

# **St. Columba's College Stranorlar**



**Extra and  
Co-Curricular Trips Policy  
2017**

## **1. Definition**

**This policy is concerned with any of the following trips undertaken by an accompanied class, team, or other student group within the Republic of Ireland and Northern Ireland. In general, travel would be by coach(s) or minibus(s). The list is not exhaustive.**

**Sports fixtures**

**Educational and Field Trips**

**Educational Quiz or Competition**

**Social or Spiritual Event**

**Transition Year / LCA / JCSP / CSPE / LCVP Trips**

**Any other trip where students leave the school premises accompanied by staff.**

The Board would hope that all school trips would have a beneficial effect on pupils, enhancing both their academic prowess and their social skills.

### **1.1 Rules, Requirements and Student Conduct**

Students and parents/guardians will be informed, in advance of the trip, of rules, regulations and special requirements of that trip.

**The conduct of all pupils on a school trip shall be subject to the school code of behaviour and associated policies.**

## **2. Procedures for Extra and Co-Curricular trips.**

**To ensure that schools are compliant with legislation, the following will apply:**

**2.1.** The approval of any school trip must be sought and obtained from the Principal in the first instance

**2.2** It is for the Principal to decide which teachers will organise the tour and accompany the pupils. Prior to departure, one teacher/teachers shall be appointed as tour leader(s). It is recognised that the organisation of or participation in any school tour is voluntary on the part of teachers.

**2.4** Adequate arrangements for supervision of all students should be arranged as well as appropriate insurance. The ratio of members of staff to students will be by agreement with the Principal.

**2.5** Students and parents/guardians shall be informed in advance of the tour with rules, regulations and special requirements of that tour. Parents/guardians shall be given an outline of the purpose, itinerary, dates and costs of the trip before any money is paid.

**2.6** A list of all students traveling must be submitted to the Principal prior to booking. Permission to travel will be at the discretion of the school authorities.

**2.7** All students of the school must present the required permission note, **signed by a parent/guardian**, to the organising staff member before being allowed to travel on the trip.

**The Board of Management specifically wishes to draw attention to the following:**

- (i) Students are expected to follow the instructions of staff in the interests of the smooth running of the trip and the health and safety and wellbeing of all.
- (ii) Students must stay with the group. A student may not wander off anywhere alone: students are advised to be in groups of not less than three at any time.
- (iii) Students must not purchase alcohol, drugs or tobacco products for any purpose at any stage of the trip, even if they have reached the legal age for purchasing same in the particular country.
- (iv) The use of/possession of alcohol or other non-medically prescribed drugs by students on a school trip is absolutely forbidden.

**2.9** Parent(s)/guardian(s) shall be required to sign a consent form which will allow for medical treatment to be given in the event of injury/illness and where it is not possible to contact them in the time available. In the event of accident or injury, medical opinion will be sought immediately and best practice will be followed. Parent(s)/guardian(s) will be contacted as soon as is practically possible.

The school Code of Behaviour re use of mobile phones applies on all school trips. However, on overnight trips, students will be allowed use of their phones during the hours agreed in advance by the Principal, staff, students and parents.

**2.10** Parent(s)/guardian(s) shall be requested to inform the school in writing of any special dietary requirements, medical needs or medication required by their child while on a school trip.

**3. Payments for costs associated with the trip**

3.1 All monies collected by staff members to pay costs of the trip will be recorded by the staff member. Sums of €10 or more will be individually receipted.

**4. Emergency Procedures**

- In the event of a serious incident/accident the school's procedures shall be followed. A report of the incident/accident and the decision(s) taken shall be put in writing as close to the event as is reasonable.
- The staff members on the trip will liaise with the Principal as necessary.

This Policy was ratified by the Board of Management on \_\_\_\_\_.

Signed: \_\_\_\_\_

Chairperson, Board of Management/Manager

Date: \_\_\_\_\_