

SCHOOL TRIPS ACTIVITIES & PROGRAMMES POLICY

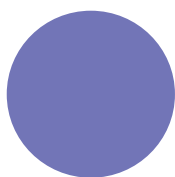
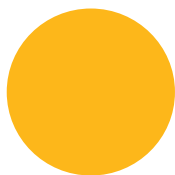


This policy covers the following

- Trips/Activities/Programmes/Field Trips (referred to generally as trips in this document) organised during the school day and to any activity which requires the absence of students from timetabled classes.
- Overnight trips either at home or abroad.
- Students participating in school trips remain subject to The Institute of Education's school policies.

General Principles

- All school rules and policies apply on all school trips. It is essential that students and parents/guardians familiarise themselves with existing school policies which are available on the student and parent iSAMS portal and also on The Institute of Education website: <https://instituteofeducation.ie/full-time-school/admissions/> .
- The health and safety of students and staff is of paramount concern to the school. The School Principal reserves the right to disallow a trip or disallow a student from participation in a school trip where, in their opinion, the health and safety of the student or other students or staff is at risk.
- The behaviour, punctuality, academic and attendance record of a student may be considered in considering whether to allow a student to participate.
- In circumstances in which there are a restricted number of places available for a trip, the details of any selection process employed will be sent to parents/guardians in advance of the trip.



Code of Behaviour

- Students and parents/guardians should familiarise themselves with the school Code of Behaviour.
- Any student who has not agreed to the Code of Behaviour will not be permitted to participate.
- A student who has been selected for a trip may be withdrawn from said trip should they breach the Code of Behaviour prior to departure. This determination will be made by the School Principal.
- A student may be sent home at their own expense if there is a serious breach of the Code of Behaviour. This determination will be made by the Trip Leader. A parent/guardian will be asked to collect the student, or they will consent to the student travelling home alone.
- In all other cases of breaches of the Code of Behaviour on a trip, the incident will be addressed upon return to the school in line with the school's disciplinary procedures.
- Students are expected to conduct themselves appropriately in airports, on planes and other such public, private and transport facilities. Students must adhere to the laws, rules and procedures that apply in any location in which they find themselves.
- Students who breach the Code of Behaviour while on a trip may not be considered for future trips. This determination will be made by the School Principal.

Supervision

- Accompanying adults supervising any trip will exercise due care and the Academic Council will rely on the professionalism, common sense and judgment of such individuals entrusted with the responsibility of managing such trips.
- The designated Trip Leader is ultimately responsible for the safe completion of any trip.
- All adults attending the trip must be Garda Vetted by The Institute of Education.
- The School Principal will select the adults that will accompany students.
- The number of staff/adults that accompanies a group will be influenced by a number of factors including: The number of students travelling, age of the students, location of the trip, nature of the trip, whether additional supervision will be provided at the location, whether the group will be dividing into smaller groups, the type of transport used, gender balance.

Parental permission, payment & deposits

- Parents/guardians will be provided with the relevant information in relation to any trip.
- Any student who withdraws from a trip after a deposit or full monies have been paid may not be entitled to a refund. A student, who is not allowed to travel for serious disciplinary reasons which occur following payment of a deposit or full amount, may not be entitled to a refund.
- When stated, parents/guardians must complete a Consent Form and return it to the school prior to an indicated deadline. All information contained within the Consent Form must be true and accurate. Failure to return a Consent Form will result in a student not being allowed to travel.
- Should circumstances arise which may compromise the health and safety of students and staff, the School Principal will determine if a trip will go ahead. Such circumstances include but are not restricted to weather, political or travel issues.
- Should an outing be cancelled The Institute of Education will endeavour to return any monies committed by pupils to the trip, but this cannot be guaranteed and is subject to the policies of the vendors.

Vendors

- The Institute of Education may be reliant on outside, independent providers to ensure completion of any trip, programme or activity and so reserves the right to defer any responsibility for any failures in completing an activity/programme/trip, should it be as a result of the organising vendor.

Travel Documentation

- Failure to submit the required documentation prior to the stated deadlines will be grounds for removal from a trip.
- It is the responsibility of parents/guardians, in conjunction with students, to ensure that all necessary documents for foreign travel (e.g, passport, identity card, visa's, etc.) are up to date and in order. The school will not take responsibility for a student whose travel documentation is not in order and who is prevented from travelling abroad as a result.
- If requested, students will submit their passports to the Trip Leader for safe keeping.
- Should a student fail to present to an airport with the required travel documentation they will be unable to travel, and the parents/guardians will be responsible for ensuring the student returns home safely. Parents/guardians will be communicated with in such circumstances.

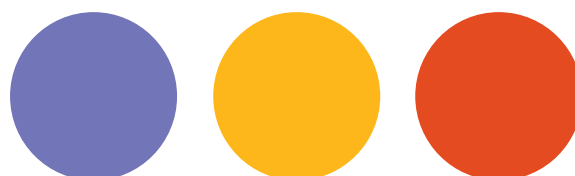
- In the case of a student losing the necessary documentation to return home, a supervising adult must stay with the student. In such circumstances the parents/guardians will bear the cost of the extra flights and accommodation for the student should insurance not cover it.
- In circumstances resulting in a prolonged wait, defined here as two days or more, parents/guardians will be expected to travel to the destination to take responsibility for the student involved.

Travel Itineraries

- Where relevant, parents/guardians will receive an itinerary of trips.
- The school expects that all students travelling on an extended tour will display a level of maturity commensurate with their age.
- Students on trips, which involve an overnight stay in Ireland or abroad, cannot be supervised on a 24-hour basis and all extended school tours will involve periods of time without direct supervision.
- Foreign trip itineraries will refer to free time being given to explore local areas, and curfews will be in place to ensure students are in the accommodation at the required time in the evening. Parents/Guardians who are concerned that such a level of supervision is inadequate should not permit their student to take part in such trips.
- Trips and activities which are outside of the normal school calendar or that take place during school holidays must follow the normal procedures as mentioned above.

The Institute of Education reserves the right to update or amend this policy at any time.

Date of Policy: June 2022





The Institute of Education
79 / 85 Lower Leeson Street, Dublin 2.



/ioedublin



theinstituteofeducationdublin

www.instituteofeducation.ie | e: info@instituteofeducation.ie | t: 01 6613511