

Newtownwhite Educate Together NS

Ballysakeery,
Ballina,
Co. Mayo.
F26 TP63

Tel: 096 32728 / 086 7933559

Roll Number: 09040K

Email: newtownwhite@gmail.com

Website: www.newtownwhiteetns.com



Newtownwhite ETNS School Trips Policy

Newtownwhite Educate Together National School 'School Trips' Policy offers parents the choice of an education based on the inclusive intercultural values of respect for difference and justice and equality for all. In our school, every child will learn in an inclusive, democratic, co-educational setting that is committed to enabling and supporting each child to achieve their full potential while at the same time preparing them to become caring and active members of a culturally diverse society.

Adapted from Educate Together Mission Statement Rational: Newtownwhite Educate Together National School considers school trips to be an integral part of school life. They enhance classroom learning and add to the personal and social development of the student.

- The curricular content of many subject areas allow for field studies/ tours/ outings/games/recreational activities, which take place off campus.
- Teachers taking children on tours are protected by the insurance policy of the Board of Management provided they are acting with the authority of the board. It is advisable however, that when pupils are taken to places of public interest/adventure playgrounds etc., that the school authorities should confirm in advance that the operators/proprietors of these venues/activities are also adequately insured for any liability that they may have in the event of an accident or injury.
- All educational tours must be consistent with the rationale as specified by the Department of Education and Skills (DES), 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 in this circular.
- This policy is applicable to all members of staff in the planning of such trips and to the students – and their parents/guardians - in order to provide for the health and safety of staff and students.

Procedures to be Followed by all Staff Organising School Trips

(a) Day Trips

Day Trips may take place during the school day, or may extend beyond normal school hours. Any teacher planning to organise a day trip or any non-sporting outing during class time, must first inform the Principal of the intended date, at least one week in advance of the proposed date.

Sporting activities that are scheduled during class times must be agreed with the Principal/Deputy Principal at least one week in advance. The teacher must complete a 'Trips Proposal Form' (See Appendix 1). The trip must be approved by the Principal. Teachers absent due to a trip/school event should leave subject related work for any students who remain at school.

Annual Permission Forms covering all trips are distributed to each student at the beginning of the school year. This form must be completed and signed by a parent/guardian. (See Appendix 2) Students who have not completed this form will be given an Individual Permission Form for each school trip (See Appendix 3). Students who have not returned this form, signed by a parent/guardian, will not be allowed to participate in the trip.

Students with Special Educational Needs require additional consideration on all trips and if necessary the organising teacher should liaise with the Special Education Teacher and Additional Needs Assistants to identify these specific needs.

On all day trips there must be an appropriate ratio between the number of students and the number of staff traveling, in accordance with criteria agreed by the Board of Management in advance. This ratio will vary depending on the nature of the trip, the age of the students traveling, Special Educational Needs and safety requirements. The typical ratio of teachers-students is 15:1.

On mixed sporting events or mixed trips that involve an overnight stay, a male and female teacher should accompany the students where possible, depending on the staff available within the school. All appropriate risk assessments will be carried out and discussed with the staff and School Management Team. Children who will be attending trips will be briefed on events, safety, expectations, general behaviour and respect before going on the trip. This policy will be accessible on the school website and a copy made available at any point, upon request to the School Secretary.

All students going on any trip during normal class hours may be given an additional permission form if the drop off or collection points are not at the school premises. Students must return permission forms signed by

parents/guardians to the teacher in charge, before the outing takes place. On certain trips, parents may specify where a child may be collected or dropped off. Staff cannot be responsible for the safety of students once they have left the group under these circumstances. A parent/guardian must be awaiting their child at the agreed drop off point at the agreed time. The organising teacher will complete the attendance on the Aladdin Connect App. Any absent students on the day of the trip must be communicated to the school office. Students who have not returned permission forms may not participate in the trip.

Staff should either arrange with the School Secretary to take a school mobile telephone with them or ensure they have a personal mobile phone in case of emergency. Students with medical conditions require additional consideration. Trip organisers should be aware of students with medical conditions and be familiar with their particular medication requirements. Trip leaders will be given a list of any students with medical needs/allergies on the trip. It is the responsibility of parents/guardians to ensure that their child has all necessary medicines/toiletries which may be required on the trip. The School Secretary must keep a careful note of any monies paid by students for the trip via Aladdin Connect or in cash. The payment online should be referenced with the child/ren/s name/s to ensure clear record keeping is possible. Aladdin Connect is the preferred method of payment going forward.

Staff are asked to ensure costings cover the entire cost of the proposed trip. If students are unable to attend a school trip due to financial reasons, parents/guardians should contact the school office.

The full Code of Behaviour of Newtownwhite Educate Together National School applies to all outings and trips. This means that all school rules apply. An Accident /Incident Report Form must be completed for all accidents or incidents which may have occurred on the trip. In the event of a serious accident or injury, the Management should be informed as soon as possible. The Management will contact the parents if necessary. If a visit to A&E is required, adequate supervision must be organised for remaining students. While every effort will be made to adhere to arranged times on trips, in particular the arrival time back at school, the school cannot guarantee such times.

For trips that extend beyond normal school hours, it is the responsibility of parents/guardians to organise alternative transport to/from the school. The organising teacher will notify School Management if they are returning home later than planned. Management will inform parents of this via Aladdin Connect App. The

organising teacher must phone/text the Principal/Deputy Principal after returning from a trip to inform them that all students have been safely collected by parents/guardians. If parents do not arrive to collect students, the Principal must be phoned immediately.

(b) Overnight Expeditions

Other trips may be over-night expeditions or of longer duration. Please read the Procedures to be followed for **Day Trips** (see above)

The staffing arrangements for the trip and for the school

All members of staff will be expected to share the work load beforehand, where necessary and during the trip.

Decisions about which members of staff join a trip will depend on such factors as the size of the group, the gender balance, requirements specific to the particular trip. The following general financial guidelines should be followed when organising a trip:

- (a) Separate financial records should be maintained for each school trip.
- (b) A detailed record of all participating students and the amounts paid should be retained on Aladdin Connect.
- (c) Parents should be informed as early as possible of the full cost associated with the trip.
- (d) Written permission should be received from the parents of all trip participants
- (e) Proper and full insurance cover must be in place for all school trips.
- (f) All money collected for a school trip should be lodged as soon as possible in the main school bank account.
- (g) Students should be required to pay an initial deposit, followed by the remainder of the money within a stated period of time. *See procedures for payment above.
- (h) Teachers should not be required to pay for school trips. This cost should be taken into consideration when planning the trip. The initial letter to parents should contain a draft itinerary and deadline for registering and payment of a non-refundable deposit.
- (i) Parents must be made aware that the organiser reserves the right to make minor changes to the itinerary.
- (j) Students and parents will be advised of a schedule of payments and the approximate due dates. A detailed record of all participating students and the amounts paid will be kept.
- (k) Students who withdraw from a trip after a deposit or full monies has been paid, may not be entitled to a refund. Similarly, a student who is prevented from travelling for disciplinary or safety reasons may not be entitled to a refund. If the School Management or Board of

Management decide to cancel a trip at short notice due to unforeseen circumstances, a full refund

cannot be guaranteed and insurance may not cover such a cancellation. The BOM/Management reserve the right to cancel any trip in such circumstances.

- (l) Students must attend all information meetings and co-operate with all requests pertaining to the trip. Parents must sign permission forms specific to the trip for students up to the age of 18. Notification to parents should include details of proposed itinerary, dates, the cost of travel, insurance, food and accommodation. Guidelines for spending money and money for extras such as meals and excursions will also be communicated to parents.
- (m) Staff in charge of the trip reserve the right to refuse any student permission to attend the trip. This may apply to students who have broken the Code of Behaviour on trips in the past or whose behaviour has posed a threat to the health and safety of themselves or others.
- (n) Mobile phone communication between teachers/supervisors and parents/guardians on the trip may be necessary. Students should also have the mobile phone number of the trip leader – to be carried with them at all times while on the trip. A mobile phone is available from the School, as staff members are not required to give their personal mobile phone numbers to parents/guardians. Teachers should also carry a list of contact details of parents/guardians at all times in case of emergency. The trip organiser should have two emergency contact numbers; usually this will be the Principal and child/ren/s Emergency Contact Details. Students on trips which involve an overnight stay will be supervised at all times.
- (o) If a student is found to be in serious breach of any of the rules in the School Code of Behaviour, the staff in charge must contact the Principal immediately and the Principal will then contact the parents/guardians. This may result in the student being returned home at the parents' expense.
- (p) An Accident/Incident Report Form must be completed for all accidents or incidents which have occurred. All injuries must also be reported.

(C) General Guidelines for Inter-School Competitions

1. Each coach is responsible for taking a properly equipped first-aid kit to his/her match. If a minor accident occurs the coach will treat it on the spot. In the event of a serious accident the coach will ring an ambulance directly. Any accident is recorded on an accident report form, a copy of

which is submitted to the Principal. Supervising staff will appraise students of the necessary safety equipment for each respective sport.

2. The organising teacher must organise transport to and from all matches, using a recognised coach company. When an away match is organised during school hours, the number of staff traveling must be dependent upon the staffing requirements of the activities in school. Generally, two staff members (teacher and SNA/other adult) will travel with a team. It is school policy that all students are encouraged to participate in team competitions. However, the school recognises that it is the parents/guardians prerogative how often their child shall be involved in such competitions.

(D) Coach Trips

Members of staff taking students in coaches should apply the following:

All coaches used by the school must have an up to date PSV License and Certificate.

Before setting off, the emergency exits must be pointed out to students.

Central aisles and access to exits must be kept clear at all times. Students must be advised to remain seated facing forward and not to have unnecessary movement during the journey.

Where seat belts are fitted, these must be used.

In the event of any emergency, students should leave the coach by the nearest exit as quickly as possible and re-assemble at a given area where a head-count can be quickly made.

Students should not go back to the coach for any reason until the all clear is given.

If the teacher in charge considers that there was anything the matter with the coach, or that the behaviour of students was not appropriate, a full report must be given to the Principal as soon as possible after returning to the school.

In the event of a delay for any reason in the time of returning to school, the teacher in charge should inform the school and also advise students to contact parents by text informing them of the revised time of arrival.

It is advisable to obtain a mobile phone number from the coach driver (with his/her agreement) in order to liaise regarding meeting times or emergency situations.

Devices: Children are not permitted to bring any electronic devices with them on day or overnight trips. This is a preventative measure and appropriate for children of Primary School age. This is agreed with children in advance of the trip.

This policy has been ratified by the Board of Management in June 2022

Signed: Aidan Doyle Date: June 2022 Chairperson

Signed: Caroline Walkin Date: June 2022 Principal