



CLONGOWES
CLONGOWES WOOD COLLEGE SJ

SCHOOL POLICY FOR FOREIGN TRIPS

GENERAL PRINCIPLES

Introductory Statement

The Board of Management of Clongowes Wood College SJ is committed to encouraging, where appropriate, extra-curricular and/or co-curricular activities

The Board of Management delegates its authority to approve School Trips to the Headmaster. Any staff member proposing to organise a trip should submit a proposal to the Headmaster for approval before proceeding to arrange the trip.

This policy operates within a legislative framework and takes account of the following:

- The Education Act, 1998
- The Education Welfare Act, 2000
- DES Circular Letter M 20/04
- Child Protection Guidelines for Post-Primary Schools, 2004

Objective of School Trips

The objective of an educational trip should be to provide a significant benefit in the educational, intellectual, cultural and social development of the maximum number of pupils in the particular year(s) taking part in the trip which cannot be provided by in-school activities alone. Educational trips and visits provide an excellent opportunity for the personal growth and development of students.

Trips organised on days when students would otherwise be in class should conform to the following DES guidelines: (a) Educational visit involving an exchange of groups of students with another school (b) Educational visit involving attendance at a course of instruction (c) Educational visit involving active participation in a music or drama festival (d) Educational visit to a conference or exhibition of clear educational value (e) Educational visits should be appropriate to the age group/year concerned (f) Educational visits involving significant linguistic or cultural benefit

Booking Trips and Collecting Payments

It is an offence to sell or buy holiday packages involving travel abroad on behalf of someone else without a licence. It is also illegal to organise holiday packages or trips abroad for sale to someone else without a licence. This prohibition includes the purchase of flights directly from airline websites on behalf of someone else. Accordingly, all school trips travelling outside the island of Ireland must be booked through a bonded licensed travel agent or tour operator from the approved list on www.aviationreg.ie.

Payments from students must be made directly to the travel agent or tour operator. The costs may not be charged to students' expense accounts. (Where it is not possible for payments to be made directly to the travel agent or tour operator, the Aviation Regulator has confirmed that schools will be in compliance with relevant legislation if cheques made out to the bonded travel operator are collected by the Trip Organiser and then forwarded to the tour operator. NB: Cheques must be made payable to the tour operator, not to the school or to the Trip Organiser.)

Participation in School Trips

The school reserves the right, both at the time of booking and in the period between booking and travel, to refuse permission to participate in a school trip to a student whose pattern of behaviour gives concern. If the Trip Organiser or another member of staff has concerns about a particular student's suitability for the trip these should be referred to the Headmaster for decision. The Headmaster will communicate this decision to the student and his parents/guardians.

In the case of a student with a medical condition or other special needs, the school must be confident that the needs of the student can be managed without compromising his health and safety, that of the other students participating, or the itinerary of the trip. Each case will be considered on an individual basis in consultation with parents/guardians and School staff. In the event of a dispute, the Headmaster will have the right to adjudicate.

As per the School Fee policy, trips must be paid in advance or paid directly to an external Travel Agent when instructed. The College reserves the right to withhold permission for any student whose account is in arrears to participate on trips organised by the school unless a payment plan has been agreed in advance and a Direct Debit mandate completed. If a payment for a trip is received and there are fee arrears on an account, the amount will be automatically allocated towards the account arrears until a payment plan has been agreed and a Direct Debit mandate completed.

All deposits paid for School Trips are non-refundable unless the trip is cancelled by the School. If a student has paid a deposit for a trip but has not paid the remainder of the amount owing prior to the commencement of the trip, the student will not be permitted to travel.

Safeguarding

All adult leaders/supervisors must have current Garda Vetting and must be approved for participation in the particular trip in question by the Headmaster. The ratio of adults to students should not exceed 1:10. A smaller ratio may be required if one or more of the participating students has special needs that require extra assistance. The Trip Organiser is responsible for briefing and allocating duties to the other accompanying adults.

A minimum of two adults must accompany all foreign trips, even if the number of students is less than ten. The only instances where a single adult may travel abroad with students are when it is a matter of merely accompanying the students during travel and thereafter leaving them in the care of an exchange school or family. However, students travelling to and from foreign exchange placements are the responsibility of their parent(s) and the school does not ordinarily provide supervision for such travel.

The Trip Organiser is responsible for ascertaining and explaining health and safety details relating to trip accommodation such as emergency evacuation procedures, disabled access etc.

An adult leader or supervisor may not sleep in the same room/dormitory or tent as a student. An adult on his/her own should not be with an individual student on his own unless there is a window to the corridor or to a public place, others enter the room often or if it is a public room. If none of these applies, the adult should inform another adult leader and note the date, time and duration of the meeting.

Mobile phone contact, both voice and text, between students and the Trip Organiser and other accompanying adults is deemed appropriate during school trips. The Trip Organiser and other accompanying adults must have the mobile phone numbers of all the participating students and the students must be given the number of the school mobile phone.

Prudence should be exercised by leaders when answering the door to students who come to their rooms for assistance or information, and also when visiting student quarters for morning call, night-time lights-out and other relevant purposes – i.e. adults should be fully dressed, should knock before entering student rooms etc.

Every reasonable step must be taken to ensure the safety of all trip members. Students must not be placed in situations which expose them to an unacceptable level of risk and appropriate and adequate supervision must be in place for each activity undertaken on the trip.

If a medical or other emergency arises necessitating physical contact with a student, except in situations where a delay could have material consequences for the health of the student, an adult leader should always ask another adult to be present.

Adult leaders need to be aware that their supervisory responsibilities continue throughout the entire trip, including night-time. Consumption of alcohol is not permitted whilst on duty.

School Policies

All relevant school policies must be observed by both students and leaders during trips. These include, but are not limited to:

Child Protection Procedures for Primary and Post-Primary Schools (DES); Code of Conduct; Anti-Bullying Policy; Data Protection Policy, School Fee Policy.

PROCEDURES

Organising a School Trip

1. A staff member proposing to organise a new trip should make a submission to the Deputy Headmaster using the School Trip Oversight Form. It is important that arrangements are not progressed until provisional approval has been obtained.
2. All trips outside the island of Ireland must be organised by a fully bonded travel agent.
3. Full travel insurance must be in place for all staff and students travelling.
4. When approval has been received from the Headmaster, the Trip Organiser should send details of the proposed trip to the parents/guardians of the group concerned, along with a copy of this policy, a Trip Application Form (Appendix 1) and a Parental Consent Form (Appendix 2). This initial mailing should include a draft itinerary, the deadline for registration and payment of deposit etc. Parents/guardians must be made aware that the Trip Organiser reserves the right to make minor changes to the itinerary.
5. A photocopy/scan of each student's passport must be included with the Trip Application Form. All passports must be valid for at least six months following the trip.
6. Parents/guardians must be notified if a visa is required for travel to the destination country. The Trip Organiser should make clear to parents/guardians whether visas will be organised by the school (and if so the cost involved) or whether the parents must arrange the visas themselves. NB: Some students holding non-EU passports may require visas for travel to certain EU countries.
7. Parents/guardians should be informed in good time if there are any mandatory or recommended vaccinations for the destination. The Trip Organiser should make clear to parents/guardians whether these vaccinations will be organised by the school (and if so the cost involved) or whether the parents must arrange the vaccinations themselves.
8. Students must have an EHIC (European Health Insurance Card) for travel to countries in the EU.
9. The Trip Organiser must make clear to parents the mechanism and deadline for paying for the trip, whether directly to the bonded trip operator, or by cheque made payable to the bonded tour operator but sent to the school for forwarding to the operator. Under no circumstances should any payments be made directly to the school or to the Trip Organiser or any other individual.

Health and Safety

- The Trip Organiser must liaise with the School Nurse(s) to enquire whether any of the students embarking on the trip have any specific healthcare needs. It is the responsibility of the School Nurse(s) to provide any specific healthcare information (which is in the interest of the student's health and welfare) to the Trip Organiser. Where any such needs are identified, the Trip Organiser and Nurse(s) should agree a management plan in relation to these healthcare needs for the duration of the trip.
- Unless the students will be going directly from the airport/ferry port to the care of an exchange school or exchange family, the Trip Organiser must travel with a suitable First Aid kit, issued from the Infirmary.
- The Trip Organiser should travel with copies of the Trip Application Forms for each student, or with a paper or electronic spreadsheet containing the information from these forms.
- The Trip Organiser should compile a separate list of the mobile phone numbers of all the students on the trip to be given to all accompanying adults.

Parents/Guardians

The Trip Organiser must provide parents/guardians with the following information:

- Dates and times of departure and return, including precise details of the gathering point for departure and the collection point on return
- Accommodation contact information (hotel/hostel or exchange family name, address, email/phone number)
- Names of Trip Organiser and of other accompanying adults
- The mobile phone number(s) on which the Trip Organiser and/or other accompanying adults can be contacted during the trip
- Details of insurance taken out for the group as a whole, and whether parents/guardians need to arrange additional cover

School

The Trip Organiser must provide the following information to the Deputy Headmaster, who will be responsible for ensuring that it is available to relevant personnel in the school during the trip, and appropriately filed thereafter:

- Itinerary and Accommodation details
- Trip Application Form for each student
- Parental Consent Form for each student.
- Copies of travel documents, insurance documents, and medical papers
- Copy of the contract with the trip company/hotel etc.

During all school trips, both students and accompanying adults are bound at all times by the rules, policies and procedures of Clongowes Wood College SJ. All should be mindful that

they are representing the school and strive to uphold the good name of Clongowes by the way they behave while on tour.

It is the responsibility of each student and his parents/guardians to ensure that his mobile phone is in working order, he has a charger and appropriate adapter and, where applicable, has sufficient credit for the duration of the trip. Students must carry their mobile phone on their persons at all times, and should ensure that they have the name and address of their hotel and the mobile phone number of the Trip Organiser (s).

The Trip Organiser is responsible for discipline during the trip. Minor misdemeanours should be dealt with swiftly and firmly with a verbal warning. The Trip Organiser may, however, impose sanctions, such as the student missing out on a specific activity or excursion. A student thus prevented from attending an activity must be supervised for the duration of the activity. Further sanctions may be imposed when the student returns to school.

If a student is considered to be in serious breach of the Code of Conduct, the Trip Organiser must contact the Headmaster immediately. In the event of serious misconduct, a student may be sent home at parents' /guardian's expense.

ADOPTION AND REVIEW

This policy was adopted by the Board of Management on 15th January 2025 and has been made available to school personnel and published on the school website.

The policy will be reviewed once during each three-year Board of Management cycle



CLONGOWES

CLONGOWES WOOD COLLEGE SJ

APPLICATION FORM FOR SCHOOL TRIP

Name (as on passport):

DOB: _____ Passport No: _____ Issuing Authority: _____

Expiry Date: _____

Home Address:

Email address:

Parents'/Guardians' Mobile Numbers: _____ / _____

Parents'/Guardians' Work Telephone Numbers: _____ / _____

Student's Mobile Number: _____

EHIC Number: _____

Private Health Insurance – Company Name and Policy No (if applicable)

Going on a school trip is a privilege and not a right. Students who misbehave in class /school forfeit the right to participate in the school trip. It is at the discretion of the teachers going on the trip to decline a student's request to participate in a school trip.

Signed _____ Date _____

(Parent/Guardian)

Signed _____ Date _____

(Parent/Guardian)

Signed _____ Date _____

(Student)



CLONGOWES

CLONGOWES WOOD COLLEGE SJ

PARENTAL CONSENT FORM

School Trip to _____ Dates: _____

We, the parents / guardians of _____, a student in Clongowes Wood College SJ, agree that our son may go on a school trip with _____ (the Trip Organiser) to _____.

We accept that our son will abide by the terms of the School's Policies, including School Policy for Foreign Trips whilst on this trip.

We further accept that the Trip Organiser may send him home for such behaviour or for any other serious disciplinary offence.

It shall be our responsibility to arrange for any travel so required and for our son's accompaniment on such travels as may be necessitated by our son's misbehaviour.

We also give permission to the Trip Organiser to take any necessary decisions for the medical treatment of our son.

I have read and accept Clongowes Wood College SJ School Policy for Foreign Trips and all the related school's policies which are available on www.clongowes.net.

Signed _____ Date _____

(Parent/Guardian)

Signed _____ Date _____

(Parent/Guardian)

Signed _____ Date _____

(Student)