



## **COMERAGH COLLEGE**

### **SCHOOL TRIPS POLICY**

Semper ad meliora

Always moving towards better things



Policy Area	Schools
Document Reference number	COM/TOURS/036/0
Version	2
Document Drafted by	Comeragh College
Date previous version adopted by TETB	12 June 2018
Date Reviewed/Amended by School	03 April 2025
Date Reviewed and Ratified by BOM	03 April 2025
Date noted/to be noted by TETB	20 May 2025
Policy Review Date	Annually
Date of Withdrawal of Obsolete Document	03 April 2025 Document Ref. No. COM/TOURS/036/1 Version No. 1



# Comeragh College

## School Trips Policy

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## **1.0 SCOPE OF EDUCATIONAL OUTINGS AND TRIPS POLICY**

The term 'school trip' covers all expeditions off the school premises. This policy is applicable to all members of staff who organise such trips and to the students – and their parent/guardian – who are participating in these activities.

## **2.0 OUTINGS AND TRIPS**

- The Code of Behaviour also applies to all outings and to trips, whether or not they involve an overnight stay.
- Before a student is accepted for a trip, his/her behaviour may be taken into consideration.
- Repeated referrals and detentions for whatever reason can result in the student being removed from future trips. This may also result in the loss of any deposits paid.
- Students not engaging with the programme overall – i.e. repeated unexplained absences and non-completion of schoolwork may also result in being removed from trips.
- Parents/guardians will be notified in advance of all trips.

## **3.0 RATIONALE FOR HAVING TRIPS AND THE NEED FOR A RELEVANT POLICY**

### **3.1 RATIONALE FOR HAVING TRIPS**

- Comeragh College strives to provide an effective education for all its students and is committed to the education, in the broadest sense of the word, of students who attend the school. Comeragh College provides an academic education, which also recognises that exposure to a variety of experiences and cultures, is part of a holistic education.
- The curriculum content of some subjects requires field studies/trips/outings/ recreational activities, which take place off school grounds.
- Trips assist in bonding between students, as well as providing teachers with an opportunity to get to know students in a non-classroom environment.
- There should be a balanced programme of outings and trips for the school year that does not prove too costly to parents/guardians and does not overburden the school timetable.

### **3.2 THE NEED FOR A RELEVANT POLICY**

- All educational trips must be consistent with the rationale as specified by the Department of Education in [Circular Letter M20/04](https://www.fssu.ie/app/uploads/2017/07/Circular_M20_04.pdf)  
[https://www.fssu.ie/app/uploads/2017/07/Circular\\_M20\\_04.pdf](https://www.fssu.ie/app/uploads/2017/07/Circular_M20_04.pdf)  
and Tipperary ETB Standard Operating Procedures (Appendix 1). and Tipperary ETB Standard Operating Procedures (Appendix 1).
- 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.

- To clarify expectation of behaviour for all trips and to outline the conditions whereby a student may be refused permission to be included on a trip.

#### **4.0 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, the demands on the physical resources of the students, having regard to their age and capacity, and the dangers to which they may be exposed.
- That students gain maximum educational benefits and enjoyment from all trips.

#### **5.0 CONSIDERATIONS FOR DAY TRIPS WITHIN IRELAND (INCLUDING NORTHERN IRELAND)**

- Day trips may take place during the school day or may extend beyond normal school hours.
- Day trips must have the approval of the Senior Management and have the trip entered on the school calendar.

##### **5.1 SPECIFIC PARENTAL PERMISSION IS REQUIRED FOR A DAY TRIP THAT**

- Has one of its destinations in Northern Ireland
- Includes an activity which requires supervision by trained professional such as ice skating or to an Outdoor Education Centre.
- Students who have a record of poor behaviour may be excluded from day trips, on health and safety grounds. Teachers must consult with the Director.
- Students who are continuously absent without explanation and may be excluded from trips

##### **5.2 ONCE THE SENIOR MANAGEMENT HAS APPROVED A TRIP, THE ORGANISER SHOULD**

- Place a list of students participating in the trip on VsWare by creating an Event.
- 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 age and needs of the students travelling.

##### **5.3 COSTS**

- Day trips may involve a financial cost to the student. For example, a fee may be charged to cover the cost of transportation.

#### 5.4 OTHER OPERATIONAL CONSIDERATIONS

- The school will always have the mobile/contact numbers of the coach company or staff involved in case of delays or any other occurrences.
- On occasion it may be suitable for Senior Cycle students (Fifth- and Sixth-Year students, and Transition Year students in certain circumstances) to travel independently to and/or from an event. In such an instance, the parents must advise the organiser of the trip in advance via email to the teacher's Comeragh College email account.
- For trips that extend beyond normal school hours, it is the responsibility of parents/guardians to ensure that arrangements are in place for their child's journey to/from the school.
- A member of staff should only travel alone with a student when parental permission has been obtained and only in exceptional circumstances, for example escorting a child to a medical facility.
- An accident/incident Report Form must be completed for all accidents or incidents which have occurred and are in serious breach of the School's Positive Code of Behaviour, Bí Cineálta and other relevant policies.
- 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's/daughter's journey to/from the school.
- A mobile phone is available from the school, as staff members are not required to give their personal mobiles phone numbers to students.
- Bus seats and bedroom accommodation will, as far as possible, be allocated to friends.
- Teachers have the right to change pairs or groups where they deem necessary.

#### 6.0 STUDENT RESPONSIBILITIES

##### 6.1 DAY TRIPS WITHIN IRELAND (INCLUDING NORTHERN IRELAND)

- Normal school rules apply in relation to mobiles (phones are collected prior to departure from school & returned on arrival back to the school).
- The consumption of behaviour-affecting drinks (high caffeine energy drinks) is prohibited.
- Students are expected to attend all set meals unless permission given by a teacher.
- Students are to remain with the group during the day and evening unless authorised by the teachers.
- All students are expected to turn up on time for all roll calls.
- Inappropriate language is not acceptable from any student on the trip at any time.
- **Free Time** – during trips it is common for students to be given some 'free time'. During such time students should always travel in groups (minimum of 3). Under no circumstance should

any student walk on their own. During this time students are expected to treat their surroundings with the utmost respect and are also expected to adhere to all the school rules applicable above.

- All students should carry a mobile phone with them on day trips so that parents can be informed of any possible changes to the schedule of the trip. Students must have credit and data available on their phones at all times to contact tour leader in the event of an emergency. School rules for mobile phones apply as normal.
- Mobile phones are not allowed in bedrooms at night-time. They will be collected by their teachers at 10pm and returned at 8am.
- Should a student become ill or injured on a trip then parents/guardians will be informed, and medical attention will be sought for the students if necessary. Parents should note that injury or illness to a student may require a lesser supervision of remaining students on any trip should it be necessary for a teacher to accompany a student seeking medical attention.
- Everyone must conduct themselves in an appropriate manner & be mindful of others.
- Punctuality and considerations for others are essential.
- Students must travel in a spirit of genuine, willing, co-operation and accept that teachers are “in loco parentis”.
- Teachers will not accept moodiness, back answering or disrespect of any kind.

## **6.2 PARENT/GUARDIAN RESPONSIBILITIES AND CONSIDERATIONS FOR DAY TRIPS WITHIN IRELAND (INCLUDING NORTHERN IRELAND)**

- Travel arrangements are from “school to school”.
- Parents/guardians must accept full responsibility for the punctual arrival and collection of their son/daughter from Comeragh College.

## **6.3 SAFETY GUIDELINES FOR STUDENTS DURING BUS TRAVEL**

- Before setting off, the emergency exits will be pointed out to students.
- Central aisles and access to exits must be kept clear at all times.
- Students must be advised to remain seated facing forward and not to have unnecessary movement during the journey. Where seat belts are fitted, these must be used.
- Vaping, smoking is not permitted on board the bus.
- In the event of any emergency, students should leave the bus by the nearest exit as quickly as possible and re-assemble at a given area where a headcount can be quickly made.
- Student should not go back to the bus for any reason until the all-clear is given.

- If the teacher in charge considers that there were any issues on the bus, or that the behaviour of students was not appropriate, a full report must be given to the Senior Management as soon as possible after returning to the school.
- In the event of a delay for any reason in the time of returning to school, the teacher in charge will use school system/personnel to make parents aware of any updates.
- Keep the bus clean and safe.

## **7.0 OVERNIGHT TRIPS, INSIDE OR OUTSIDE THE REPUBLIC OF IRELAND**

### **7.1 STAFF CONSIDERATIONS FOR OVERNIGHT TRIPS**

- Members of staff, who wish to take students on overseas trips must seek approval from Senior Management of Comeragh College. Permission will then be sought from the Chief Executive of Tipperary ETB.
- 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.
- Staff in charge reserve the right to consult the Director/Programme Coordinator about refusing any student who may challenge health and safety protocols on the trip.
- The initial letter to parents/guardians should contain a draft itinerary which may be subject to change.
- Parents should be informed that students with non-EU passports may need visas for EU countries.
- 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 provided to the school by the agreed date.
- Parents/guardians will receive the Permission Letter/Form, all sections of which must be completed, and returned to the organiser by the specified date. Details of accommodation, travel arrangements, any special local conditions, personal items that the students need to bring, guidelines for spending money and money for extras such as meals and excursions will also be sent to parents.
- Mobile phone communication between teachers/supervisors and students on the trip as deemed necessary. A list will be made of participants' mobile phone numbers (as given on the Permission Form) and students should always have their Microsoft Teams notifications on during the trip so that they can see any updates or messages from the lead teacher or other teachers on the trip. They will communicate by email to the group leader if they need to do so.
- The trip organiser should have two emergency contact numbers, usually this will be the Principal and the Deputy Principal(s).



- If necessary, two members of staff should carry out inspection of rooms or personal property (bags, suitcases, etc) with the students 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.
- Staff should not have any physical contact with student clothing. If a search is deemed necessary, the student should be asked to empty their own pockets or to search the clothing that she/he is wearing.
- If a student is found to be in serious breach of any of the rules in the School's Positive Code of Behaviour, the staff in charge must contact the Principal immediately.
- An Accident/Incident Report Form must be completed for all accidents or incident which have occurred. Examples of reportable incidents include persistent lateness at the rendezvous point, not staying with the group, leaving the bedroom after lights out, rudeness to teachers, and serious breach of school rules, particularly in relation to alleged or proven alcohol, smoking/vaping or substance abuse.

## 7.2 STUDENT/PARENT CONSIDERATIONS FOR OVERNIGHT TRIPS

- If a passport is required, a photocopy of the student's passport must be provided. All passports must be valid for at least six months following the trip.
- Students must have their E111 or European Health Insurance Card for travel to countries in the EU.
- Students must attend all information meetings and co-operate with all requests pertaining to the trip.
- If there are very serious breaches of behaviour or if the group leaders decide that a student cannot continue on the trip and must go home: The student may be sent home with the parent's permission (must be over 16 years of age) or the parent must fly/travel to the destination to collect the student.
- School trips' behaviour contract must be signed by all students attending the trip. See appendix 1.
- Parents are required to give details of student's medical conditions. Parents must provide written details of any medication required. Parents must provide instructions on dosage times for medication. Parents must provide permission to administer medication.
- Parents must be available to accept a What's app video call or face time where necessary.

## 7.3 GUIDELINES FOR LUGGAGE ON OVERNIGHT TRIPS

- On departure from Comeragh College students will not be permitted to open their cases until they arrive at their destination.

- Cases should be easily identified.
- It is advised that students have a backpack or bag of some form to carry anything they wish to have access to during the day.
- The same will apply to the return journey.
- Students must carry on their person, at all times, the address of the hotel in which they are staying & any medications required.
- Clothes for 3 days/jacket/toiletries etc. This will be outlined in the letter and briefing to parents.
- When flying there are weight restrictions which must be strictly adhered to. Any extra charges will be charged to the student while on trip.

## **8.0 GENERAL GUIDELINES FOR SPORTS COACHES**

### **8.1 GENERAL GUIDELINES FOR SPORTS TRIPS:**

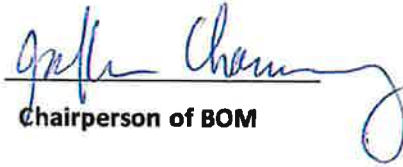
- Each coach/trainer is responsible for taking a properly equipped first-aid kit to matches.
- If a minor accident occurs the coach will treat it on the spot. In the event of a serious accident the coach will ring an ambulance directly.
- Any accident deemed to be of a serious nature is recorded on an accident report form, a copy of which is submitted electronically. Coaches will appraise students of the necessary safety equipment for each respective sport.
- The coach/trainer organises transport via school bus booking procedures. Parents may be asked to provide transport.
- When an away match is organised during school hours when classes are scheduled for other students, the number of staff travelling depends upon the staffing requirements of the activities in school. Generally, where possible, two staff members will travel with a team. The needs of the students in school must receive priority when organising such matches.
- When a match is booked the staff member is required to inform the Deputy Principal with responsibility for the calendar and have the event entered in the staff calendar.
- Treat all passengers, including peers, drivers, and staff, with kindness and courtesy.
- Keep aisles clear of bags or belongings to prevent accidents.
- Strictly no harassment, bullying, or inappropriate behaviour in accordance with Bi Cineálta principles.

- It is the responsibility of all students to ensure that all work missed while on trips is completed within the timeframe communicated to them by their teachers.

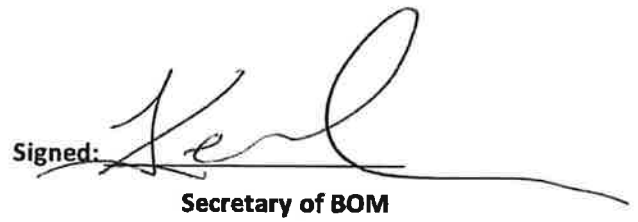
#### **10.0 REVIEW AND RATIFICATION**

This policy shall be reviewed on an annual basis by the Board of Management and updated where necessary.

Signed:

  
Chairperson of BOM

Signed:

  
Secretary of BOM

Date of next review:

3/4/2025

## Appendix 1

### TY SCHOOL TRIPS BEHAVIOUR CONTRACT

All students travelling on any school trip must complete and agree with the conditions of this contract. Failure to agree with this contract will prohibit you from going on a particular trip.

TERMS	AGREE
I will comply with the Comeragh College Code of Behaviour.	
I will follow all instructions issued by any member of Comeragh College staff, other teaching staff, hotel staff or bus drivers.	
I will respect all people I come in contact with while on tour.	
I will be on time for all activities	
I will retire to my room at night when requested and refrain from causing any disturbances to other hotel guests. I understand that otherwise I may be sanctioned.	
I will stay in my room after lights and not attempt to communicate with students in other rooms	
I will behave in an appropriate manner when in my group and when I have my own free time.	
I will be responsible for my own actions.	
I will respect all property/equipment that I come in contact with.	
I will report any defects or damage to property/equipment immediately to Comeragh College staff.	
I will not purchase or consume any illegal products e.g. drugs, weapons etc.	
I will not purchase or consume cigarettes, vapes or alcohol.	
I agree that I may be fined and/or prohibited from taking part in a tour activity if I breach this contract.	
I agree to refrain from any activity not mentioned in this contract which might bring the reputation of Comeragh College or myself into disrepute	
I understand that all incidents breaching this contract will also be brought to the attention of the Principal/Deputy/and/or Board of Management.	
I have discussed this contract with my parents and confirmed to them that I have agreed to all the conditions.	

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT SIGNATURE : \_\_\_\_\_ DATE: \_\_\_\_\_

Please return completed forms to your group leader