



# **St Joseph's Community College (SJCC)**

## **Day & Overnight Trips Policy**

## Section 1 — SJCC Day & Overnight Trips Policy

### 1. Purpose & Scope

This policy sets out the standards, procedures and responsibilities for the planning and conduct of all day trips, sporting fixtures, extra-curricular excursions and overnight tours organised by St Joseph's Community College (SJCC), whether within Ireland or abroad. It applies to all students, staff, contractors and volunteers participating in school-organised activities off-site.

### 2. Guiding Principles

- Trips and tours are important educational, cultural and social learning experiences that should be inclusive and safe for all participants.
- All SJCC policies and the Code of Behaviour apply off-site exactly as they do on school grounds.
- The health, safety and welfare of students and staff are paramount and inform all decisions, including approval to travel and ongoing participation during a trip.
- On extended tours, 24-hour direct supervision is not feasible and brief periods of remote supervision may occur; parents/guardians who are not comfortable with that level should not permit participation.

### 3. Roles & Responsibilities

#### 3.1 The Principal (Designated Liaison Person – DLP)

- is the DLP for Child Protection and has overall responsibility for trip approval, staffing, supervision levels and safeguarding.
- may refuse, limit or withdraw a student's or a group's permission to travel at any time where health, safety, welfare or conduct concerns arise. Students whose behavior has been deemed unacceptable by school management after a review in the lead up to trips may be removed from the trip by the Principal. Fees already paid may be partially or wholly non-refundable depending on third-party terms.
- determines which staff and other adults accompany a trip and ensures adequate supervision levels and gender balance as appropriate.
- maintains contact with the Organising Teacher during trips.

#### 3.2 Deputy Principal (Deputy DLP – DDLP)

- Acts as the Deputy Designated Liaison Person (DDLP).
- Supports the Principal and Organising Teacher in planning, approvals, supervision and communication with parents/guardians.

#### 3.3 Organising Teacher / Tour Leader

- Prepares the proposal/itinerary, conducts a risk assessment and secures approval within required timelines
- Ensures all required documents are collected (parental permissions, medical forms, EHIC/E111 where applicable, passports/visas, insurance confirmations).
- Distributes final information to families (schedule, accommodation, contact numbers, behaviour standards, packing guidance, spending money advice).

- Allocates students to small groups with a named supervising teacher and sets daily check-in routines and curfews.
- Coordinates room checks (at least two staff members present) and keeps logs.
- Ensures incident/accident forms are completed and filed; provides a post-trip report to the Principal/Board, including finances and any issues arising.
- ensures that meaningful classwork is set for all classes missed by travelling teachers.

### 3.4 Accompanying Staff

- Exercise the duty of care of and the same professional standards that apply in school,
- Enforce rules consistently, supervise allocated groups, take regular headcounts and maintain communication with the Organising Teacher.
- Carry the day's plan, emergency contacts and student medical information (on a need-to-know basis).
- Mindful of the DES guidelines regarding Child Protection 2017, teachers will act in a responsible manner (including concerning the consumption of alcohol), having regard to the fact that they are in the company of and responsible for the care of students. Teachers will maintain the same standards of care as apply in a school situation.

### 3.5 Special Needs Assistants (SNAs)

- The presence of SNAs on trips is not obligatory. All reasonable efforts will be made by the school to agree practical arrangements that appropriately support inclusion and safety.
- Where an SNA is not available for an overnight trip, alternative supports may be considered with parents/guardians and the SEN team. Extra costs may incur here.

### 3.6 Parents/Guardians

- Provide accurate medical, dietary, SEN and emergency contact information, and ensure all travel documents, EHIC/E111 (for EU travel), medications and insurance are in place.
- Ensure transport to/from the school for trips that extend beyond normal hours and remain contactable for the duration of the trip.
- If a parent/guardian wishes to collect their child at a drop-off point other than the school after a trip, advanced permission must be given to the teacher to do so. This cannot always be guaranteed due to health & safety concerns or the bus-operators wishes.
- Understand that serious or repeated misconduct may result in a student being withdrawn from activities or sent home at the family's expense. If the student is under 16, a parent/guardian will be required to come collect the student as directed by the school.
- Are responsible for ensuring their child brings all required medication on day trips/over-night trips/extra-curricular activities.

### 3.7 Students

- Must follow all school rules, local laws and instructions of staff and guides at all times; defiance of a teacher's instruction is a serious breach of the Code of Behaviour.
- Are prohibited from possessing or using alcohol, tobacco/vaping products, illegal substances or misusing legal substances.
- Must not obtain piercings or tattoos, or cut/shave/change hair colour or hairstyle while on trips.

- Respect accommodation rules, curfews, rooming and seat allocations; must stay in assigned groups and keep to check-in times.
- Are responsible for bringing all required medication on day trips/over-night trips/ extra-curricular activities.

### 3.8 Other Adults / Volunteers

- Parents/guardians or other volunteers may be invited to assist; they may be required to be Garda Vetted in advance.
- All adult volunteers act under the direction of the Organising Teacher and are expected to uphold school standards and safeguarding requirements.

## 4. Eligibility & Behaviour Standards

- Attendance, punctuality and behaviour records may be considered when deciding eligibility.
- Where concerns arise after acceptance, the Principal may withdraw permission to travel. Refunds cannot be guaranteed and depend on third-party terms.
- Serious or criminal behaviour will be referred to local authorities as appropriate. On return, further sanctions up to and including suspension/expulsion may apply.
- Sanctions during trips may include withdrawal from activities, increased supervision, adjusted curfews or being sent home at family expense.

## 5. Safeguarding, Supervision & Room Checks

- Supervision ratios are set by the Principal based on age, numbers, gender balance, location, activities and provider supervision.
- Students are organised into small groups with a named supervising teacher; daily headcounts/check-ins are required.
- Curfews are set by staff. Room changes are not permitted without staff approval.
- Room inspections may be conducted when necessary; a minimum of two teachers will be present. Where practicable, at least one staff member inspecting should match the gender of the students; searches may be carried out on reasonable grounds with the student present.

## 6. Planning, Approval & Remote Supervision

- Day trips: seek Principal approval ideally  $\geq 2$  weeks in advance; provide outline, costs, supervision plan and learning objectives.
- Overnight/abroad trips: submit proposal for Board approval normally  $\geq 3$  months in advance with itinerary, costs, numbers and staffing; hold a parents' information meeting.
- Remote supervision windows (e.g., short shopping periods) may be permitted; students must remain in groups of three or more and observe scheduled check-ins. (Exceptions may need to be made here for an SEN student under the supervision of an SNA or other adult)

## 7. Teaching & Learning Continuity

- Teachers travelling must set meaningful classwork for all classes they will miss and arrange supervision/cover per school procedures.

## 8. Health, Medical & Insurance

- An annual student medical information form must be completed at the start of each school year and updated as needed; trip-specific updates may also be required.
- For EU trips, every student must possess a valid European Health Insurance Card (EHIC, formerly E111); a copy must be provided to the Organising Teacher. Parents/guardians are responsible for passports/visas, vaccinations and travel insurance as applicable.
- Medications: parents/guardians must provide written details and permissions. Staff may act in loco parentis in emergencies and will follow medical advice.
- Public-health contingencies (e.g., communicable disease guidance) will be followed; families may be required to make additional arrangements per the tour provider's insurance terms.

## 9. Documentation, Permissions & Communications

- Annual blanket permission for extra-curricular sporting fixtures/games is collected each September.
- Trip-specific consent is required for each trip and implies agreement to this policy and the Code of Behaviour.
- An emergency contact mobile is assigned to the Tour Leader; the number is shared for emergency use during the trip.
- Incident/Accident forms must be completed for all accidents or notable incidents; a list of travelling students and itinerary must be lodged with the office and Deputy Principal before departure.

## 10. Transport, Travel & Payments

- Approved, insured transport providers will be used. Seatbelts must be worn where provided; aisles/exits kept clear.
- For overseas trips using a licenced/bonded tour operator, payments are normally made directly to the operator per their terms; the school cannot guarantee refunds from third parties.

## 11. Sanctions & Early Return

- Examples of serious misbehaviour include (but are not limited to): possession/use of alcohol, vaping or illegal substances; defiance; theft or criminal damage; serious disrespect/harassment; tampering with safety equipment; persistent refusal to follow instructions.
- Where a serious breach occurs, the student may be withdrawn from activities or sent home. Parents/guardians are responsible for all associated costs; if under 16, a parent/guardian will be asked to collect the student as directed by the school.

## 12. Critical Incident Protocol & Boundaries

- SJCC's Critical Incident Policy applies to all trips; the Organising Teacher liaises with the Principal/Critical Incident Team and follows agreed procedures, including communications with parents, authorities, tour providers and insurers as required.
- Adults will never share rooms with students; staff knock and wait before entering rooms; group socialising takes place in communal areas; sleep periods are respected.

## 13. Mobile Phones, Data Protection & Use of Images

- The school's mobile phone policy applies with trip-specific adaptations advised in advance.

- Students may not record, transmit or post photos/video of staff or students.

#### **14. Policy Review**

This policy will be reviewed regularly by the Board of Management, informed by feedback from staff, students and parents/guardians following trips.

## Section 2 — Staff Pre-Trip Checklist

### SJCC Staff Pre-Trip Checklist

1. Submit proposal to Principal/BOM with full itinerary, risk assessment, ratios.
2. Confirm transport, accommodation, rooming, supervision rota.
3. Collect parental consent, medical forms, EHIC copies; compile folder.
4. Prepare student groups, daily check-ins, curfew plan.
5. Set classwork for all missed classes; notify Deputy Principal.
6. Submit list of travelling students and itinerary to office/Deputy Principal
7. Pack school mobile, first-aid kit, medicine info, emergency contacts.
8. Review behaviour rules, sanctions, safeguarding boundaries with students.
9. Conduct final briefing with staff; assign supervision rota.
10. Confirm all payments/documentation with tour operator if abroad

### Section 3 — Student Trip Checklist

1. Passport/ID (if required) and EHIC for EU trips
2. Medical info & medications (original packaging)
3. Appropriate clothing/footwear, toiletries, chargers/adapters
4. Follow school rules: no alcohol, vaping, drugs; no piercings/tattoos; no hair changes
5. Stay with group; attend check-ins; observe curfews & room rules
6. Carry emergency contact and accommodation details
7. Phone use: no unauthorised recording/posting
8. Respect local laws/customs and accommodation rules
9. Report concerns/illness to staff immediately
10. Represent SJCC positively
11. Students are responsible for bringing their own medication- e.g. inhalers to matches/day trips etc

## Section 4 — Appendices & Forms

### **Contract of Behaviour for Trip Abroad**

1. Excellent behaviour is expected from all students. School code of behaviour applies for the duration of the trip
2. Students are expected to be courteous and respectful at all times e.g. coach drivers, catering / hospitality staff etc and to be friendly and helpful to staff leaders.
3. Students are forbidden to enter any licensed premises for the duration of the tour.
4. Students are prohibited from possessing or using alcohol, tobacco/vaping products, illegal substances or misusing legal substances.
5. Students must follow all school rules, local laws and instructions of staff and guides at all times; defiance of a teacher's instruction is a serious breach of the Code of Behaviour.
6. Students must not obtain piercings or tattoos, or cut/shave/change hair colour or hairstyle while on trips.
7. Anti-litter rules must be obeyed at all times.
8. During free time, no student may be alone. No student may leave the place of accommodation. Students must remain within the limits defined by Tour Leaders. All students must return to **ALL** agreed check in points at fixed times.
9. Students must respect their place of accommodation. Students must remain in their rooms after the agreed bedtime. No undue noise will be tolerated. Students must remain in their allocated rooms – no switching is allowed except in extreme circumstances agreed by the Tour Leader.
10. Each student is responsible for their own property. Bags, cases etc. must be watched very carefully.

### **NO VALUABLE JEWELLERY IS TO BE WORN & NO VALUABLE ITEMS SHOULD BE BROUGHT ON THE TRIP.**

Where a student is guilty of 'serious misbehaviour' the Tour Leader may decide to phone the student's parents/guardians to provide them with details of the incident/s.

**In ongoing and extreme cases of dangerous and/or gross misbehaviour a student may be sent home (paid by their parents/guardian).** In the event of this happening, the parents/guardians will be informed.

**Further sanctions may be imposed when the student returns to school e.g. the student may be banned from involvement in future tours**

**Examples of ‘serious misbehaviour’ include (and are not limited to..)**

1. Use/possession of alcohol.
2. Use/possession of illegal substances (drugs etc.)
3. Use/possession of cigarettes/vaping products
4. Misuse of legal substances (lighter fluid, tippex etc.)
5. Disruptive behaviour on coach, plane, boat or in the hotel.
6. Lack of respect for accommodation rules.
7. Lack of respect for Tour Team or any other supervising adults.
8. Theft or criminal damage to property of others.
9. Any other breach deemed serious by the teacher/s and S.N.A.s

When a student is accepted to participate in a school tour he/she is obliged to comply with the Tour Rules and to sign a copy of the rules pledging compliance. Having read the above rules and sanctions in detail please complete below.

**I accept the rules as they are described above and I agree to adhere to all the above rules while on this school trip/ tour. I am aware that if I breach any of the above rules sanctions will apply as described.**

**Signed:** \_\_\_\_\_ **(Student)**

**Signed:** \_\_\_\_\_ **(Parent)**

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

## Parent/Guardian Consent Form for an Overnight Trip

### Section A

I/We the parent(s)/guardian(s) of \_\_\_\_\_, agree that my/our child  
\_\_\_\_\_ may go on the school trip to \_\_\_\_\_ from  
\_\_\_\_\_ to \_\_\_\_\_.

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

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

### Section B

Name of Parent(s)/Guardian(s)	
Parent(s)/Guardian(s) contact number: Please provide a 24-hour contact number here	
Student's Mobile Number This is provided so that we may contact them incase they get lost or in an emergency.	
GP's name and address	
GP's phone number	
EHIC number	

In the event of a medical/dental emergency and I/we cannot be contacted, or time does not allow for this, the accompanying teacher(s) can act on medical advice presented to them in relation to my child.

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

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

**Section C**

My child has the following allergies:

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My child has the following dietary requirements:

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My child has the following medical condition(s):

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The medication(s) for the above is/are: (Please state very clearly which medication is for each condition)

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I give the accompanying teachers permission to administer pre-prescribed medication to my child in the case of an emergency:

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

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

