

# OVERNIGHT TRIPS/TOURS POLICY OF



## Tarbert Comprehensive School

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*Ratified by the Board of Management: October 2012*

*Revised, updated and approved by the Board of Management: 15<sup>th</sup> June 2021*

## **Section 1 - Rules/Expectations for Students**

Overnight trips are a privilege for students of Tarbert Comprehensive School.

At all times throughout such trips students are representing their school, community and family and should conduct themselves in an appropriate manner.

Manners, proper dress and mature conduct are required at all times. All students and their parents must review the rules and expectations listed below. No student will be allowed to participate on an overnight school trip without a signed copy (by student and parent) of these rules, which must be on file prior to the trip. Rules are for the benefit of everyone going on tour.

Our intention is always to protect the rights and health and safety of the students, teachers and others involved in the trip. Anyone misbehaving is needlessly interfering with the smooth running of the trip for everyone.

### **A. General**

- The Tarbert Comprehensive School Code of Behaviour and all associated school policies apply at all times for the duration of the trip, irrespective of whether the trips occur in/outside school times and in/outside school term dates.
- The standard of behaviour expected in respect of alcohol, sexual behaviour, smoking and general discipline, is exactly the same as that expected at school.
- The use of drugs not prescribed by a physician, is prohibited, and students must not have such items in their possession.
- At all times students are expected to show proper courtesy, co- operation and respect for the teaching staff and must be willing to abide by their directions.
- Students must show courtesy and respect for their guides, host- families and students/ staff from other schools if relevant.
- Student must provide two home based or mobile contact numbers before embarking on the trip.
- Students must bring a mobile- phone, with appropriate levels of call credit (if necessary) on the trip. However as mobiles can be an unwelcome distraction students will only be permitted to use them at times designated by the teaching staff.
- Students must leave every place as they found it e.g. washing up after themselves in hostel, picking up all rubbish after themselves in rooms/host family house, on daily excursions (list is not exhaustive).
- Students are forbidden from buying and/or consuming energy drinks while on the school trip.

### **B. Illness/Emergency**

- Any student who must use prescription medication must inform the relevant school authorities before the trip. The possession or use of paracetamol/panadol is also not allowed without prior parental/teacher permission. Any medications must be given to the co-ordinating teacher for safe-keeping.
- In case of illness parents will be informed and consulted.
- In the event of an emergency *on the trip* parents will be contacted by the co-ordinating teacher or by the designated school contact person. Students should not contact home directly unless instructed to do so by a teacher or supervisor.
- In the event of an emergency *at home* parents should contact the co-ordinating teacher who will then liaise with the student.

### **C. Accommodation - Hotel or Host family**

- Students and their parents will be held liable for any damage or loss of property at all times while on the trip.
- Hostel / Hotel rooms should be kept locked at all times and windows are not to be opened unless instructed to do so.
- Large sums of money and or valuable equipment should not be left unattended in rooms.
- Strangers are not to be admitted to any room.
- There are to be no mixed groups in any rooms i.e. there are to be no boys in girls' rooms or vice versa. Any meeting of mixed groups will take place in the lobby or some other place designated by the teaching staff.

- Students should be in their room by curfew, which will be announced each night, no exception will be made unless in an emergency. Students may not leave their room after this time.
- Students on family exchange should abide by the normal expectations of the host family.
- Students on exchange will report daily to a designated teacher where they should inform him/her of any concerns or problems that they may have encountered.
- Out of courtesy to the host family/other guests of the accommodation, no disruptive noises will be permitted including loud music.
- Students are not allowed leave the hotel/ accommodation/family home without permission from the appropriate authority.
- Students on family exchange will be given an emergency teacher contact number in the event of any unforeseen incident requiring immediate attention.
- Exchange trips/ tour collection points and meeting times will be confirmed by the teacher in advance.
- The purpose of foreign exchange is to enhance the cultural experience of the student in that country/region. Therefore students are encouraged to actively engage in any cultural or linguistic activity that may enable learning.
- By agreeing to these rules, students accept the right of the teaching staff to conduct a search off student's luggage/belongings, or inspect a student's room at any time where the teaching staff believes such entry or search is necessary.

#### D. Excursions

- Students must cooperate in attending morning and afternoon excursions where they are organised. No students will be excused from a day trip unless it is due to illness.
- In accordance with the scheduling requirement of buses, students must co-operate with the driver or teaching staff in order to ensure arrival and departure schedule at all times during the trip.

#### E. Code of Behaviour, sanctions and consequences

- This Policy now forms part of the Tarbert Comprehensive School Code of Behaviour. All students are bound by the disciplinary procedure as outlined in the Code.
- Any student who fails to comply with the preceding rules and regulations or who fails to co-operate with the teaching staff or engages in behaviour that may endanger themselves or others may be:
  - ◆ Restricted for the rest of the trip.
  - ◆ Sent home. Transport will be arranged and parents notified of the student's departure and return times. The parents of the student involved will be responsible for any extra expense in such cases.
  - ◆ Collected by their parents, at their own expense in cases of a significant breach of rules.
  - ◆ Suspended from all extra-curricular school activities for the remainder of the school year.
  - ◆ Suspended or expelled from the school, subject to the application of the school Code of Behaviour and following consultation with the Board of Management.
  - ◆ Reported to the Gardaí/Police in the case of illegal activity.

#### F. Child Protection

- At all times, occasions and events – child welfare and protection is considered of paramount importance, irrespective of whether a school outing is within the Irish jurisdiction or not. All trips and outings (foreign or domestic) are considered part of the School Child Safeguarding Policy and Risk Assessment.

By signing this page you accept the rules, sanctions and conditions of the overnight Trip/Tour.

**Students Signature:** \_\_\_\_\_

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

**Parental signature:** \_\_\_\_\_

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

## **Section 2 – Specific details**

*\*Please note that the information gathered here is used specifically for the purposes of organising the overnight trip/tour and will not be shared with third parties, unless required for emergency medical treatment.*

Tour Destination \_\_\_\_\_  
 Group involved \_\_\_\_\_  
 Co- Coordinator \_\_\_\_\_  
 Date(s) of trip \_\_\_\_\_

### **Permission for medical treatment in an Emergency**

It is necessary for parents (or students over 18 year) to agree that, in the event of a medical emergency, the student may receive any emergency treatment, including anaesthetic or blood transfusion, which may be considered necessary by the appropriate medical authorities.

I/We agree to the above condition:

Parent(s): \_\_\_\_\_

Student (if over 18) \_\_\_\_\_

Blood type (if known); \_\_\_\_\_

### **Additional Information**

1. Please list any prescriptive medication (prescription or over-the counter) your son/ daughter needs to bring on this trip.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Please include any illness /condition/allergy your son/daughter suffers from that may affect him/her on this trip.

Condition: \_\_\_\_\_

Explain its effect: \_\_\_\_\_

3. Any special dietary requirement: \_\_\_\_\_

4. Any other relevant information: \_\_\_\_\_

5. Please supply the following contact numbers in the event of an emergency. Please ensure that one of these numbers is accessible at all times for the duration of the trip.

Parental Contact Number 1: \_\_\_\_\_

Parental Contact Number 2: \_\_\_\_\_

Students own mobile contact Number: \_\_\_\_\_