Blackrock College
School Trips Policy

2022

1. Scope of Policy

This policy:

- applies to all members of the staff of Blackrock College who take students off campus It is applicable to the students participating in the activity and to the parents/guardians.
- refers to trips organised during the school day and to any activity which requires the absence of students from timetabled classes.
- Refers to overnight trips either at home or abroad.

2. Rationale for school trips

- Some trips are organised as part of the course to be followed in a subject area and as such may be compulsory. Other outings and trips are additional to the curriculum and are not deemed a core activity.
- A great deal of educational benefit can be gained from participating in school trips. Such activities give students the opportunity to engage in experiences not available in the classroom, help develop a student's imaginative skills, encourage greater independence and enhance the student's social and cultural development. Trips assist in bonding between students, as well as providing teachers with an opportunity to get to know students in a non-classroom environment.
- Educational trips (including day, overnight, overseas and field trips) should:
  - Extend and reinforce classroom activities;
  - Enhance the learning process of as many students as possible by providing educational experiences which the classroom alone cannot provide;
  - Support the curriculum content of some subjects through field trips, tours, outings or other recreational activities;
  - Develop interpersonal skills of the students
  - Develop an appreciation on difference in society, home and abroad
  - Strengthen understanding of our 'Be Caring, Be there, Be truthful and Be Grateful' values.
  - Enhance extra-curricular experience and opportunity.

3. General principles and rules in relation to all trips

- This policy is devised in accordance with the College's Child Safeguarding Statement to ensure the safety of all students and in line with the Department of Education and Skills Child Protection Procedures for Primary and Post-Primary Schools 2017.
- The Board encourages the organisation of school trips for the spiritual, educational, artistic, sporting and social benefit of students.
- All school rules and policies apply on all school trips.
- The health and safety of students and staff is of paramount concern to the Board. Therefore the school management reserves the right to disallow a trip or a student from participation in a school trip where, in their opinion, the health and safety of the student or other students or staff is at risk.
- The behaviour record of a student in school shall be taken into account in deciding whether to allow a student participate in a school trip.

- All trips are organised in as cost effective a manner as possible taking into account quality and value for money.
- Staff taking any trip will exercise due care and the Board of Management will rely on the professionalism, common sense and judgement of such teachers.
- The Board of Management reserves the right to refuse to allow any tour/trip to take place for reasons it deems appropriate.
- As a general rule at least two staff should accompany any trip. However, the final number of staff/adults that accompanies a group will be influenced by a number of factors including:
    - The number of students travelling;
    - The age of students;
    - Whether parents are travelling with the trip;
    - Location of the trip;
    - Nature of the trip;
    - Whether additional supervision will be provided at the location;
    - If the group will be divided into smaller groups at the location;
    - Type of transport used.
- For any trip/activity, outside the school curriculum, parental permission must be sought and the parents informed by letter, email or text (TY field trips are excluded). A permission slip should be completed by the parents/guardians prior to the trip taking place. Details of all medical, dietary, physical, social, emotional and personal requirements should be shared with the trip/tour organiser in advance of the event taking place.
- Any student who withdraws from a trip after a deposit or full monies have been paid, may not be entitled to a refund. A student, who is not allowed to travel for disciplinary reasons which occur following payment of a deposit or full amount, will not be entitled to a refund.
- If a breach of discipline occurs on the trip, the student may be sent home at his own expense. The decision will be made by the tour/trip organiser in consultation with the Principal.

4. Procedure for day trips and activities taking place during term time which involve students absence from any timetabled classes.

- The trip organiser should discuss the trip/activity (dates etc.) with the relevant Year Dean as the Dean is best placed to understand their individual year group's timetable and any competing difficulties therein that may overburden the College timetable.
- Permission for the trip/activity will be sought from the Principal/Deputy Principal.
- Details of the trip/activity should be notified to staff by the trip organiser as soon as permission has been granted.
- If class cover is required, class work should be given to the relevant Year Dean the day before the trip/activity.
- An accurate list of students participating in the trip/activity should be emailed to the Dean at least two days prior to the event taking place.
- Relevant information about the trip should also be left with Reception in order to ensure that accurate details may be given to parents in relation to the trip/activity if they contact the office.

5. Procedures for school trips abroad or overnight trips.

- Where a school trip abroad or overnight within the state takes place during the school term the procedures shall be as outlined in the Department of Education and Skills circular M20/04.
- Application for all trips abroad or overnight within the state should be submitted to the Board of Management in advance of the trip taking place. The application should give details of initial itinerary, the cost per student and the proposed number of students and staff participating. School trips which occur on a yearly basis will not need to seek permission annually e.g. Camino, Lourdes, China, SCT/JCT trips etc.
- Taking into account the cost of a trip, every effort should be made to ensure that there is sufficient time to allow for families to budget for the trip and to make the necessary arrangements to pay the costs.
- Written parental/guardian permission will be required for all such trips. This form will outline the following:
    - The nature and duration of the trip
    - The cost of the trip
    - That all school rules and policies apply on the trip
    - That in the case of an accident or emergency staff has permission to seek emergency treatment
    - That in the case of misbehaviour the student may be sent home at the expense of his/her parents
    - That staff are notified of any medical issues/conditions and use of medication
    - That any dietary concerns or preferences are notified on the form
    - The contact details of the person in charge
    - The contact details of the accommodation abroad
    - The form should also clearly outline the method of allocation of places.
    - That all vaccinations deemed necessary by the College have been taken.

- It is the responsibility of parents/guardians in conjunction with students to ensure that all documents necessary for travel abroad (e.g. passport, identity card etc.) are up to date and in order. The school cannot take responsibility for a student whose personal documentation is not in order and who is prevented from travelling abroad as a result.
- Parents/guardians will receive a written overview/itinerary of overnight trips and will be required to give written consent to their son taking part.
- Students will be informed, prior to going on the trip that school rules apply. A student may be sent home, at his own expense, if the conduct of the student warrants such a sanction. In this event, a parent/guardian will be asked to come to collect the student or they will consent to the student travelling home alone.
- The school expects that all students travelling on an extended tour will display a level of maturity commensurate with their age. Students on trips, which involve an overnight stay in Ireland or abroad, cannot be supervised on a 24 hour basis and all extended school tours will involve periods of time without direct supervision. Parents who are concerned that such a level of supervision is inadequate should not permit their son to take part in such trips.

This policy has been ratified by the Board of Management on **Tuesday 22nd February 2022.**

Signed: _____
Chairperson, Board of Management

Signed: _____
Secretary, Board of Management

22.02.22

BLACKROCK COLLEGE

PARENTAL CONSENT FORM

Tour: **Dates:**

I accept the School's offer to take my son _____ on the above trip.

In return I agree to reimburse any member of staff for any cost and expenses reasonably incurred and/or other sums reasonably disbursed by him on behalf of the above-named pupil during or as a result of the trip.

I accept that my son is bound by the rules and regulations of the College and that he must comply with the directions of the teachers in charge. Failure to do so may result in him being sent home.

In the event of my son being sent home for disciplinary reasons I agree to bear the additional costs or to reimburse the School for additional costs.

I agree to authorise members of staff during the course of the trip to approve such medical treatment for my son as is deemed necessary in an emergency and/or upon the advice of a qualified medical practitioner.

I attach a Medical Details Form, which gives details of any medical condition from which, to my knowledge, my son is suffering. Any special medical requirement (such as drugs or other treatments) which may be required are set out on this Form or on a separate letter (*please tick in the box below to indicate that a separate letter is attached).

Please tick as appropriate

	YES	NO
Medical Details Form attached		
Letter with further medical details attached		
Emergency Contact Details Form attached		

Signed (Parent/Guardian): _____

Name: _____

Date: _____

BLACKROCK COLLEGE
MEDICAL DETAILS FORM

I understand that my son _____
wishes to take part in the above activity. My son is in good health and I consider him capable of taking part. In the case of accident or illness whilst away from home, I consent to any medical treatment deemed necessary by a qualified medical practitioner.

(In your child's interest it is vitally important that the organising staff should know whether he/she suffers from any illness which may affect his/her participation)

Date of last tetanus:	
Covid Vaccine: *(Two vaccinations + booster)*	
Allergic or non-effective medicines:	
Any complaints from which your child suffers:	
Special dietary needs:	
Name and Address of Home Doctor:	
P.P.S. No.:	

Please attach a separate letter if you need to give further details

Signed (Parent/Guardian): _____

Name: _____

Date: _____

BLACKROCK COLLEGE

EMERGENCY CONTACT DETAILS FORM

PLEASE PROVIDE THE FOLLOWING INFORMATION SO THAT YOU CAN BE CONTACTED IN EVENT OF EMERGENCY:

Boy's Name:	
Parents' Name:	

Home Address:	

Home Telephone No.:	
Mobile No.:	
Business Telephone No.:	
Emergency Telephone Nos: (if different from above)	

BLACKROCK COLLEGE

College Trip Student Contract

Please complete the details below and return your signed contract to the Trip Organiser.

Student name:	
Date of Birth:	
Class:	
Location of Trip:	
Organising Teacher:	

Agreement:

- I agree to participate in and to make a commitment to the entire Blackrock College school trip.
- I have read the document supplied by the leaders of the trip, listing rules regarding the trip and agree to all of the rules included in that list.
- I accept that any failure on my part to behave responsibly, at all times, to the teachers/supervisors/instructors/tour guides, may lead to appropriate sanctions.
- I am also aware that a possible sanction for what is deemed unacceptable behaviour could result in my being sent home from the trip after my parents/guardians have been informed.
- I understand that failure to behave appropriately may have a bearing on my selection for future trips.

Signed (Student): _____

Name: _____

Date: _____