



DOMINICAN COLLEGE MUCKROSS PARK

SCHOOL TOUR POLICY

(Ratified by BOM March 2022)

Our Vision

To create a progressive learning environment of the highest quality where our students grow to become independent, respectful and caring women of integrity who live by Christian values and Dominican principles.

Our Mission

To provide our students with an education that in the spirit of St Dominic:

- recognises and responds to the unique needs and abilities of each individual student
- encourages the development of positive, respectful and inclusive relationships
- challenges each student to speak and act with honesty and integrity.

OVER-NIGHT SCHOOL TOUR POLICY

School tours are a central and valued part of education in Dominican College Muckross Park. They enrich both the academic curriculum and the social and personal development of students who participate in them. They provide a significant benefit in the educational, intellectual, cultural and social development of the students. 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 students 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 students while away.

SCOPE

The types of school tours covered are:

- Educational day trips for school groups within the State, e.g. Young Scientist Exhibition, Higher Options Conference, etc.
- Educational visits involving student exchange
- Educational visits and trips involving instruction
- Educational trips involving cultural, religious or linguistic benefit to students
- Trips and exchanges of a sporting nature
- Ski trips
- Tours to holiday resorts
- Trips and tours of various types for transition year students

PROCEDURE for staff member (Tour Leader) considering organising a school tour (within and outside Ireland):

- a) Seek the approval of the Principal and the Board of Management, in writing, for the school tour/trip, before informing students, other staff members or parents. The Tour Authorisation Form in **APPENDIX 1** of Circular letter M20/04 should be completed, including proposed itinerary, dates of departure and return, age-group of students (year) and estimated cost of the trip.
- b) Following written sanction from the Board of Management the Tour Leader will present an outline of cost to the school Principal.
- c) In line with Aviation Authority regulations all school tours travelling outside of the Republic of Ireland:
 - Must be booked through a bonded, licensed tour operator or travel agent.
 - Payments from students should be made directly to the travel agent or tour operator and not collected through the school.
- d) When the tour proposal is approved by the Principal/Board of Management the Tour Leader will inform the students and parents/guardians concerned and invite applications for the trip. This application must be accompanied by the initial deposit or full amount (paid directly to the tour operator/travel agent in the case of outside of the Republic of Ireland) and authorised by a parent/guardian. The deadline for this deposit will be decided by the tour operator/travel agent and students will be informed of this and the date for the final payment by the Tour Leader.
- e) Students and parents/guardians will be notified in writing regarding the success of their application. When a student is accepted to participate in a school tour she, with her parent (s)/guardian (s), is obliged to sign a Consent Form (**APPENDIX A**).
- f) A deadline will also be provided for the receipt of essential information to include (where relevant):
 - Passport details
 - Full contact details of parents/guardians, including current email address and phone numbers of parents/guardians
 - Dietary restrictions
 - Medical History or pre-existing conditions and prescription medication the student is taking
 - Extra information required for special trips e.g. ski trip
 - Copy of the parent/guardian's passport or State identity document.
 - GP contact details
 - EHIC details
- g) In the case of trips within Ireland the full payment must be made via the school's online payment system, which will issue a receipt/record of payment, before the trip commences.
- h) In consultation with the Principal and Year Head, the Tour Leader has the right to refuse any student whose behaviour has been unacceptable as per the school's Code of Behaviour.

- i) An information meeting will take place in advance of foreign trips of several days duration and parents/guardians must attend. The Tour Leader will outline the purpose of the trip and the planned itinerary. The behaviour expectations and relevant possible sanctions will also be outlined in advance of departure. Should the particular nature of the trip require any special instructions or outline of expectations particular to that trip, the Tour Leader will clarify this information at the Information Meeting.
- j) The Tour Leader must ensure that adequate Travel Insurance, and where appropriate, school insurance is in place and provide insurance via email to parents of students travelling.
- k) Written parental approval must be received for each student participating in the tour.
- l) The Tour Leader will provide a full passenger list of students and accompanying teachers, including contact details and a full itinerary of the trip to the Principal prior to travel.
- m) Separate financial records should be maintained for each school tour. A detailed record of all participating students and the amounts paid should be retained.
- n) A summary report of the trip/tour should be prepared by the Tour Leader, on return, and given to the Principal. This report should be presented to the Board of Management. The report should outline:
 - Date of the tour/trip
 - Number of students participating
 - Number of adults (teachers/non-teachers) accompanied the students
 - Achievements of the tour
 - Financial summary of the tour
 - Any difficulties/problems which arose during the tour (The Board of Management may wish to meet the Tour Leader and his/her team.

(APPENDIX B)

TEACHERS

Teachers who volunteer to accompany students on school tours are *in loco parentis* throughout the duration of the tour.

Mindful of the DES guidelines regarding child protection (3.1 & 3.2) 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 School's Code of Behaviour and the Rules & Regulations of the tour signed by students and parents/guardians.

RULES & REGULATIONS DURING THE SCHOOL TOUR

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

The school's Code of Behaviour will apply at all times throughout the trip. School sanctions as outlined in the Code of Behaviour will apply. Other applicable policies such as our Critical Incident Policy may also apply depending on circumstances.

Students 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 organisers, 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 students remain within their specified groups
- g) Rules regarding behavior at all times

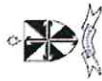
SANCTIONS

Decisions regarding sanctions are taken in the light of our School Code of Behaviour.

The Tour Leader with his/her team will deal with minor breaches of the Code of Behaviour and/or Rules and Regulations of the Tour while away. Any serious breach of the Code will be reported to the Principal. The Principal may inform the Board of Management.

Any of the following sanctions may be applied:

- 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 student(s) will meet with the Principal
- The student(s) may meet with the Board of Management
- The Board of Management may impose a sanction(s) up to and including expulsion



MUCKROSS PARK SCHOOL TOUR CONSENT FORM

While students must comply with the school Code of Behaviour and the School Tour Policy we require specific consent to the following:

1. I accept the condition that all alcohol and banned substances are strictly forbidden and undertake to ensure that my daughter is aware of this rule. [This includes the purchase of alcohol to bring home.]
2. I agree that it is my daughter's responsibility to remain with the group and to follow the teachers' and/or instructor's/tour guide/etc. instructions at all times.
3. I accept the condition that smoking will not be tolerated in public places, on public transport or in the hotel.
4. I authorise the teachers' accompanying the group to have my daughter examined by a doctor and removed to hospital in case of accident/illness.

WE ALSO REQUIRE THE FOLLOWING INFORMATION:

(Please do not leave blank, write "none" if appropriate)

- **Medical History or Pre-existing conditions:** Does your daughter suffer from any illness or conditions that we, should know about, e.g. sleep walking, epilepsy, diabetes, cardiac conditions, penicillin allergy, etc.? **YES/NO**

If YES please give details:

- **Medication:** Is your daughter taking any prescription medicine?
YES/NO If YES please give details:

- **GP contact details:**

G.P. NAME: _____

Address: _____

G.P. Phone No.: _____

WE HAVE READ AND ACCEPT THE ABOVE RULES AND CONDITIONS RELATING TO THE TRIP. I give consent to my daughter to travel with Muckross Park Trip teachers.

NAME OF STUDENT: (Block Capitals)

SIGNED : _____ (PARENT/GUARDIAN)

_____ (STUDENT)

Parent/Guardian Phone Numbers, (in case of emergency):

PLEASE REMEMBER: In the interest of everybody's safety and the enjoyment of the trip, the leaders reserve the right to impose such sanctions as they see fit, for the breach of the trip rules. Any breach of the alcohol rule will also be notified to the Board of Management. We hope that this will not be necessary and that we all have an enjoyable trip.



DOMINICAN COLLEGE MUCKROSS PARK

SCHOOL TOUR

Report to the Board of Management

Name of Tour:	
Dates of Tour:	
Tour Leader:	
Accompanying Teachers/Adults:	
Achievements of the Tour:	
Difficulties/Incidents to report:	

FINANCIAL STATEMENT:

INCOME	
Cost per student x Number of Students (Paid to Travel Agent)	
Bonus (if applicable)	
Contingency Fund (cost per student x number of students)	
Other	
TOTAL	
EXPENDITURE	
Basic Price (Travel Agent)	
Hotel Tax	
Outings/Activities	
Medical expenses	
Miscellaneous	
TOTAL	



DOMINICAN COLLEGE MUCKROSS PARK
SCHOOL TOUR AUTHORISATION FORM

DETAILS OF THE TRIP		
Name of School	Address	Roll Number
TRIP DATES		
From	To	Number of School Days
Brief Outline of Trip		
Number of Students Participating	Total Number of Students in the relevant year	
If some students are not participating, outline the reasons why		
Expected benefit to accrue from the trip		
Why is the trip deemed to be necessary?		
Adults accompanying the students		
Group Leader	Other Teachers	Other adults

CONFIRMATIONS		
That appropriate arrangements are made in accordance with Circular PPT 01/03 for those classes whose teachers are absent with the tour	Yes:	No:
That adequate insurance is in place to cover all risks while on tour	Yes:	No:
That parental permission has been secured for each student who is to participate on the tour.	Yes:	No:

Signature of Principal: Anne Marie Whee

Date: 22/3/22

Signature of BOM Chairperson: Mary White

Date: 22/3/22

References

Section 18 of the Education Act, 1998

Aviation Regulation Act 2001

DES Circular Letter 20/04 "Educational Tours by School Groups"

FSSU Financial Guideline 04 2007/2008 FSSU Guideline Educational Tours by School Groups (Aviation Authority regulations)

FSSU Financial Guideline 07-2017/2018 School Tours- Booking and Collection of Payment