

# TULLOW COMMUNITY SCHOOL TOURS POLICY

## Introduction

In Tullow Community School “out of school” group activities have been an integral part of school life. Such activities may include sports tours which help motivate players and encourage improvement in our school sports, and cultural tours which compliment the school curriculum. The organisation of these tours requires a major investment of staff time and energy and the implications in relation to the loss of normal teaching time, both for the participating pupils and those pupils whose teaching is disrupted due to the absence of the participating teachers. There are other implications to be considered in relation to the application of the school’s Code of Behaviour in an out-of-school environment and the health and safety of pupils and tour leaders is paramount.

## Policy

The Board of Management has the authorisation to grant approval for educational tours, both inside and outside the State, subject to a number of criteria as set out in the circular letter M20/04. This policy covers all educational tours within Ireland and abroad.

## Proposing a School Tour

Teaching staff should put forward their proposals to the Principal, who in turn will pass them onto the Board of Management for approval. In so far as possible, a full schedule of events should be known and approved at the beginning of the school year.

## Approval of Proposals

The Board of Management has the authorisation to approve the proposals subject to the recommendation of the Principal or Deputy Principal. In granting approval, consideration is given to:-

- (i) Conformity with the criteria set out in circular letter M20/04
- (ii) The number of other events taking place in the same year
- (iii) The timing of the event and its effects on other school activities
- (iii) The effect it will have on the normal teaching routine of the school
- (iv) The appropriateness of travel and accommodation arrangements

## Tour Director

One member of staff will be elected as Tour Leader, who will ensure that it is conducted in accordance with our School standards.

## Pupil/Teacher Ratio

This will be in accordance with criteria set out by the Board of Management in advance, and the standard of supervision will be within the guidelines and standards set out by the Department of Education and Science. This can vary under the following circumstances: the age and maturity of the pupils, availability of alternative adult supervision, the length of the tour and the activities to be engaged in whilst on tour.

## Cost and Finances

The overall cost of the tour will be agreed with the Principal or Deputy Principal and a full account of income and expenditure will be presented to the Board of Management. This will conform to the accounting practices of the school. It will take into consideration the ability of students and their parents/guardians to pay. Where a separate bank account is needed it will be closed immediately on completion.

## Code of Behaviour

The code of behaviour will be consistent with our School Rules. All teachers, students and parent/guardian will be notified in advance of the tour.

All participants on the tour are representatives of the school and are expected to behave in a way that will not bring disrepute to the school. Students are expected to fully participate in the activities of the tour, to comply with the direction of their mentors and to respect their fellow travellers.

## Contact Information

In the event of an emergency the Tour Director will leave the following contact information in the school.

- Full list of participants and their contact details
- Itinerary and contact details
- Tour Director and Supervisors contact details

## Responsibilities of Staff

The Staff and supervising adults have the rights and responsibilities of a prudent parent whilst on tour. They must ensure adherence to Health & Safety, Child Protection and Policies of the school. They must behave in a professional manner at all times. They are to assist their colleagues to ensure the success of the tour and the supervision of the students.

## Insurance and Protection

School tours approved by the Board of Management are usually covered by the State Indemnity, provided they are within Ireland and do not involve an activity of a specialist nature e.g. canoeing, orienteering etc. When the Board are considering a specialised tour they will request details of the qualifications and training of the activity staff and a copy of their companies Public Liability Insurance Certificate. They also recommend that parents/guardians take out a Personal Accident Insurance cover for their student and stipulate the specialist outdoor activity that they are participating in.

## Summary Report

The Director of the Tour is required to report to the Principal and the Board of Management in connection with the success of the tour and any difficulties which took place. A full account of all expenditure is to be included in the report.

## Parents/Guardians

Parents/guardians will be given adequate notice of the tour and will be notified of the objectives, cost, itinerary and duration of the tour. They will also be notified of the code of behaviour to be observed and be given information regarding insurance.

Parents/guardians are required to give signed permission for their child to participate in the tour and to disclose any medical or dietary issues. In relation to an overseas tour, it is the parents/guardians' responsibility to ensure that their child has all the necessary documentation passport/visa etc.

## Implementation and Review of Policy

This policy will be implemented by the all teachers involved in the school tours and will be monitored by the Board of Management and the Principal. The Principal and the Tour Director will review the success of this policy at the conclusion of each tour.

# TULLOW COMMUNITY SCHOOL

## TOUR CODE OF BEHAVIOUR

All participants on the tour are representatives of the school and are expected to behave in a way that will not bring disrepute to the school.

Participating students are required to:

- Adhere to the Schools Code of Behaviour at all times
- Pay all monies due in advance of the tour
- Be punctual at departing times
- Attend in the required dress code (uniform, casual etc.)
- To fully participate in the activities of the tour
- To comply fully with the direction of their mentors
- Behave in a courteous and co-operative manner
- Respect their fellow travellers

In the event of an overnight or foreign tour, participating students are also expected to:

- Respect the property of the hotel or travelling company
- Remain in their own bedroom
- To remain with their selected group

A mentor has the right to request a search of pockets/bags etc if they suspect that a student is carrying any prohibited substance or article. Where a student is found in possession of a prohibited substance or article, while on tour, the consequences will be the same as on the school grounds.

### Parents/Guardians

Parents/Guardians are required to ensure that their child understands the behaviour expected of them whilst on tour with the school. Parents/guardians will be notified where a breach of Code of Behaviour occurs. By signing the acceptance form you are agreeing to the terms of these regulations.