommodation, issues of health and safety and the students travelling. Details of each tour should be put in writing and submitted to the Principal.

7. If the tour is approved by the Principal an introductory letter and itinerary must be sent to the parents well in advance of the date of departure.
8. For foreign trips an information meeting for parents and students will be arranged. At this meeting a full itinerary should be given to parent and will include:

- ü Time of departure
- ü Time of return
- ü Flight or sailing information
- ü Accommodation details
- ü Contact numbers
- ü Details of staff/adults travelling

Other documents to be issued at the meeting

- ü Parental consent form/Contact Details (See Appendix)
- ü Behavioural contracts (See Appendix)
- ü Medical consent form (See Appendix)

Parents should be informed that validation of all travel documents is their sole responsibility and possession of a valid European Health Insurance Card is essential.

Students and parents attention will be drawn to the fact that the school's code of behaviour applies throughout the duration of the tour.

9. Travelling teachers will meet with the Principal and Deputy Principal prior to the trip to discuss Health and Safety issues.
10. A teacher will be appointed at this meeting to oversee the smooth running of the trip.
11. Taking all relevant factors into account adequate supervision must be provided for the duration of the trip.
12. Principal, Deputy Principal and travelling teachers will meet with the students prior to the tour to discuss issues of health and safety and general behaviour.
13. In the event of a serious incident the school's Critical Incident Policy will be initiated.
14. A written report on the tour must be submitted to the Principal immediately after the tour.

Section 5 – Appendix

Documents/Forms to be included:

Day Trip/Educational Outing

1. Request for School Outing
2. Day Trip Permission Form
3. Transition Year Day Trip Permission Form
4. Match Permission Form

Foreign/Overnight

1. Parental Consent Form
2. Medical Consent Form
3. Behavioural Contract