



# DOMINICAN COLLEGE MUCKROSS PARK

## SCHOOL TOUR/TRIP POLICY & PROCEDURES

*(Reviewed and Ratified by BOM 26 March 2025)*

‘Be who God meant you to be and you will set the world on fire’.  
Catherine of Siena

### **Our Vision**

As a school in the Catholic, Dominican tradition, our educational vision as expressed in our motto, Veritas, encompasses the lifelong search for truth, respect for tradition, and commitment to human flourishing.

### **Our Mission**

We are proud of our lived Christian heritage, which inspires us to welcome and respect people of all backgrounds and beliefs. We tailor our educational approach to the needs of each individual student. We aim to excel in teaching and learning and provide an extensive programme of additional activities as we believe that every student deserves the opportunity to flourish.

Sustained by our Dominican tradition, we invite our students to engage with the values of Jesus Christ, who is the Way, the Truth and the Life. Our educational community cultivates care in our students and staff for themselves, their neighbours, and their planet. We aim to strengthen empathy, nurture integrity and discernment, and generate a love of lifelong learning throughout our school community.

### **RATIONALE**

School tours are a central and valued part of education in Dominican College Muckross Park. They enrich both the academic curriculum and the social and personal development of students who participate in them. They provide a significant benefit in the educational, intellectual, cultural and social development of the students. Participation in school tours is not a right but a privilege enabled by the significant investment of staff time and energy. The following procedures and rules are in place to ensure, as far as possible, the care, welfare and safety of students while away.

### **SCOPE**

The term ‘school trip’ covers all expeditions off the school premises. This policy is applicable to all members of staff who organise such trips and to the students - and their parents/guardians - who are participating in these trips. The Code of Behaviour applies to all students of Dominican College Muckross Park and relates to all school activities both during and outside of normal school hours; it applies both on and off the school grounds and anywhere students are clearly identified or identifiable as students of the school. The Code of Behaviour, therefore, in all its detail applies to all outings and trips, whether or not they involve an overnight stay.

The types of school tours/trips covered include:

- a) DAY TRIPS
- b) OVERNIGHT TRIPS
- c) COACH TRIPS

# PROCEDURES TO BE FOLLOWED BY STAFF ORGANISING SCHOOL TRIPS/TOURS

## (a) DAY TRIPS

Day Trips may take place during the school day, or may extend beyond normal school hours. **Some examples of day trips are:**

- Field work associated with specific subjects such as Biology and Geography
  - History trips
  - Visits to Art Galleries, Exhibitions, Museums, Theatre visits
  - Careers exhibitions and University Open Days
  - Debates
  - Concerts
  - Events in connection with Transition Year
- i. Any teacher planning to organise a day trip or any non-sporting outing during class time, must first seek the approval of the Principal, by filling in **APPENDIX 1 (SCHOOL TOUR AUTHORISATION FORM – Details of the Trip, Circular letter M20/04)** at least one month in advance of the proposed date, including names of staff proposed to accompany the trip. Once approved, the Principal will enter the trip onto EDVAL DAILY.
  - ii. The organising teacher should then inform the Deputy Principals of the date of the trip and provide signed Cover Request Forms for accompanying teachers at least one week in advance of the trip.
  - iii. As a courtesy to colleagues, full details, including date, time and names of participating students must be posted as an event on COMPASS, by the organising teacher, at least one week in advance of the event.
  - iv. Sporting activities that are scheduled during class times must be agreed with the Principal/Deputy Principals at least one week in advance (where possible) and details of the students involved posted as an event on COMPASS by the organising staff member at least 3 days in advance of the event.
  - v. School trips are a privilege for students who are of good behaviour generally. The school reserves the right to determine who will participate in a school trip, as they inevitably involve an extra degree of trust, confidence and camaraderie between the students and the staff who often give voluntarily of their time to organise and promote such activities.
  - vi. Students with Special Educational Needs may need additional consideration on all trips and the organising staff member should liaise with the SEN (Special Education Needs) Department to identify these specific needs.
  - vii. All students going on any trip during normal class hours must be given permission by parents/guardians by completing the online permission form on COMPASS, before the trip takes place. Students who have not completed permission form may not participate in the trip.
  - viii. The organising staff member must keep a careful note of any monies paid by students for the trip. Receipts will be issued through COMPASS. The organising staff member must ensure that money collected covers the entire cost of the proposed trip.

- ix. For trips that extend beyond normal school hours, it is the responsibility of parents/guardians to ensure that arrangements are in place for their daughter's journey to/from the school.
- x. An Accident/Incident Report Form must be completed for all accidents or incidents which may have occurred on the trip.

## **(b) OVERNIGHT TRIPS – INSIDE AND OUTSIDE IRELAND**

Other trips may be over-night expeditions or of longer duration. These may be co-circular activities organised by subject departments, or trips arranged for Year Groups, etc.

### **Some examples are:**

- Irish trips - e.g. Gaeltacht
  - Overnight Retreat
  - European Trips - e.g. Germany, France, Spain, etc.
  - Outdoor Education Centres
- i. Any teacher (Tour Leader/Organiser) planning to organise an overnight trip must first seek the approval of the Principal, and then the Board of Management, in writing, by filling in **APPENDIX 1 (SCHOOL TOUR AUTHORISATION FORM – Details of the Trip, Circular letter M20/04 )**, with an outline of the tour/trip including cost, for the school tour/trip, before informing students, other staff members or parents.
  - ii. It is preferable that all trips involving more than a two night stay are planned a year in advance. This is to give all students the opportunity to budget for the trip. DES circular M20/04 states “Educational tours of more than one days duration should be arranged to coincide with normal school holiday periods.” DES M20/04. “Schools should on all occasions take into account the effect that the absence of accompanying teachers will have on the normal work in the school and numbers absent should be kept to the minimum level required.” However, the final decision will be at the discretion of the Principal.
  - iii. Following written sanction from the Board of Management the Tour Leader/Organiser will inform the students and parents/guardians concerned and invite applications for the trip.
  - iv. A student’s disciplinary record can be taken into consideration.
  - v. In the case of over subscription students should be informed of the procedure for selection of students. Generally, they will be placed on a waiting list and offered a place if one becomes available.
  - vi. An initial non-refundable deposit (paid directly to the tour operator/travel agent in the case of outside of the Republic of Ireland), or full amount must be paid, to secure a place on the trip. The deadline for this deposit will be decided by the tour operator/travel agent and parents/students will be informed of this and the date for the final payment. The Tour Leader/Organiser, in consultation with the Principal and Year Head, has the right to refuse any student whose behaviour has been unacceptable as per the school’s Code of Behaviour.
  - vii. An Accident/Incident Report Form must be completed for all accidents or incidents which may have occurred on the trip.

## **OVERNIGHT TRIPS WITHIN IRELAND**

- The full payment for the trip must be made via the school’s online payment system, which will issue a receipt/record of payment, before the trip commences.

## **OVERNIGHT TRIPS OUTSIDE IRELAND**

### **○ INITIAL PLANNING OF THE TRIP**

- In line with Aviation Authority regulations all school tours/trips travelling outside of the Republic of Ireland must be booked through a bonded tour operator.
- The number of students participating varies depending on the nature of the trip and the staff/student ratio will be appropriate to the age group and as recommended by the tour operator.
- The initial letter to parents should contain a draft itinerary and deadline for registering and payment of non-refundable deposit, followed by the remainder of the money within a stated period of time. Parents must be made aware that the Tour Leader/Organiser reserves the right to make minor changes to the itinerary.
- Written parental approval must be received for each student participating in the tour.
- Payments from parents/students should be made directly to the tour operator and not collected through the school.
- The Tour Leader/Organiser must ensure that adequate Travel Insurance, and where appropriate, school insurance is in place and provide insurance details via email to parents/guardians of students travelling.
- The Tour Organiser/Leader should select a deputy leader. In the event that the Tour Organiser/Leader cannot travel or may have to return home from the trip at short notice or is sick while on the trip, this person becomes the Tour Organiser/Leader.
- The Tour Organiser/Leader will comply with any specific requirements from the Tour Company.

### **○ OFFICIAL DOCUMENTATION**

It is important to impress upon parents that the onus is on them to ensure that their child has all necessary up-to-date documentation well in advance of the trip.

#### **▪ PASSPORTS**

All students/staff are responsible for obtaining their own passports for overseas trips. All passport must be valid for at least six months following the trip.

#### **▪ E.H.I.C.**

Students must have their EHIC (European Health Insurance Card) for travel to countries in the EU.

#### **▪ VISAs**

Visas may be necessary for the destination. There may be an additional cost to secure a visa. Parents should be informed that students with non-EU passports may need visas for EU countries.

### **○ ESSENTIAL INFORMATION**

A deadline will also be provided for the receipt of essential information from parents/guardians to include (where relevant):

- **STUDENT & PARENT CONSENT FORM - APPENDIX A**, including Trip Rules, signed by students and parents/guardians
  - Passport details
  - Full contact details of parents/guardians, including current email address and phone numbers of parents/guardians
  - Dietary restrictions
  - Extra information required for special trips e.g. ski trip
  - Copy of the parent/guardian's passport or State identity document.
  - GP contact details
  - EHIC details
- **STUDENT MEDICAL HISTORY**  
 Student medical history and/or pre-existing conditions and prescription medication the student is taking must be disclosed to the Tour Organiser/Leader. It is the responsibility of the parents/guardians to contact the trip insurance company to establish if the insurance will cover pre-existing conditions.
- **INFORMATION MEETING**
- Two to three weeks prior to departure an Information Meeting of the students and their parents/guardians should be held. Students and parents/guardians must attend.
  - The Tour Leader/Organiser will outline the purpose of the trip and the planned itinerary, along with addresses and contact numbers of the accommodation.
  - The Trip Rules and behaviour expectations and relevant possible sanctions will also be outlined in advance of departure.
  - Should the particular nature of the trip require any special instructions or outline of expectations particular to that trip, the Tour Leader will clarify this information at the Information Meeting.
  - All staff travelling should attend this meeting.
- **STAFF ACCOMPANYING THE TRIP**
- The Tour Leader/Organiser will select the staff supervisors to accompany the trip, in consultation with the Principal.
  - The roles and responsibilities of the staff accompanying the trip will be clearly defined by the Tour Leader/Organiser and all will be expected to share the workload beforehand, where necessary, and during the trip. There may not always be enough teachers to supervise the pupils whilst on the school tour. Other volunteers assisting with supervision should always be under the guidance of a teacher and the Principal and Board of Management should be satisfied as to the suitability of all voluntary helpers and ensure child safeguarding procedures are adhered to.

○ **PRIOR TO TRAVEL**

- The Tour Leader/Organiser will provide a full itinerary of the trip and a full passenger list of students and accompanying adults, including emergency contact details to the Principal prior to travel.
- Emergency contact numbers for all students and staff on the trip should be shared with the staff on the trip.
- The Tour Leader/Organiser should have contact details of the Senior Management Team in case of an emergency.

○ **FINANCE**

- Money for travel and accommodation for trips outside the island of Ireland must be paid directly to the school tour company/travel agent. No cash should be collected from any students/parents/guardians.
- Cost of trips may include monies collected for contingencies, e.g. local hotel taxes. Receipts should be kept for all contingency money spent on the trip. Monies remaining after the end of the trip will be returned to students/ parents/ guardians.
- Separate financial records should be maintained for each school trip.

○ **REPORT TO THE BOARD OF MANAGEMENT ON RETURN FROM TRIP**

A summary report of the trip/tour, using **APPENDIX B**, should be prepared by the Tour Leader/Organiser, on return from the trip. This report should be presented to the Board of Management. The report should include:

- Date of the tour/trip
- Number of students participating
- Number of adults (teachers/non-teachers) accompanied the students
- Achievements of the trip
- Financial summary of the trip
- Any difficulties/problems which arose during the tour (The Board of Management may wish to meet the Tour Leader/Organiser and his/her team.)

## **RULES & REGULATIONS FOR SCHOOL TRIPS**

The purpose of the rules set out so to ensure that the enjoyment of the trip is not hindered for any student or teacher. The rules and regulations to be observed by students during the course of a school trip will be agreed and made known to students, parents/guardians and staff in advance. These will be in accordance with the school's ethos of truth, trust and responsibility.

- a) The school's Code of Behaviour will apply at all times throughout the trip. School sanctions as outlined in the Code of Behaviour will apply. Other applicable policies such as our Critical Incident Policy and Anti-Bullying Policy also apply.
- b) Students are expected to treat teachers/supervisors/instructors/tour guides/cabin crew/drivers with respect at all times and in a manner as not to give offence or annoyance to other people. Punctuality and consideration for others are essential.
- c) Being in possession of or the purchase of or consumption of all alcohol and illegal substances is strictly forbidden. [This includes the purchase of alcohol to bring home.]
- d) Smoking or vaping are prohibited, as under the school rules.
- e) If a student is on regular daily medication, parent must let the tour leader know the details and ensure that their daughter brings more than enough medication, a spare prescription, extra tablets, inhalers may be given to the tour leader for safekeeping. Medication must be carried by the student on their person at all times. No student may take medication of any type without the prior knowledge of the tour leader and the written consent of the parents.
- f) Students must abide by the rules of the hotel/hostel where they are staying and respect local customs and laws. Hotel rooms/apartments are to be kept clean and tidy at all times. Any student responsible for malicious damage to hotel or coach property or to other student's or teacher's property must pay for the cost of repair.
- g) Students are to remain with the group during the day and evening and to follow the teachers' and/or instructor's/tour guide/etc. instructions at all times.
- h) Students must participate fully in the entire range of group activities.
- i) Free Time – during trips it is common for students to be given some 'free time'. During such time students should always travel in groups (minimum of 3). Under no circumstance should any student walk on their own.

### **ILLNESS/INJURY**

Should a student become ill or injured on a trip medical advice will be sought if necessary and parents/guardians will be contacted. Where it is not possible to contact parents/guardians or next of kin due to time considerations in the event of an accident or emergency, trip leaders will act on medical advice presented.

### **SANCTIONS**

Decisions regarding sanctions are taken in the light of our School Code of Behaviour. The Tour Leader with his/her team will deal with minor breaches of the Code of Behaviour and/or Rules and Regulations of the Tour while away.

Sanctions might include:

- Fines, loss of pass for/exclusion from for certain activities
- Parents may be asked to remove their daughter from the tour at their own expense
- A written record of the incident(s) will be given to the Principal by the Tour Leader
- The student(s) will meet with the Principal
- The student(s) may meet with the Board of Management
- The Board of Management may impose a sanction(s) up to and including expulsion

More serious breaches of rules may result in phone calls to parents/guardians with possible follow up action in the school after the trip. Any serious breach of the Code will be reported to the Principal. The Principal may inform the Board of Management.

The teachers accompanying the group reserve the right to amend any rule during the trip as necessary. Clear notice will be given of any such changes to the students.

Facebook, Twitter etc. even a single posting, or support/approval for a posting, of a kind which in the reasonable view of the school management is deemed to be an affront to a person's dignity will result in the invocation of the code and the imposition of such sanction as may be deemed appropriate to the circumstances and content of the offending material, up to an including permanent exclusion from the school.

### **SUPERVISION OF STUDENTS**

- Each staff member should be assigned to a small number of students – for checks getting on/off buses, planes, etc. to save time and minimize the possibility of leaving a student behind.
- Students should be counted every time they get on/off bus, etc.
- Specific meeting points and times to meet students should be arranged, e.g at end of ski slope, entrance to shopping centre, etc.
- Prior to trip each student should put the mobile number of at least 3 students into their mobile phone.

### **TEACHER NIGHTTIME DUTY**

- A rota of staff should be decided for supervision duty/checking into bed, notifying students of bed time, etc.
- Students should know teacher room numbers in case of emergency during the night.
- It is preferable for staff to work in pairs.
- Male staff members should not enter any student bedrooms alone, except in the case of an emergency.

### (c) COACH TRIPS

Bus bookings, inside Ireland, must be included in the trip details posted on COMPASS. Members of staff taking students away in coaches should note and 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.
- Local coach company rules must be adhered to.
- 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.
- Eating and drinking is not permitted on board coaches.
- Smoking/Vaping is not permitted on board coaches.
- 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/adult in charge 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 must ensure parents are informed of the delay
- If a student is found to be in serious breach of any of the rules in the School Code of Behaviour and Anti-Bullying policy, the staff in charge must contact the Principal immediately.

#### Policy review

This policy will be reviewed as necessary and particularly to comply with any relevant legislative changes.

*This policy was ratified and adopted by the Board of Management on 26 March 2025.*

Signature of Principal: Anne Blaine Wlee Date: 26/3/25

Signature of BOM Chairperson: Mary White Date: 26/3/25.

Date of next review:

## References

Section 18 of the Education Act, 1998

Aviation Regulation Act 2001

DES Circular Letter 20/04 “Educational Tours by School Groups”

FSSU Financial Guideline 04 2007/2008 FSSU Guideline Educational Tours by School Groups  
(Aviation Authority regulations)

FSSU Financial Guideline 07-2017/2018 School Tours- Booking and Collection of Payment

Code of Professional Conduct for teachers as laid down by the Teaching Council of Ireland  
([www.teachingcouncil.ie](http://www.teachingcouncil.ie))



**MUCKROSS PARK SCHOOL TOUR  
Student & Parent Consent Form**

While students must comply with the school Code of Behaviour and the School Tour Policy we require specific consent to the following:

1. I accept the condition that all alcohol and illegal substances are strictly forbidden and undertake to ensure that my daughter is aware of this rule. [This includes the purchase of alcohol to bring home.]
2. I agree that it is my daughter’s responsibility to remain with the group and to follow the teachers’ and/or instructor’s/tour guide/etc. instructions at all times.
3. I accept the condition that smoking or vaping is prohibited, as under the school rules.
4. I authorise the teachers’ accompanying the group to have my daughter examined by a doctor and removed to hospital in case of accident/illness.

**WE ALSO REQUIRE THE FOLLOWING INFORMATION:**  
**(Please do not leave blank, write “none” if appropriate)**

- **Medical History or Pre-existing conditions:** Does your daughter suffer from any illness or conditions that we, should know about, e.g. sleep walking, epilepsy, diabetes, cardiac conditions, penicillin allergy, etc.? **YES/NO**  
If **YES** please give details:

- **Medication:** Is your daughter taking any prescription medicine?  
**YES/NO** If **YES** please give details:

➤ **GP contact details:**

**G.P. NAME:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**G.P Phone No.:** \_\_\_\_\_

**WE HAVE READ AND ACCEPT THE ABOVE RULES AND CONDITIONS RELATING TO THE TRIP. I give consent to my daughter to travel with Muckross Park Trip teachers.**

**NAME OF STUDENT:**  (Block Capitals)

**SIGNED :** \_\_\_\_\_ (PARENT/GUARDIAN)

\_\_\_\_\_ (STUDENT)

Parent/Guardian Phone Numbers, (in case of emergency):

**PLEASE REMEMBER:** In the interest of everybody’s safety and the enjoyment of the trip, the leaders reserve the right to impose such sanctions as they see fit, for the breach of the trip rules. Any breach of the alcohol rule will also be notified to the Board of Management. We hope that this will not be necessary and that we all have an enjoyable trip.



## DOMINICAN COLLEGE MUCKROSS PARK

### SCHOOL TRIP

#### Report to the Board of Management

<b>Name of Tour:</b>	
<b>Dates of Tour:</b>	
<b>Tour Leader:</b>	
<b>Accompanying Teachers/Adults:</b>	
<b>Achievements of the Tour:</b>	
<b>Difficulties/Incidents to report:</b>	

#### FINANCIAL STATEMENT:

<b>INCOME</b>	
Cost per student x Number of Students (Paid to Travel Agent)	
Bonus (if applicable)	
Contingency Fund (cost per student x number of students)	
Other	
<b>TOTAL</b>	
<b>EXPENDITURE</b>	
Basic Price (Travel Agent)	
Hotel Tax	
Outings/Activities	
Medical expenses	
Miscellaneous	
<b>TOTAL</b>	



**DOMINICAN COLLEGE MUCKROSS PARK**

**School Trip Authorisation Form**

**DETAILS OF THE TRIP**

Name of School	Address	Roll Number
<b>DOMINICAN COLLEGE MUCKROSS PARK</b>	<b>Donnybrook D04CF59</b>	<b>60710U</b>
TRIP DATES		
From	To	Number of School Days
<b>Brief Outline of Trip</b>		
Number of Students Participating	Total Number of Students in the relevant year	
<b>If some students are not participating, outline the reasons why</b>		
<b>Expected benefit to accrue from the trip</b>		
<b>Why is the trip deemed to be necessary?</b>		
<b>Adults accompanying the students</b>		
Group Leader	Other Teachers	Other adults
CONFIRMATIONS		

That appropriate arrangements are made in accordance with Circular PPT 01/03 for those classes whose teachers are absent with the tour	<b>Yes:</b>	<b>No:</b>
That adequate insurance is in place to cover all risks while on tour	<b>Yes:</b>	<b>No:</b>
That parental permission has been secured for each student who is to participate on the tour.	<b>Yes:</b>	<b>No:</b>