

**MUCKROSS PARK COLLEGE
POLICY
OVER-NIGHT SCHOOL TRIPS**

Adopted by BOM January 2010

School trips are a central and valued part of education in Muckross Park College. They enrich both the academic curriculum and the social and personal development of pupils who participate in them. Participation in school tours is not a right but a privilege enabled by the significant investment of staff time and energy. Teachers who volunteer to accompany pupils on school tours are in loco parentis throughout the duration of the tour. The following rules and procedures are in place to ensure, as far as possible, the care, welfare and safety of pupils while away.

Any staff members considering organising a school tour will:

- a) Inform the Principal of her/his intention and proposed itinerary (dates of departure and return, age-group of students (year) and estimated cost of the trip) before informing pupils, other staff members or parents
- b) Present outline of cost to the school principal
- c) In consultation with school management formulate a set of rules and instructions appropriate to the particular tour.
- d) In consultation with the school Principal the Tour Leader has the right to refuse any student whose behaviour has been uncooperative or irresponsible.
- e) When the proposal is sanctioned by Principal/Board of Management the Tour Leader will inform the pupils and parents concerned.
- f) Parents, whose daughters wish to apply for a place on the tour, must attend a meeting convened by the school Principal.

At the meeting:

- Parents will receive all School Tour Application Documents (application documents will include: School Tour Policy, rules and procedures pertaining to the tour, the proposed itinerary, final detail of cost, application form, etc.)

- Parents will be asked to co-sign their daughter's application for a place on the school tour to be returned to the Tour Leader within a specific time
- Each pupil will be informed of the success or otherwise of her application.

RULES & REGULATIONS DURING THE SCHOOL TOUR:

The rules and regulations to be observed by pupils during the course of the school tour will be agreed and made known to pupils, parents and teachers in advance. These regulations will be in accordance with the school's ethos of truth, trust and responsibility.

Pupils must comply with the following rules and regulations at all times:

- a) Respect and obedience for all staff members
- b) Respect for others at all times e.g. drivers, guides, instructors, cabin-crew, fellow organizers , those sharing transport and those sharing accommodation
- c) Respect for local customs and laws
- d) Rules regarding the consumption of alcohol and illegal substances
- e) Rules pertaining to smoking
- f) The rule that pupils remain within their specified groups
- g) Rules regarding behaviour at all times

When a student is accepted to participate in a school tour she, with her parent(s), is obliged to sign compliance with the rules.

Mindful of the DES guidelines regarding child protection (3.1.1 & 3.1.2) teachers will:

- Observe at all time the code of professional conduct for teachers as laid down by the Teaching Council of Ireland
(www.teachingcouncil.ie)

- Enforce the agreed Code of Behaviour signed by pupils and parents.

The Tour Leader must ensure that adequate travel insurance, and where appropriate, school insurance is in place.

The Tour Leader will, on return, report to the Principal and Board of Management outlining:

- The achievements of the tour
- A final financial statement
- Any difficulties or problems that arose during the tour

The Board of Management may wish to meet the Tour Leader and his/her team.

SANCTIONS

Decisions regarding sanctions are taken in the light of and reflecting the spirit of the NEWB Developing a Code of Behaviour (Guidelines for Schools).

The Tour Leader with his/her team will deal with minor breaches of the Code of Behaviour while away. Any serious breach of the Code will be reported to the Principal on return.

In the event of a breach of the alcohol/illegal substances rule and/or the rule pertaining to the necessity for pupils to remain within specified groups the Tour Leader will inform the Principal. The Principal will inform each member of the Board of Management within a set time-frame. It is desirable that sanctions be imposed as speedily as possible after the incident.

Any of the following steps may be taken:

- Parents may be asked to remove their daughter from the tour at their own expense
- A written record of the incident(s) will be given to the Principal by the Tour Leader
- The pupil(s) will be interviewed by the Principal

- The pupil(s) may be interviewed by the Board of Management
- The Board of Management may impose a sanction(s) up to and including expulsion