



COLÁISTE CHILLIAIN

School Tour Policy (Trips abroad, overnight trips & day trips)

FEBRUARY 2026

DDLETB

Scope of policy

This Policy applies to all the members of the staff of Coláiste Chilllain who take students from the school. It is applicable to the students participating in the activity, to their Parents/Guardians and to staff who are involved with the organisation of and participation in school outings. It was drafted in the context of the health and safety at work acts 1989 and 2005, and circular M20/04, which states that “The objective of educational tours for schools should be that they be of benefit in the intellectual, cultural and social development of the pupils taking part in them and any activity, relating to the tour, which conflicts with this objective is to be avoided.” This policy should be read in conjunction with the school’s Child protection Policy, Acceptable Use of Technology Policy, Health and Safety Policy and Code of Behaviour and with the DDELTB Policy on School Trips.

Rationale

The purpose of this policy is to ensure:

- The health and safety of all students and teachers involved
- That school trips will be effective and appropriate learning experiences for the students
- That all participating teachers will understand the protocols and procedures to adopt
- when planning and engaging in trips and out of class excursions.
- That the school will be well represented while students are on trips, in line with our
- School Code of Behaviour (COB) and Riail na Gaeilge
- This policy applies to all trips
- undertaken, day trips and overnight trips inclusive, within and beyond Ireland’s borders.

Objective of trips

Some trips are required in order to work on or complete compulsory coursework requirements for State Examination. In these cases, students and Parents/Guardians are advised that coursework cannot be signed off, except by a recognised teacher in a recognised school, when that coursework was completed under his/her supervision. Students are advised that coursework which is completed beyond the supervision of the teacher on a school trip specifically organised for this purpose cannot be verified by the school for examination for State Examination assessment purposes.

Some trips are organised to provide enhanced understanding of specific aspects of the curriculum such as History, Geography or Art trips, Modern Language exchanges, or visits to the theatre, to Science or Career exhibitions.

Some trips, while having worthwhile educational content, are organised within year groups to provide opportunities for social interaction, to build cohesion within a group or to provide a reward for work done.

Number of staff on school trips:

The number of staff which accompanies a group on a school trip will be influenced by a number of factors including:

- a) The number of students travelling;
- b) The age and gender of the students;
- c) The location of the trip;
- d) Additional supervision which may be provided at the trip destination;
- e) If the group will be dividing into smaller groups, each requiring supervision;
- f) The type of transport used.

The number of students participating varies depending on the nature of the trip and the staff/student ratios should be recommended by the staff/student ratio should be as recommended by the travel agency:

School tours (abroad): 1 teacher: 10 students.

The minimum number of teachers who should accompany a group outside Ireland for Health & Safety reasons is 3.

Roles and Responsibilities

- **The Principal.**

The Principal liaises with the Organising Teacher in the initial stages of planning the trip. For international travel, permission to travel abroad has been sought by the Principal from the Chief Executive via the foreign travel app.

The Principal reserves the right to prevent a student from participating in a trip, if the Principal feels that permitting the student to partake in the trip could cause a health and safety risk for the student or other students or teachers. This may mean loss of monies paid or additional costs to Parents/Guardians if a student must be repatriated.

The Principal reserves the right to determine the adults who will travel. The Principal is also responsible for ensuring the adequate supervision of students while on a trip and that students not travelling are adequately catered for in school, in terms of supervision and teaching time.

- **Parents/Guardians.**

The co-operation of Parents/Guardians is considered fundamental to the success of a trip. Parents/Guardians are responsible for informing the Organising Teacher of any factors which may impinge on the student's enjoyment of the trip or that of others e.g. health issues, dietary needs, anxieties etc. The responsibility is on the Parent/Guardian to inform himself/herself of the School COB and Rial na Gaeilge for Students. In addition, it is the responsibility of the Parent/Guardian to ensure that the student presents himself at commencement of the tour without any of the items prohibited under the School COB for Students or law.

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/daughter's journey to/from the school.

Note that it is not possible to drop students along a route for a parent's convenience, as the school is bound by the Health and Safety arrangements of bus companies.

Parents/Guardians shall be required to provide the organisers with all phone numbers at which they can be contacted during the trip, and are expected to be available on a 24-hour basis for the duration of the trip. If a student requires hospitalisation then they will be accompanied by a member of staff who will remain with them as appropriate or until a parent (or another adult nominated by a parent) can replace them. The school accident report form must be completed as soon as possible after the event.

Students on tours within the European Union shall be required to have a European Health Insurance Card (EHIC) or travel insurance, a completed (medical form) form and a valid passport. Passports must be valid for at least six months following the trip. The onus is firmly on parents/guardians to ensure their child has all necessary, up-to-date documentation, in advance of the tour. Some destinations may require visas and/or vaccinations. Parents should be aware that these will incur an additional cost and it is the parents responsibility to acquire these. It is the responsibility of the Parent/Guardian to see to these matters and to ensure that the student is insured to the satisfaction of the Parent/Guardian.

Parents and students are advised that if demand exceeds places, then once application forms are received by the advised deadlines, places will be allocated by drawing names from a hat (provided all conditions are satisfied) and a waiting list will be applied.

Parents/Guardians are required to guarantee that when their child comes to the school/airport or anywhere else to assemble for the start of the school tour, he/she does so free of illegal substances on his/her person or in his/her luggage.

Parents/Guardians are advised that a student may be precluded from attendance on a school trip if attendance during normal class time is poor or if the student's behaviour has been such that his participation raises concerns for his/her health and safety or that of other students/staff. . If a student's behaviour or attendance deteriorates after he/she is offered a place on the tour, the student may be prevented from going on the tour without the refund of monies paid. The Year Head, Deputy Principal and/ or class teachers will advise the organising teacher and Principal on this matter. Parents/Guardians are responsible for enabling students to achieve full attendance. Students who withdraw from a tour after a deposit, or full monies has/have been paid, may not be entitled to a refund.

Students

Students are responsible for adhering to the School COB and Riail na Gaeilge. In particular, they are responsible for carrying out the instructions of teachers and other personnel while on tour. Students are responsible for respecting the environment, law, traditions and local customs of where they travel to.

Students are responsible for being true to the Colaiste Chilliain's mission statement of respect for one another and ensuring that all members of the travelling party are included and involved. Students are responsible for acknowledging the role they play in the maintenance and promotion of the school's good name and reputation, while on a school trip. Students also bear responsibility not to engage in behaviour which is unsafe for self and for others. Each student is responsible for his/her own property, luggage, money, etc. All personal belongings should be clearly marked. The school cannot accept responsibility for a student's property.

Students are required to observe the curfew set by the organising teacher. Changes to sleeping arrangements, buddy systems or working partnerships are not permitted without agreement of the organising teacher prior to leaving the school.

The Code of Behaviour and Riail na Gaeilge must be adhered to by all students.

The Organising Teacher and/or other staff who will be on the trip will meet with the students prior to departure and outline the Code of Behaviour as follows:

- Students must adhere to the school rules at all times where they are applicable.
- Students will be required to wear the official school uniform on all trips unless otherwise decided in advance.
- Students must wear Coláiste Chilllain's half zip/hoodie on day of travel abroad and on day of return,
- Students should be dressed appropriately at all other times.
- Students must follow the rules of the hotel, hostel, or other type of accommodation where they are staying.
- Students must be well behaved on public and/or private transport while on tour.
- Students are responsible for leaving seats on all forms of transport in a tidy condition
- Students are responsible for leaving their bedroom tidy.
- Punctuality is to be observed always and students are expected to meet all time deadlines set for the trip.
- Students may not absent themselves from the school group at any time without prior consent of the group leaders.
- Students are permitted to bring digital entertainment items including a camera phone on overnight school trips, and can only use them with teacher's permission. The taking or sharing of images considered inappropriate is not permitted.
- Personal devices are generally not permitted on day trips.
- Unauthorised recordings of staff or pupils, transfer of images of staff or students, or using the phone to harass others will be considered a serious breach of discipline. Students are prohibited from posting images of staff/ students on social networking sites without prior authorisation.

Students may not purchase or bring medication (prescription or other) unless the group leader is fully informed and that such medication may be held by that member of staff. Students are required to have a note of explanation signed by their Doctor should they need to have medicine/needles on their person on the plane. Students should not share medication. Students who use an inhaler must carry it with them always.

Sanctions on Tour:

If a student engages in minor misbehaviour, the incident should be addressed promptly and in line with school policy; often, a verbal warning may be sufficient. However, the Organising Teacher may decide that, in line with school policy, additional specific sanctions may be necessary.

Serious Misbehaviour: Incidents of serious misbehaviour must be reported to the Principal/Deputy Principal if and when they occur. It may be decided by the Principal/Deputy Principal to phone the student's parents/guardians to provide them with details of the incident/s. In on-going and extreme cases of dangerous and/or gross behaviour a student may be sent home. In the event of this happening, the parents and guardians will be informed and if necessary arrangements made for the offending student to travel home in line with Child Protection Guidelines at the expense of the parent.

Examples of 'serious misbehaviour may include:

- a) Use/possession of alcohol.
- b) Use/possession of illegal substances (drugs etc.)
- c) Disruptive behaviour on coach, plane, boat or in hotel/hostel.
- d) Lack of respect for accommodation rules.
- e) Lack of respect for the Tour Team or any other supervising adults.
- f) Theft or criminal damage to property of others.

NB^ This list is for examples only and is not exhaustive.

An Accident/Incident Report Form must be completed for all accidents or incidents which have occurred. Examples of reportable incidents include: persistent lateness at the rendezvous point, not staying with the group, rudeness to teachers and serious breach of school rules, particularly in relation to alleged or proven alcohol or substance abuse regardless of the legal age for consumption of alcohol and or legality of the substances which are illegal in Ireland.

Selection Criteria for Participation in School Tours:

Students may be refused the option to participate in an International School Tour, if their behavioural record is in contravention of the schools Code of Behaviour. Students who have paid an initial deposit, or for the trip in full, and subsequently commit a serious breach of the school Code of Behaviour will lose their place on the International School tour with no refunds offered.

- **Staff**

The organisation of a trip is a voluntary activity and relies on the good will of the Organising Teacher and his/her accompanying colleagues. The Organising Teacher takes responsibility for the organisation of the trip and is "in charge" while on the trip. The Organising Teacher will ensure that all accompanying teachers are aware of their duties and responsibilities during the trip.

A Tour Team, led by the Organising Teacher should be put in place as soon as possible. A reserve list is advisable in case a member of the team should subsequently be unable to travel. The Tour Team may come from different departments within the school structure. Tour Team members may include: (a) Principal (b) Deputy Principal (c) Teaching Staff and (d) SNAs.

The Organising Teacher has a responsibility to ensure that activities are not arranged which are prohibited by the school's/ travel agents' insurers. Queries will be clarified before the trip occurs. The Organising Teacher will ensure that the dates of a proposed trip do not clash with other events of importance in the school calendar. Trips will be planned with adequate lead in time, to enable students/families to save.

Communication with Parents /Guardians

The Organising Teacher will give Parents/Guardians information at the onset of preparation and/or when final details are arranged. The correspondence will outline, costs, details of the trip and the location, travel arrangements, general advice etc.

- **International trips:**

The organising teacher will meet with Parents/Guardians either online or onsite in advance of international trips to provide them with information and answer any queries. In addition, the Organising Teacher will provide relevant materials which may come from a tour provider. Students may be permitted to use their own mobile phone while abroad in order to contact parents. This will be communicated to students and Parents/Guardians in advance. Parents may contact their child while on a trip at allocated times of the day, depending on any given daily itinerary. In case of emergency, the Organising Teacher will contact parents when the situation requires of him/her to inform them of developments.

In every case, Parents/Guardians will be required to give written permission for their son/daughter to attend the trip. The written permission implies acceptance of this Policy and agreement to adhere to the School COB and Riall na Gaeilge for Students and other pertinent policies. Parents/Guardians will be required to inform the Organising Teacher of any circumstances which may affect their son/daughter's ability to fully participate in all aspects of the trip and their enjoyment of same. This includes information about health and medications and other relevant information.

Costs

It is desirable that all students of Coláiste Chilllain have the opportunity to participate in school trips, if they wish to do so. To this end, costs will be indicated to parents/guardians at the earliest possible opportunity, in order to allow for planning. Clear instructions for the payment of monies due will be issued by the Organising Teacher. Students going on international tours will pay the school tour company directly. Overseas trips are organised by teachers in collaboration with licenced/bonded tour operators. Payments for overseas trips are made directly to the tour operator, not to the school. For this reason, the school cannot arrange payment plans, except (on occasions) for savings for contingency collections. Any quibble over costs remains between the Parent/Guardian and the tour operator. Students may be invited to bring spending money on trips. Parents/Guardians are asked to allow a reasonable, not excessive amount of spending money.

In the event that a student is required to return home from an overseas trip early e.g. if a student is in serious breach of the School COB, or in need of early return due to a family emergency, the family is advised that it is responsible for costs incurred for the student and for an accompanying adult, should it be agreed that an accompanying adult is required. The Parents/Guardians of students who incur costs for excess baggage, damage to property are advised that they will be responsible for these costs.

Inclusion of Students with Addition Educational Needs

Coláiste Chilllain recognises that students with additional educational needs can greatly benefit from school trips. The enjoyment, health and safety of the student are considered to be of paramount importance.

Where students with special educational needs are involved in a group who are going on a school trip, it may be necessary for Parents/Guardians, Management and the Organising Teacher to discuss arrangements in advance, in order to ensure the enjoyment, health and safety of the student and the whole group, mindful of the specific strengths and vulnerabilities of the student.

Students who have access or shared access to a Special Needs Assistant (SNA) during the school day will be facilitated with SNA care as far as is practicable on day trips. Where

possible, the designated SNA or a member of the school SNA Team will accompany the student for the full duration of a day trip.

The school is not obliged to provide SNA care on overnight trips or trips abroad.

School Policy

All school policy governs day and overnight trips. In particular, Parents/Guardians are reminded of the contents of the COB and Riail na Gaeilge for Students. The Principal/Deputy Principal and/or the Organising Teacher meets with a group before overnight trips/ international trips to remind students of their obligations under the School COB. Specifically students traveling on overnight trips are reminded that smoking, vaping, drinking alcohol, using drugs or other banned substances, engaging in sexual activity, and behaviours which endanger their own safety or the safety of others are prohibited. Any transgressions of this nature will be sanctioned appropriately by the Organising teacher whilst abroad/ staying overnight or by the Principal on the school to return. Certain items can be freely and legally bought abroad, the possession and importation of which is an offence in Ireland. These include fireworks, knives, lasers etc. Students are not permitted to engage in activities not permitted on home soil. Any transgressions of this nature will be sanctioned appropriately.

The Organising Teacher is responsible for investigating and recording breaches of the School COB. Breaches of the School COB will be referred to the Principal/Deputy Principal in a timely way. The Organising Teacher will remain in contact with the Principal during the trip and will inform the Principal of serious breaches of the School COB. Serious breaches of the School COB may merit immediate sanction in the tour location (e.g. exclusion from activities) up to and including the student being sent home. In this case, the Parent/Guardian is responsible for all costs arising including the costs of a teacher accompanying a student or students home. Decisions around sanctions for serious breaches of the School COB will be made by the Organising Teacher, in conjunction with the Principal. The Organising Teacher has the authority to sanction all breaches of the School COB while on a trip or to refer the matter through the correct channels on return to school.

Data protection:

In relation to Data Protection and the use of images or recordings made of students, the school may need to retain photographic, audio or video records of elements of the trip for a number of purposes (verification, coursework, publicity.) The school will check the photograph permission granted status of Parents/Guardians for students on the school app for the use of such images/ videos.

Supervision of Trips:

The Principal retains responsibility for ensuring that adequate and appropriate supervision of students on trips is achieved. Decisions about which members of staff join a trip will depend on such factors as the size of the group, the nature of the trip and its location. The level of teacher supervision on trips will depend on the nature of the activity involved. Sufficient staffing to ensure the safety and welfare of the students and teachers will be agreed between the Principal and Organising Teacher when the trip is being planned.

On day trips, depending on the proximity of the venue and the age of the students involved, students may be permitted to go to and from the location of the excursion without teacher supervision. If this is the case, written permission will be requested of Parents/Guardians.

At least one supervising teacher will be on each bus travelling at all times. Sufficient supervision will be provided so that a teacher is available to accompany a student to emergency services, without inadequate supervision of the remaining students, should an emergency situation arise.

Regular head counting and roll taking of students will take place, particularly when leaving a venue. Teachers will carry a list of all students and adults involved in the trip. The Organising Teacher will establish rendezvous points and advise students what to do if they become separated from the group. Remote supervision may take place on occasion, e.g. if students are on shopping trips, certain adventure activities, during parts of school exchanges. Parents will be notified of this in advance. Students are advised to stay in groups of at least 3 or 4 students. Adequate arrangements will be made re checking in with supervising teachers at certain times.

Students are reminded of the importance of careful time keeping. Teachers have a responsibility to ensure that students are behaving safely at all times, including at night (on overnight trips) and in all locations (including in bedrooms, changing rooms etc.) Should checks on bedrooms and changing rooms or similar be necessary, teachers will work in pairs. Students are bound by the house rules of the accommodation providers, including those of host families, B & Bs, hotels, entertainment venues etc.

Activities undertaken under the supervision of instructors when visiting organised centres will be the responsibility of the centre. Students will behave respectfully for instructors as they would do with teachers.

Guidelines for use of Private Bus and other Transport Services

Many school trips involve use of or hire of bus/ trains/ planes or other transport services. In all of these cases:

- Students must abide by instructions issued by drivers, airport / ferry / terminal staff etc,
- Students must have all documentation required with them; the Organising Teacher may handle this documentation for the student.
- Parents / Guardians are advised that it may not be possible to cater for students whose documentation (Passport/Visa etc.) gives rise to particular circumstances at points of entry. This may preclude the student's participation in a trip.
- Each passenger will have his own individual seat.
- All coaches used by the school must have an up to date PSV License and Cert and adequate insurance.
- Emergency procedures will be indicated to students.
- Central aisles and access to exits must be kept clear at all times.
- Students are advised to remain seated facing forward and to refrain from unnecessary movement during the journey.
- Where seat belts or other safety features (eg life jackets, harnesses, helmets) are advised, these must be used.

- Students are responsible for their property while traveling and leave items on the vehicle

Critical Incident

Should a critical incident, as defined by the school's Critical Incident Policy, occur, the Organising Teacher 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 to make decisions for the security, welfare, safety and health of students. He/she does this in good faith.

The Critical Incident Team will coordinate with the Organising Teacher, and where necessary, delegate authority to the Organising Teacher for communicating with the relevant Parents/Guardians, medical services, consular and embassy personnel, police or other security services, school insurers, travel agent or tour operator.

Evaluation and review of this policy will be developed, monitored and reviewed on an ongoing basis and ratified by the Board of Management accordingly. The experience of students and their Parents/Guardians and staff on return from a trip can inform policy. Views and observations are invited on return.

Roles and Responsibilities

All members of staff will be responsible for the implementation of this policy.

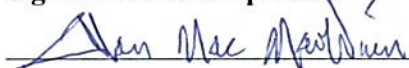
Links with other school policies:

This policy must be read in conjunction with the school's current policies and any other policies as they are developed. This policy is particularly related to Child Protection Guidelines and the Code of Behaviour (COB) and Riall na Gaeilge.

Ratification and Communication

- A. This policy will be ratified by the Board of Management.
- B. It will be made available to parents.
- C. It will be published on the school's website.

Signature of Chairperson:



Date:

9th/2/2026
