



LORETO SECONDARY SCHOOL, ST MICHAEL'S

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Tours Policy

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Review

The effectiveness of our code of behaviour will be monitored by the Principal and Deputy Principals on a continuing basis and will be reviewed every 2 years, when needs arise or upon publication of any relevant government guidelines

Ratification

Paschal Marry

Paschal Marry
Chairperson, BOM

Maria Harney

Maria Harney
Principal

Date

Date

Rationale

Here in St Michael's we provide a happy and secure student-centred place of learning. Inclusivity, respect, kindness and encouragement are central to everything we do. School tours play an important part in a student's school experience, adding to the cultural and social development of students. We recognise that exposure to a variety of experiences and cultures is part of that holistic education, and we endeavour to provide these experiences in a safe manner.

All educational tours must be consistent with the rationale as specified by the Department of Education in Circular Letter M20/04 particularly that school tours should be an extension and reinforcement of classroom activities. All reasonable efforts will be made to satisfy all of the criteria to provide for the health and safety of staff and students.

Authorisation to grant approval for educational school tours rests with the Board of Management whereupon it is satisfied that a school tour meets the above criteria of Circular Letter M20/04.

Scope

For the purposes of this policy the following definitions apply:

- Tour: Refers collectively to excursions and trips that take place internationally.
- Organising teacher: Refers to the group leader
- Supervisors: Refers to accompanying teachers, SNAs or any accompanying adult.

This policy is applicable to all students, parents/guardians of students who are participating and to all members of staff who organise and attend these activities.

The school's tour policy should be read in conjunction with the school's Code of Behaviour which applies during all school activities on or off site. All staff participating in school trips must act appropriately and in line with the Teaching Council's Code of Professional Conduct.

Related Documentation

This Policy is designed to ensure that students stay safe and healthy as they enjoy the educational experiences of school tours. The School Tours Policy operates within a legislative framework and adheres to the following documents:

- The Education Welfare Act, 2000
- Circular PPT 01/03
- Children First Act 2015
- General Data Protection Regulation Guidelines
- Data Protection Acts 1988 and 2003
- Health and Safety at Work Acts 1989 and 2005

- Guidelines on Managing Safety and Health in Post-Primary Schools
- Commission for Aviation Regulation under the legislative framework of the Aviation Regulation Act 2001
- JMB Bulletins 04 / 2005 and 08 /2007
- Critical Incident Policy
- Acceptable Use Policy
- Health & Safety Statement
- Child Safeguarding Risk Assessment
- Child Safeguarding Statement

Aims and Objectives

School tours, trips and outings should:

- Be in line with DES guidelines in Circular M20/04
- Be approved by the principal in the case of excursions and the Board of management in the case of trips and tours
- Be designed to include the maximum number of students in a class/year and every effort should be made to ensure that the cost involved does not prevent any student from participating.
- Be planned well in advance of tour dates and communicated to students and parents.
- To be an extension to or reinforcement of classroom activities.
- Enhance the learning process of as many students as possible by providing educational experiences which the classroom alone cannot provide.
- Follow best practice guidelines as directed by the Department of Education, Health and Safety Authority to include but not limited to the completion of risk assessment documentation and correct accident reporting procedures.

Procedures for Organisation of International Trips

Overnight tours/foreign tours are always organised on a voluntary basis. These may be co-curricular activities organised by subject departments, or trips for specific years groups.

Stage 1 - Proposal

Members of staff, who wish to take students on an overseas trip must submit their request for approval to the Board of Management.

The proposal should include;

- A draft itinerary
- Timing and duration
- Year group/approximate numbers
- Supervision requirements
- Approximate costs
- Any additional resources that may be required.
- Educational or other benefits that the student will derive from the trip. (See Appendix 1 for template from DES Circular M20/04)

It is the responsibility of the tour leader that in line with the school ethos every effort is made to ensure that the cost involved does not prevent any pupil or group of pupils from participating.

The Board of Management will approve or deny the request taking the following criteria into account

- The appropriateness of the proposed tour in terms of School Ethos, and Department of Education Circulars M 20/04 and PPT 01/03.
- The legal requirements around the organisation of school tours going outside the State.
- The staffing arrangements for the tour and for the school.
- The financial controls in place for the tour and the need for accountability.

Stage 2 - Planning

The organising teacher will:

- Contact reputable and fully licensed tour operator/service provider/venue to clarify:
 - Full costs.
 - Any necessary planning requirements.
 - A risk assessment of health and safety concerns.
 - Supervision/instruction/guiding provided.
 - Transport options.
 - Insurance cover necessary.
 - Any necessary contingencies.

- Inform staff of the planned foreign trips and invite them to indicate their interest in travelling.
- When seeking expressions of interest ensure teachers are fully informed of their roles and responsibilities.
- In consultation with the principal, select staff members to travel based on such factors as the size of the group, and the requirements specific to the particular trip.
- Ensure that all members of the group have valid passports at the early stages of planning the trip.

Note re. supervision: It is not recommended that personnel other than teachers are engaged to chaperone or supervise students. Nevertheless, on occasion this necessity may arise. In this regard personnel other than teachers e.g. Special Needs Assistants, PMEs, past staff members or parents should only accompany students if a suitably qualified teacher is also accompanying the group and if he/she has received Garda clearance with regard to working with young people. Non-teaching staff will act in a purely supervisory role. Non-teaching staff, therefore, will not engage with disciplinary actions other than to inform the teacher present of any situation that may arise.

Stage 3 - Communicating with students and parents

The organising teacher will

- Brief the students on the proposed tour
- Write to parents informing them of the details of the tour including
 - Key dates for expressions of interest, confirmation of place, payment schedule etc.
 - Selection process if oversubscribed
 - The full costs
 - Recommended spending money
 - Rules and behaviour expectations

Stage 4 - Selection Process and acceptance process

The organising teacher will

- Collect expressions of interest
- With the assistance of the principal and relevant yearhead, assign tour places by random selection¹.
- Compile a numbered waiting list
- Inform applicants of the decision ensuring unsuccessful applicants are shown their place on the waiting list.
- Obtain written consent from the parent / guardian for the student to partake in the tour.
- Inform parents / guardians / students of procedures and possible financial penalties if a student withdraws from the tour.

¹ Note if one sister is drawn the other should be offered a place automatically.

- In the event that the 5th year trip is over subscribed, where a student has been on an international trip in 2nd year they should be put at the end of the waiting list and in the last group to be selected from for the 5th year international trip. (Agreed by the board of management, 8th May 2024)

Parents / Guardians will

- Ensure acceptance of offer is confirmed within the given deadline
- Complete and return the the behaviour contract and medical consent form
- Inform the tour organiser in good time if a student has decided to withdraw from the tour.

Stage 5 - Preparation

The principal will

- Meet with the organising teacher and accompanying travelling teachers prior to the trip to discuss Health and Safety issues.
- Along with the organising teacher and travelling teachers will meet with the students prior to the trip to discuss issues of health and safety and general behaviour.

The organising teacher will

- (With assistance from the deputy principal if necessary) create a VsWAre group containing a list of all students participating in the tour.
- Host an information meeting for parents/guardians and students. At this meeting a full itinerary should be given and will include
 - Time of departure
 - Time of return
 - Flight or sailing information
 - Accommodation details
 - Contact numbers
 - Details of staff travelling
 - Draw attention to the fact that the school's Code of Behaviour applies throughout the duration of the tour including if a student is found to be in serious breach of the school's Code of Behaviour, the organising teacher will contact the Principal/Deputy Principal immediately. An appropriate sanction will be decided upon which may include authorisation for the student to be sent home at the parent/guardians expense. In this event the student may have to travel home unaccompanied.
- Ensure the necessary documentation is collected, organised and collated this includes
 - Consent forms
 - Acceptance of school trip rules by both parents and students.
 - Confidential medical form
 - Passport details / immigration consent forms (if necessary)

- Evidence of comprehensive travel insurance
- Monitor that the payment schedule has been followed. In the case of payments going directly to a tour operator, request regular updates regarding any non-payment of instalments.

Stage 6 - Final Preparations

The organising teacher will:

- Meet with the principal and provide them with the full details of the trip. This should include:
 - The itinerary
 - Supervision lists and schedule
 - Members of groups and supervising teachers
 - Contact names and phone numbers of accompanying teachers.
 - Copies of parental consent forms.
 - Copies of important travel documents, insurance documents, medical papers, etc.
 - A copy of the contract with the Travel Agency, centre/hotel etc., if appropriate..
- Host a final briefing meeting for parents/ guardians and students.
- Meet with accompanying supervisors ensure that all supervisors understand their roles and responsibilities at all times and that they are fully briefed as to the rules, regulations and requirements pertaining to the particular tour before departure

Stage 7 - While on tour

The principal will:

- Keep in regular contact with the organising teacher.
- To appoint a secondary contact person in the event that the principal is uncontactable.
- To implement all appropriate procedures in the event of an incident.

The organising teacher will:

- Ensure they carry the school mobile and that all students have the number saved in their phone in case of an emergency.
- Ensure students are fully informed of meeting points and procedures if they get separated from the group.
- Ensure appropriate levels of supervision at all times.
- Keep the principal fully informed of incidents involving breaches of the code of behaviour, accidents, medical incidents etc.
- In the event of an emergency, contact the principal and the parents/guardians/next of kin without delay.

- In the event of an accident or illness involving a student or supervisor, select the appropriate medical intervention based on the needs of the students and taking into account any advice given by the tour company.
- Act on medical advice presented in the event of an accident or emergency where it is not possible to contact parents, guardians or next of kin, either by telephone or due to time considerations.

Supervisors will

- Conduct regular head counting of students, particularly before leaving any venue.
- Carry a list of all student under their supervision and emergency contact details
- Cooperate with the tour leader and other members of the supervising team at all times.
- Be aware of their surroundings and the safety of their students at all times.
- To follow the guidelines as laid out in the latest edition of the Teaching Councils Code of Professional Conduct.
- Act as positive role models for students in terms of their actions and behaviour.

Students will

- Follow all applicable rules as laid out in the schools code of behaviour.
- Follow the instructions of the supervisors at all times.
- Report any incident or accidents immediately to their supervisors
- Be conscious of people's right to privacy when taking or sharing pictures / videos.
- Respect and abide by the cultures, traditions and laws of the country they are visiting.

Stage 8 - Upon completion of the tour

The organising teacher will:

- Prepare a summary report of the trip/tour for presentation to the Board of Management. This 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
- Where monies were advanced, return any unspent balance to the school
- Provide complete receipts for any expenses incurred and submit them to the school via the established procedures.
- Ensure, where applicable incident / accident reports are handed to the principal and placed on file.
- Any files or paper work containing personal information that is no longer required is deleted or confidentially shredded.

Financial Matters²

- It is obligatory under this legislation for schools to use the services of a licensed tour operator or travel agent when bringing any group of students or adults outside the State.
- Money for travel and accommodation for trips outside the island of Ireland must be paid directly to the school tour company and not to the school. Other costs should be routed through the main school bank account.
- At least two teachers should be involved in the financial administration of a school tour. This is an important protection for all concerned where money is collected from students.
- Separate financial records should be maintained for each school tour and provided to board of management members. A detailed record of all participating students and the amounts paid should be retained.
- All financial transactions relating to the tour should be recorded in the school's accounts using the tour codes on the accounting system. Invoices and receipts should be retained to support all payments. Where this is not possible or practical, a written record showing details of the payment or receipt should be retained.
- All tours should be self-financing and exposing the school to any liability associated with the tour must be avoided.
- Receipts must be issued for all money collected in a school.
- All money collected for a school tour should be lodged as soon as possible in the main school bank account. Where money for a tour is being retained for a month or more it should be transferred to a school deposit account to avoid distortion of day-to-day school funds.
- It can often be necessary to advance money to a teacher to cover expenses that will be incurred during the tour. Where such monies are being advanced, there should be an itemised budget in place. Where amounts are not insignificant, a prepaid card can be used or monies transferred to the teachers account, to prevent risk of loss. When the tour is complete receipts for all expenses incurred should be submitted to the school, along with a summary. Any unspent balance should be returned to the school.

Medical issues

Before

- A medical history should be given by parents/guardians on a student information form.
- Underlying medical conditions (e.g. Asthma, Cancer, Allergies) need to be notified to the insurance companies as supplementary payments may be needed to obtain full insurance.
- In the event that a student requires constant medication it is the responsibility of the parents/guardians to ensure that the student has sufficient amount of medication to cover the full

² FSSU Guidelines 2022/2023 - 31

duration of the tour along with extra incase of a delayed return. The medication should be carried in its original packaging along with a copy of the prescription in hand luggage. It is the responsibility of the parents to ensure that the medication can be legally taken into the country the student is travelling to, for example medicine containing codeine is banned in some countries.

- It is the responsibility of the tour leader to communicate with the parents/guardians on matters of insurance eligibility. Subsequently, it is the responsibility of the parents/guardians to establish if the insurance will cover pre-existing conditions.

During

- In the event of an emergency, the principal and the parents/guardians will be contacted without delay.
- In the event of an accident or illness the student may be taken to a local doctor or hospital. The responsibility for finding a doctor or hospital when travelling between centres lies with the tour leader.
- Tour leaders will act on medical advice presented in the event of an accident or emergency where it is not possible to contact parents, guardians or next of kin, either by telephone or due to time considerations.
- Any/all medical costs (including transportation and prescription charges) paid by the school on behalf of the student are to be repaid by parents/guardians within a period of three weeks after the return of the trip. While such expenses may be eligible for an insurance claim it is unreasonable to expect the school to cover such costs pending an insurance claim.

Breaches of Discipline

While there is an expectation that all students travelling will display the highest standards of good behaviour and respect for all as laid out in the schools code of behaviour it should be noted that in the event of a breach of discipline the student will be subject to disciplinary action while on the trip and upon return to school.

The sanctions on a school trip can be imposed at the discretion of the tour leader and may not follow the sanction system in place in the formal school setting. E.g. Students who misbehave may be withdrawn from a tour activity in order to reflect on their actions or students may be assigned duties by the tour leader / supervisor.

In the event of a **serious** breach of discipline students may be sent home and parents/guardians will have to cover the expense, if this is not possible students will be suspended from all remaining tour activities.

The following is a list of what constitutes serious misbehaviour:

1. Use and/or Possession of alcohol/illegal substances.

2. Misuse of legal substances.
3. Students in out of bounds areas at night.
4. Disruptive behaviour on plane, boat, coach or in the hotel.
5. Theft/criminal damage to property of others.

The above list is not exhaustive and other behaviour/incidents may constitute unacceptable or serious misbehaviour.

Risk Assessment

Prior to a tour taking place the tour leader, in consultation with the principal, should complete the risk assessment in the appendices. This risk assessment should be reviewed and approved by the Board of Management.

The risk assessment should:

- Identify any and all potential risks to health and safety students and accompanying supervisors on the trip via completion of the accompanying risk assessment.
- Be proportionate to the real risks and should aim to minimise, control or eliminate the risk stated.
- Include the contact details of the nearest hospitals and doctors,
- Contain a plan of action incase of an emergency / critical incident.
- Identify means of covering any and all medical / repatriation expenses in the case of a serious incident. A means of recouping said expenses by either the insurance company and/or parents/guardians of students involved should also be included.

Appendix 1 - Risk Assessment

General Risks								
Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low ³	Control measures	Is this control in place? Y/N	What actions are required to implement the control?	Person responsible	Date action completed
Pupil lost or separated from group, inadequate supervision	Y	Accidents Incidents Death		<ul style="list-style-type: none"> • Ensure supervising staff are competent and understand their roles. • Sufficient supervision • Plan and use suitable group control measures (for example, <ul style="list-style-type: none"> • buddy systems, large groups split in small groups each with • named leaders, identification system). • Discuss itinerary and arrangements with pupils. • Briefing to all on what to do if separated from the group. • Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups. 	Y		BOM Principal Group Leader Accomp. Leaders	
Indirect or remote supervision I.e. includes souvenir	Y			<ul style="list-style-type: none"> • Check location as suitable for this mode of supervision. • Ensure pupils sufficiently briefed and competent 				

³ If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

shopping, theme parks, historic sites, etc)				<p>(any individual pupils for whom indirect supervision not suitable must be directly supervised).</p> <ul style="list-style-type: none"> • Clear guidelines and emergency procedures set and understood. • Pupils remain in pairs or groups (buddy system – each responsible for named other). • Rendezvous points and times set. • Pupils know how to contact staff. • Staff understand they are still responsible. • Parents informed and consent given. 				
Safeguarding	Y	Injury, death, abduction, abuse		<ul style="list-style-type: none"> • Students can easily contact staff throughout the day • All adults are appropriately trained in safeguarding/child protection and standards regarding threshold of harm • Pupils know what to do if concerned • Buddy system remains in place at all times. 				
Illness or Injury		Illness Injury	H	<ul style="list-style-type: none"> • At least 1 Leader with each group first aid trained • Leaders know how to call emergency services • Pupils and parents are reminded to bring 				

				<p>individual medication and this is kept securely</p> <ul style="list-style-type: none"> • First aid and travel sickness equipment carried • Mobile phones carried if available • Emergency contacts with principal/ designated contact, and parents arranged • Plan in place for emergency repatriation • Plan in place for overstay due to imposed quarantine, hospital stay or no travel order. 				
Exposure to weather		Cold injury, heat injury, injury due to high winds, over exposure to cold or heat.	H	<ul style="list-style-type: none"> • Consider possible weather conditions and plan appropriate programme, clothing and equipment needs communicated to parents, students and accompanying teachers prior to trip. • Daily weather forecast obtained and plans adjusted accordingly. • Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares. • Plan in place incase of flight delay or cancellation due to weather. 	Y		Group Leader	
Special needs of		Illness or injury		<ul style="list-style-type: none"> • Obtain information from parents 				

specific pupils – medical, behavioural, educational.				<ul style="list-style-type: none"> • Take advice from AEN Department if appropriate • Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary. 				
Critical Incident		Illness. Death		<ul style="list-style-type: none"> • The school has a critical plan for dealing with a serious incident on a educational visit • Contact details of parents, group leader, school held by group leader and designated contact • Leader and principal / designated contact has instructions as to what to do in an emergency 				
Terrorist attack or violent event (eg. Shooting)		Injury or death		<ul style="list-style-type: none"> • Ensure that those on the trip are familiar with the following recommended RUN/HIDE/TELL guidelines • Designated meeting place in case of an emergency • Students have contact details for group leader or designated supervisor. 				
Food Safety		Allergens / food poisoning		<ul style="list-style-type: none"> • Dietary requirements have been gathered in advance • Details of student allergies are gathered, students carry appropriate medication at all times. 				

				Buddy system in place for medication administration.				
Return from visits particularly after school hours		Injury, death		<ul style="list-style-type: none"> • Return is pre-planned and parents are informed where to collect pupils from (or it is pre-agreed with parents that older pupils will walk home) • Suitable arrangements are made for any pupils whose parents fail to collect them 				

Travel (Transit) Risks								
Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low ⁴	Control measures	Is this control in place? Y/N	What actions are required to implement the control?	Person responsible	Date action completed
Use of public transport (air travel, train, trams, underground, bus)		Injury, death, separated from group		<ul style="list-style-type: none"> • Journey is planned and assessed – key risk points identified. • Careful supervision, particularly in crowded areas and entry, exit and change points with head counts. • Large groups divided into small groups each with leader(s). • Pupils know their group and leader(s). • Emergency plan in place – pupils briefed where they are going, what to do if separated from the group. 				
Travel on foot		Injury, death, separated from group		<ul style="list-style-type: none"> • Work on foot planned to avoid fast roads wherever possible. • Supervision on pavements, roads and especially crossing of any fast roads is pre-planned. • Pupils are briefed about hazards and behaviour required. 				

⁴ If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Travel by coach		Injury, death, separated from group		<ul style="list-style-type: none"> ● Coaches have seat belts and they are worn at all times ● Sufficient supervision ● Students remain in their seats at all times. ● Suitable embarkation points used (for example, coach park, on to wide pavement). ● Close supervision and head counts during any breaks in journey and getting on and off coach. 				
Service station and other travel breaks		Injury, death, separated from group		<ul style="list-style-type: none"> ● Brief pupils on: <ul style="list-style-type: none"> ○ purpose and timings of stop. ○ how and where to contact staff. ● Remain in pairs or threes (buddy system – each responsible for named other) ● Remind pupils about moving traffic (driving on right abroad). ● Careful head count before departure. 				

Accommodation Risks								
Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low ⁵	Control measures	Is this control in place? Y/N	What actions are required to implement the control?	Person responsible	Date action completed
Fire				<ul style="list-style-type: none"> • Check that a fire risk assessment has been completed • Check that there are: automatic fire alarms on each floor and in public areas, which can be heard inside rooms. fire extinguishers available on each floor and in public areas. • fire exits clearly marked. • more than one exit from upper floors of the building. • torches available if emergency lighting is not provided. • A walk through fire practice takes place on arrival to include assembly point, lay-out of accommodation, key personnel and routines. • A group list is held by staff to ensure registration of whole party after an evacuation of the building. • Decide whether or not pupils doors should be locked from the inside (see intruder section) 				

⁵ If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

				<ul style="list-style-type: none"> • A group list is held by staff to ensure registration of whole party after an evacuation of the building 				
Attack or disturbance by intruder				<ul style="list-style-type: none"> • Check that security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation • Ensure the hotel or similar accommodation is locked at night or that there is a night porter on duty. • Ensure that all windows and doors can be securely shut from the inside. • If windows lead onto balconies, ensure that staff or reliable pupils occupy these rooms. • If other guests share the accommodation seek sole occupancy of the floor if possible, and have designated staff rooms adjacent to pupils. • Decide whether or not pupils doors should be locked from the inside – consider the balance between ensuring pupils wake up if a fire alarm sounds during the night. • Ensure pupils understand that they inform staff in the event of an emergency. • Check pupils at “lights out”. • Designate responsibilities and roles for individual members of staff including dormitory 				

				/floor groups and duty roster until a reasonable hour.				
Safeguarding	Y	Injury, death, abduction, abuse		<ul style="list-style-type: none"> • School has exclusive use of sleeping accommodation. • Separate male and female sleeping accommodation • Staff accommodation adjacent and on the same floor as pupils. • Students can easily contact staff throughout the night. • Students are checked into rooms at 'lights out'. • All adults are appropriately trained in safeguarding/child protection and standards regarding access to bedrooms/ changing areas etc are agreed • Pupils know what to do if concerned 				
Domestic Hazards		Injury, death		<ul style="list-style-type: none"> • Accommodation has tourist board rating/other external validation of standards. • Visual inspection of balconies, stairways, electrical fittings, hazards in grounds or immediate surroundings. • On arrival, staff and pupils report any faulty items found in rooms. 				
Hygiene		illness		<ul style="list-style-type: none"> • Tourist board rating/environmental health endorsement or similar. • Visual inspection of washing facilities, lighting, heating, ventilation, catering. 				

Night time tendencies.		Injury, death		<ul style="list-style-type: none"> • Information gained from parents about pupils' illnesses, sleepwalking, etc. • Suitable supervision arranged to meet the needs of pupils. 				
Additional Needs		injury		<ul style="list-style-type: none"> • Accommodation meets any additional needs of anyone in the group. 				

Appendix 2 - EMERGENCY CONTACTS

Country code for Ireland	00353 or +353
Country code for destination	
School mobile number	
Tour Leader Contact	
Name:	Mobile:
Deputy Tour Leader Contact	
Name:	Mobile:
Designated Emergency School Contact 1	
Name	Number
Designated Emergency School Contact 2	
Name	Number
Emergency Medical Contact Details	
Emergency service number in destination country	
Local hospital at destination (Choice 1)	
Name:	Number:
Local hospital at destination (Choice 2)	
Name:	Number:
Local GP at destination (Choice 1)	
Name:	Number:
Local GP at destination (Choice 2)	
Name:	Number:
Local Dentist at destination	
Name:	Number:
Travel Insurance Provider Emergency Contact	
Name:	Number:
Tour Company Emergency Contact	
Name	Contact
Airline Customer Service Contact	
Name	Contact
Irish Embassy	

Appendix 3 - Checklist for Student Preparation

There should be an awareness that for some students this could be their first experience away from home by themselves.

The following should be clearly communicated to students

- The aims and objectives of the trip/activity
- Background information about the place to be visited
- Basic foreign words and phrases where appropriate
- Relevant foreign culture and customs
- How to avoid specific danger and why they should follow rules
- Why safety precautions are in place
- Expectation in terms of behaviour
- Why we need to follow certain rules why on tour
- Consequences for breach of code of behaviour on tour
- What appropriate and inappropriate personal and social conduct is
- Who is responsible for the group
- If on a foreign trip, items not to be brought in to the country you are visiting and items that cannot be brought back to Ireland
- What to do if approached by anyone from outside the group
- Rendezvous procedures, including time keeping
- What to do if separated from the group
- Emergency procedures, including telephone numbers, etc.
- Pocket money and security of personal items
- Maps and town plans, as appropriate
- Limitations of movement, such as out of bounds areas

Appendix 4 - Checklist for Parent/Guardian Communication

From the start parents/guardians need to be made aware that teachers supervising on will be acting in *Loco Parentis*, as such they will be exercising the same level of care as a prudent parent.

Due to health and safety implications if medical consent is withheld by the parent the student will not be taken on the trip.

If two members of the same family are going on the trip separate consent and information forms will need to be submitted.

The following information should be shared with parents/guardians

- Dates of the trip.
- Objectives of the trip.
- Times of departure and return – parents must agree to meet the student on return.
- The location where the students will be collected and returned.
- Modes of transport including the names of travel companies, etc.
- The size of the group and the level of supervision, including times when remote supervision may take place for example souvenir shopping, theme park.
- Details of accommodation with security and supervisory arrangements on site.
- Name and email of Tour Leader
- How to contact the tour leader in case of an emergency during the tour.
- Details of planned activities and how any risks will be managed.
- Standards of behaviour expected in respect of alcohol, sexual behaviour, smoking and general group discipline including prohibited items.
- What students should not take on the trip or bring back.
- Details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents may need to arrange additional cover. Clothing, equipment and items of personal hygiene to be taken.
- Money to be taken.

Information required from parents

- Parent contact details
- Designated alternative contact
- Name telephone number of family doctor
- Any long term medical conditions, allergies/phobias the student may have.
- Any medication the student is taking, what the dosage is and who is to administer it, or whether the student can administer it.
- Any contagious or infectious diseases suffered within the immediate family during the preceding four weeks and any other recent illness suffered by the student.
- Any special medical or dietary requirements.
- Whether the student suffers from travel sickness.
- Any other information the parent thinks is relevant.