

Coláiste de hÍde



Meas - Bród - Comhar

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Polasaí Turais Scoile

A. Scóp an Pholasaí

Baineann an polasaí seo le gach ball d'fhoireann Choláiste de hÍde a ghlacann scoláirí ón scoil. Tá sé infheidhme maidir leis na scoláirí a ghlacann páirt sa ghníomhaíocht, lena dtuismitheoirí/caomhnóirí agus le baill foirne a bhfuil baint acu le turais scoile a eagrú agus a bheith rannpháirteach iontu.

Ba chóir an polasaí seo a léamh i dteannta leis an Acht Sláinte agus Sábháilteachta agus Leasa san Ionad Oibre 1989 agus 2005, agus ciorclán M20/04 a deir 'Is í an aidhm a ghabhann le turasanna oideachasúla scoile ná go dtéann siad chun tairbhe na scoláirí, go hoideachasúil, go cultúrtha agus go sóisialta. Aon rud a théann i gcoinne na bprionsabal seo, is cóir é a sheachaint.'

Ba chóir an polasaí seo a léamh i gcomhar le Ráiteas um Chumhdach Leanaí na scoile, Polasaí Úsáid Inghlactha Teicneolaíochta, Polasaí Sláinte agus Sábháilteachta agus Cód Iompair agus le Polasaí DDLETB maidir le Turais Scoile.

B. Réasúnaíocht le haghaidh turais scoile

1. Eagraítear roinnt turais mar chuid den chúrsa atá le leanúint i réimse ábhair agus dá bhrí sin d'fhéadfadh sé a bheith éigeantach. Tá turais eile sa bhreis ar an gcuraclam agus ní mheastar gur gníomhaíocht lárnach iad.
2. Is féidir go leor tairbhe oideachais a bhaint as páirt a ghlacadh i dturais scoile. Tugann gníomhaíochtaí den sórt sin deis do scoláire dul i mbun eispéiris nach bhfuil ar fáil sa seomra ranga, cuidíonn siad le scileanna samhlaíochta an scoláire a fhorbairt, níos mó neamhspleáchais a spreagadh agus forbairt shóisialta agus chultúrtha an scoláire a fheabhsú. Cuidíonn turais le nascadh idir scoláirí, chomh maith le deis a thabhairt do mhúinteoirí aithne a chur ar na scoláirí i dtimpeallacht taobh amuigh den seomra ranga.
3. Ba chóir do thurais oideachasúla (lena n-áirítear turais lae, thar oíche, thar lear agus turais allamuigh):
 - a) Gníomhaíochtaí seomra ranga a leathnú agus a threisiú agus próiseas foghlama an oiread scoláire agus is féidir a fheabhsú trí eispéiris oideachais a sholáthar nach féidir leis an seomra ranga amháin a sholáthar;
 - b) Tacú le hábhar curaclaim cuid de na hábhair trí thurais allamuigh, turais, turais nó gníomhaíochtaí eile;
 - c) Scileanna idirphearsanta na scoláirí a fhorbairt.

C. Turais scoile a phleanáil agus a eagrú

1. Ba chóir go mbeadh clár cothrom turais don scoilbhliain nach mbeidh ró-chostasach do thuismitheoirí agus nach ndéanann ró-ualach ar amchlár na scoile.
2. Eagraíonn an fhoireann teagaisc turais allamuigh agus turais lae i gcomhairle leis an bPríomhoide/Príomhoide Tánaisteach.
3. Go ginearálta, teastaíonn toiliú ó thuismitheoir/caomhnóir scoláirí sula dtéann siad ar thuras. B'fhéidir nach mbeidh toiliú tuismitheora ag teastáil le haghaidh turais áitiúla, ceadaithe ag an bPríomhoide, a bhíonn ar siúl i rith an lae scoile. Tuigtear go bhfuil cead leanúnach ag scoláirí a imríonn mar chuid d'fhoireann a dhéanann ionadaíocht ar an scoil taisteal chuig gach cluiche as baile. Tuigtear go marcálann an múinteoir a eagraíonn an ghníomhaíocht nó an turas na scoláirí SA ar VSware.
4. Beidh gá le dul i gcomhairle le hárachóirí na scoile roimh ré le roinnt gníomhaíochtaí turas, tar éis measúnú riosca, sula bhféadfar ceadú a thabhairt do rannpháirtíocht. Mar chuid den phróiseas pleanála, ba chóir d'eagraithe turais breithniú a dhéanamh ar aon ghuaiseacha a d'fhéadfadh teacht chun cinn agus dóthain ama a thabhairt chun cumarsáid agus plé a dhéanamh le hárachóirí na scoile.
5. Nuair is cuí (e.g. sa chás go meastar go bhfuil gníomhaíocht bheartaithe a d'fhéadfadh a bheith contúirteach), ní mór d'eagraithe turais deimhniú i scríbhinn a fháil ó aon ionad go bhfuil an clúdach árachais cuí aige. Ba chóir an dearbhú seo (ráiteas ón gcuideachta árachais de ghnáth maidir leis an leibhéal árachais phoiblí a shealbhaítear) a chur ar fáil don Phríomhoide.
6. Ceadaíonn an Príomhoide turais scoile ar feadh tréimhse níos faide tar éis ceadú ó Phríomhfheidhmeannach an DDLETB. Ní mór do bhaill foirne ar mian leo scoláirí a thabhairt ar thuras thar lear a n-iarratas ar cheadú a chur faoi bhráid an Phríomhoide lena bhreithniú ag an bPríomhfheidhmeannach roimh an dáta imeachta beartaithe. Ba chóir go mbeadh an bliainghrúpa/na bliainghrúpaí a bhfuil an turas beartaithe dóibh agus na buntáistí oideachais nó buntáistí eile a gheobhaidh na scoláirí as an turas. Ní mór turas thar lear a eagrú trí chomhlacht taistil inmholta.
7. Cuirtear in iúl do thuismitheoirí agus do dhaltaí, má sháraíonn an t-éileamh áiteanna, nuair a fhaightear foirmeacha iarratais faoi na spriocdhátaí a mholtar, go leithdháilfear áiteanna ar bhonn crannchuir, ar an gcoinníoll go gcomhlíontar na coinníollacha go léir.
8. Ba chóir socruithe leordhóthanacha a shocrú chun maoirseacht a dhéanamh ar gach scoláire chomh maith le hárachas cuí.
9. Cuirfear scoláirí agus tuismitheoirí/caomhnóirí ar an eolas roimh an turas faoi rialacha, rialacháin agus riachtanais speisialta an turais sin. Tabharfar breac-chuntas do thuismitheoirí/caomhnóirí ar chuspóir, ar chúrsa taistil agus ar chostais an turais sula n-iarrtar éarlais. Tabharfar foirm do gach scoláire agus dá dtuismitheoir/caomhnóir ina leagtar amach na rialacha, na rialacháin agus na riachtanais speisialta agus ceanglófar orthu a shíniú go dtuigeann siad (i) na rialacha agus (ii) go bhfuil siad toilteanach cloí leo i gcónaí.

10. Caithfidh scoláirí agus tuismitheoirí/tuismitheoirí/caomhnóir(i) iad féin a chur ar an eolas faoi Chód Iompair na scoile agus aontaíonn siad cloí leis.
11. Ní mór do gach ball foirne atá ag taisteal le scoláirí ar thuras thar oíche bualadh le chéile roimh an oíche eolais do thuismitheoirí/caomhnóirí agus róil agus rialacháin a bhaineann leis an turas a leagan amach. B'fhéidir go mbeidh ionchur éigin ag na scoláirí maidir le leithdháileadh na seomraí ach is iad an fhoireann eagraithe a dhéanfaidh an cinneadh deiridh.
12. Ní mór liosta de na scoláirí go léir a bhfuil sé ar intinn acu taisteal a chur faoi bhráid an Phríomhoide sula ndéantar áirithint a dhéanamh. Is faoi rogha údaráis na scoile a bheidh scoláirí a chur san áireamh i dturas scoile.
13. Beidh tinreamh agus iompar an scoláire sula bhfógrófar an turas ina fhachtóir chun cinneadh a dhéanamh ar chóir cead a thabhairt don scoláire dul ar an turas.
14. Má théann iompar nó tinreamh scoláire in olcas tar éis dó/di áit a thairiscint dó/di ar an turas, d'fhéadfaí cosc a chur ar an scoláire dul ar an turas gan an t-airgead a íocadh a aisíoc.

D. Gnéithe airgeadais de phleanáil turais scoile

1. Go ginearálta, bíonn turais lae agus thar oíche ar siúl sa bhreis ar ghnáthchláir acadúla agus seach-churaclaim na scoile. De ghnáth gearrtar táille bhreise i gceist.
2. Ní mór d'oifig na scoile a chur ar an eolas nuair a bhíonn turas á phleanáil, a bhfuil costas do thuismitheoirí/caomhnóirí i gceist, agus caithfear é a dhéanamh sula seoltar aon fhógra chuig tuismitheoirí/caomhnóirí. Déantar é seo chun a chinntiú go bpléifear roimh ré ar an modh íocaíochta, chun an méid a chomhaontú (lena n-áirítear costais iompair srl.) agus chun a chinntiú go bhfuil liosta ag an oifig de na scoláirí a ghlacann páirt.
3. Ba chóir costas iomlán an turais agus an modh íocaíochta a theastaíonn a chur in iúl do thuismitheoirí/caomhnóirí ag an gcéim pleanála. Beidh buntáiste breise ag an ullmhúchán seo, deis a thabhairt do níos mó scoláirí a bheith rannpháirteach.
4. B'fhéidir nach mbeidh scoláirí a tharraingíonn siar ó thuras tar éis éarlais, nó airgead iomlán a bheith íoctha, i dteideal aisíocaíochta. Ar an gcaoi chéanna, ní féidir aisíocaíocht a thabhairt do scoláire ar aon íocaíochtaí a rinneadh má chuirtear cosc ar an scoláire taisteal ar thuras scoile mar gheall ar chúiseanna smachta nó sláinte agus sábháilteachta.

E. Doiciméid a theastaíonn le haghaidh turais thar lear

1. Tá sé de fhreagracht ar an tuismitheoir/caomhnóir i gcomhar leis an scoláire a chinntiú go bhfuil na doiciméid go léir atá riachtanach chun taisteal thar lear (msh. pas, cárta aitheantais) cothrom le dáta agus in ord. Má tá pas ag teastáil, ní mór fótachóip de phas bailí an scoláire a chur san áireamh leis an éarlais. Caithfidh gach

pas a bheith bailí ar feadh sé mhí ar a laghad tar éis an turais. Cuirfear liosta de na doiciméid riachtanacha in iúl do thuismitheoirí/caomhnóirí ag an gcéim phleanála.

2. Ní féidir leis an scoil freagracht a ghlacadh as scoláire nach bhfuil a cháipéisí pearsanta in ord agus nach bhfuil cosc air taisteal thar lear dá bharr. Má dhiúltaítear dul isteach ag teorainn/pointe iontrála, rud a fhágann go gcaithfidh an scoláire fillleadh abhaile, d'fhéadfadh costas breise a bheith le hóc ag an scoláire/tuismitheoir/caomhnóir as an iompar nó an chóiríocht gan choinne. Ní bheidh an scoil freagrach as na gcostas breise sin.
3. Is é an tuismitheoir/caomhnóir a íocfaidh na costais a thabhaítear mar gheall ar scoláire a sheoladh abhaile le linn an turas a bheith ar siúl, msh. ar chúiseanna smachta nó sláinte agus sábháilteachta.
4. Ní mór do scoláirí a bpassanna féin a iompar trí shlándaíl ag críochfoirt aerfoirt agus farantóireachta.
5. I gcás turais thar oíche, ní mór don eagraí turais a chinntiú go gcuirtear pacáiste eolais turais isteach le hoifig na scoile seachtain amháin ar a laghad roimh an imeacht, ina ndeimhnítear na nithe seo a leanas:

- a) Cúrsa taistil iomlán a thaispeánann na dátaí agus na hamanna ábhartha go léir;
- b) Ainm agus sonraí teagmhála na cuideachta taistil (má tá sé thar lear);
- c) Faisnéis iompair msh. uimhreacha eitle, sonraí comhlacht bus srl.;
- d) Ainmneacha agus ranganna na scoláirí atá ag taisteal;
- e) Ainmneacha agus uimhreacha teagmhála na foirne tionlacain;
- f) Seoladh agus sonraí teagmhála do gach comhlacht;
- g) Aon fhaisnéis eile a mheastar a bheith ábhartha.

F. Ionchais iompraíochta ar thurais scoile

1. Má fhaightear amach go bhfuil scoláire, agus iad ar thuras scoile, ag sárú go tromchúiseach ar an gCód Iompair, ní mór don fhoireann atá i gceannas teagmháil a dhéanamh leis an bPríomhoide láithreach. Tá feidhm ag an gCód Iompair agus ag gach polasaí gaolmhar scoile i gcónaí ar feadh thréimhse an turais - is cuma cé acu a tharlaíonn siad laistigh / lasmuigh den scoil agus laistigh / lasmuigh de dhátaí téarma scoile.
2. Sa chás go bhfuil cúiseanna réasúnta imní ann faoi sheilbh/úsáid amhras substainte nó imní eile maidir le sábháilteacht fhisiciúil, déanfaidh an fhoireann iniúchadh ar sheomraí nó ar mhaoin phearsanta (málaí, cásanna srl.) leis an scoláire i láthair.
3. Tá poncúlacht le cloí i gcónaí agus táthar ag súil go gcomhlíonfaidh na scoláirí na spriocdhátaí uile atá leagtha síos don turas.
4. Ní ceadmhach do scoláirí iad féin a bheith as láthair ón ngrúpa scoile ag am ar bith gan toiliú roimh ré ó cheannairí an ghrúpa.
5. Tá cead ag scoláirí earraí siamsaíochta digiteacha lena n-áirítear fón ceamara a thabhairt leo ar thurais scoile thar oíche ach ní féidir leo iad a úsáid ach le cead an

mhúinteora. De ghnáth ní cheadaítear gléasanna pearsanta ar aon turais lae. D'fhéadfadh polasaí sonracha úsáide fón póca a bheith ag na múinteoirí i bhfeighil, ag brath ar shuíomh agus ar chineál an turais. Cuirfear é seo in iúl do scoláirí agus do thuismitheoirí/caomhnóirí roimh ré.

6. Ní cheadaítear íomhánna a mheastar a bheith míchuí a thógáil nó a roinnt. Measfar gur sárú tromchúiseach smachta é taifeadtaí neamhúdraithe de bhaill foirne/scoláirí, íomhánna de bhaill foirne/scoláirí a aistriú, nó an fón a úsáid chun ciapadh a dhéanamh ar dhaoine eile. Tá cosc ar scoláirí íomhánna de bhaill foirne/scoláirí a phostáil ar shuíomhanna sóisialta.
7. Ba chóir a thabhairt faoi deara nach bhfuil sé inmholta maoin phearsanta luachmhar a thabhairt leat msh. seodra srl. ar thurais inar dócha go gcuirfeadh cailteanas an chéanna isteach orthu. Féadfar teorainn a chur le cumhdach árachais le haghaidh míreanna den sórt sin, nuair a bhíonn a leithéid ann.
8. Ní mór don fhoireann teagaisc foirm Tuairiscithe Timpiste/Teagmhais a chomhlánú láithreach ar fhilleadh (nó níos luaithe má iarrann an Príomhoide é) i gcás aon tionóiscí nó teagmhais a bhfuil imní sláinte agus sábháilteachta, araíonachta nó dlisteanach eile iontu.
9. Is féidir le beirt bhall foirne, atá oiriúnach don inscne, iniúchadh a dhéanamh ar sheomraí nó ar mhaoin phearsanta (málaí, cásanna srl.) leis an scoláire i láthair. Ní dhéanfar é seo ach amháin nuair a bheidh sé bunaithe ar fhorais réasúnta, i.e. imní faoi shábháilteacht fhisiciúil, amhrasta go bhfuil substaint i seilbh nó in úsáid nó ábhair imní eile. Cuirfear scoláirí agus tuismitheoirí ar an eolas faoi seo sula ndéantar iarratas chun páirt a ghlacadh ar thuras.
10. Beidh scoláirí freagrach as aon damáiste nó cailteanas maoine i gcónaí agus iad ar an turas. Ba chóir seomraí brú / óstáin a choinneáil faoi ghlas i gcónaí agus ní féidir fuinneoga a oscailt mura n-ordaítear dóibh é sin a dhéanamh. Ní féidir strainséirí a ligean isteach in aon seomra. Níor chóir suimeanna móra airgid a fhágáil gan aire i seomraí. Níl aon ghrúpaí measctha i seomraí ar bith i.e. níl aon bhuachaillí i seomraí cailíní nó vice versa. Beidh aon chruinniú de ghrúpaí measctha ar siúl in áit éigin eile atá ainmnithe ag an bhfoireann teagaisc. Ba chóir do scoláirí a bheith ina seomra faoi chuirfiú, a fhógrófar gach oíche, ní dhéanfar aon eisceacht ach amháin i gcás éigeandála. Ní féidir le scoláirí a seomra a fhágáil tar éis an ama seo.

G. Saincheisteanna Sláinte agus Sábháilteachta

1. Beidh tionchar ag roinnt fachtóirí ar líon na mball foirne a ghabhann le grúpa ar thuras scoile, lena n-áirítear:
 - a) Líon na scoláirí atá ag taisteal;
 - b) Aois agus inscne na scoláirí;
 - c) Suíomh an turais;
 - d) Maoirseacht bhreise a fhéadfar a chur ar fáil ag ceann scríbe an turais;

e) Má roinntear an grúpa ina ngrúpaí níos lú, beidh maoirseacht ag teastáil ó gach ceann acu;

f) An córas taistil a úsáidtear.

2. Ar thurais thar lear, is minic a chinntear líon na mball foirne a bhíonn ag gabháil le scoláirí ag an leithdháileadh a sholáthraíonn an chomhlacht taistil dó (de ghnáth 1 mhúinteoir le gach 10 scoláire).
3. Is tosaíocht í sláinte agus sábháilteacht na scoláirí agus na maoirseoirí agus iad ag eagrú agus ag tabhairt faoi thuras scoile. Beidh cúram cuí, ciall choiteann agus breithiúnas cuí ag baill foirne a ghlacann aon turas nuair a thagann saincheisteanna sláinte agus sábháilteachta chun cinn.
4. D'fhéadfadh am siopadóireachta a bheith i gceist le turais áirithe nach bhféadfaí maoirseacht dhíreach a dhéanamh. Míneofar é seo chuig tuismitheoirí/caomhnóirí ag an oíche eolais nó litir eolais.
5. Faigheann tuismitheoirí/caomhnóirí eolas scríofa de thurais thar oíche agus ní mór dóibh toiliú i scríbhinn a thabhairt dá bpáiste páirt a ghlacadh sa turas. Nuair a dhéantar amhlaidh, ba chóir aird a thabhairt ar aon chontúirtí a bhaineann le gníomhaíochtaí a luaitear sa chúrsa taistil (sciáil, go-karting srl.). Tá sé de fhreagracht ag na tuismitheoirí/caomhnóirí a chinntiú go bhfuil eagraí an turais ar an eolas faoi aon riachtanais speisialta, saincheisteanna leighis nó aiste bia, nó aon ghníomhaíochtaí nach dteastaíonn uathu go nglacfadh a bpáiste páirt iontu. Ní mór tuismitheoirí/caomhnóirí a chur ar an eolas go bhfuil sé de cheart ag an eagraí mionathruithe a dhéanamh ar an bplean.
6. Tá rochtain ag múinteoirí a ghabhann le scoláirí ar thuras ar an eolas ar fad a bhaineann leis na scoláirí ar VShare.
7. Beidh toiliú leighis mar chuid den fhoirm toilithe tuismitheora le haghaidh turais thar lear agus thar oíche. Iarrfar ar thuismitheoirí/caomhnóirí aontú i scríbhinn gur féidir cóir leighis éigeandála a lorg don scoláire. Mura n-aontaíonn na tuismitheoirí/caomhnóirí leis seo, ní cheadófar don scoláire dul ar an turas - mar gheall ar an bhfreagracht bhreise a bheadh i gceist.
8. Ceanglaítear ar thuismitheoirí/caomhnóirí a chinntiú nuair a thagann a bpáiste chuig an scoil/aerfort nó áit ar bith eile chun teacht le chéile le haghaidh tús a chur leis an turas scoile, go ndéanfaidh sé/sí amhlaidh saor ó shubstaintí mídhleathacha ar a gcuid phearsa nó ina mbagáiste.
9. Ní féidir le scoláirí leigheas (le hoideas nó eile) a cheannach nó a thabhairt leo mura bhfuil ceannaire an ghrúpa agus/nó ball den bhainistíocht ar an turas ar an eolas agus go bhféadfadh an cógas sin a bheith i seilbh an bhall foirne sin. Ceanglaítear ar scoláirí nóta mínithe a bheith acu sínithe ag a ndochtúir má theastaíonn uathu leigheas/insetealladh a bheith acu ar a n-eitleán.
10. Níor chóir do scoláirí leigheas a roinnt. Ní mór do scoláirí a úsáideann leigheas cosúil le hionanálóir nó epipen é a iompar leo i gcónaí.

11. Tá trealamh bunúsach garchabhrach ar fáil ó oifig na scoile agus nuair is cuí ba chóir do bhaill foirne é a iompar ar thurais. Lorgáítear cúram leighis ó shaineolaí má mheastar go bhfuil sé seo riachtanach. Ar fhilleadh nó le linn aon turais, féadfaidh múinteoirí comhairle a thabhairt do thuismitheoir/caomhnóir comhairle leighis a lorg, má mheasann siad gur gá.
12. Sa chás go dtarlaíonn timpiste thromchúiseach le linn turas scoile ar feadh tréimhse ar bith, is iad seo a leanas na socruithe caighdeánacha:

a) Lorgóidh an ball foirne atá i gceist an cúnamh leighis/éigeandála cuí láithreach. Nuair a bheidh sé sin déanta, déanfar teagmháil le Príomhoide na scoile agus le tuismitheoirí/caomhnóirí na ndaoine atá páirteach. (Ar thurais thar lear, beidh liosta d'uimhreacha teagmhála tuismitheoirí/caomhnóirí á n-iompar ag baill foirne);

b) Cuirfidh tuismitheoirí/caomhnóirí na huimhreacha gutháin go léir ar fáil do na heagraithe inar féidir teagmháil a dhéanamh leo le linn an turais, agus táthar ag súil go mbeidh siad ar fáil ar bhonn 24 uair an chloig ar feadh thréimhse an turais. Má theastaíonn ospidéal ó scoláire, beidh ball foirne in éineacht leo go dtí gur féidir le tuismitheoir (nó duine fásta eile atá ainmnithe ag tuismitheoir) teacht ina n-áit. Ní mór an fhoirm tuairiscithe timpiste scoile a chomhlánú chomh luath agus is féidir tar éis na hócáide.

13. Tá gach scoláire clúdaithe faoin bpolasaí árachais scoile. Eagróidh an scoil árachas breise do ghníomhaíochtaí nach gclúdaítear nó do thurais níos faide nuair a mheastar gur gá i gcásanna den sórt sin. Ní mór do thuismitheoirí/caomhnóirí a shíniú go bhfuil na coinníollacha faoina bhfuil a mac/iníon árachaithe léite agus tuigte acu.

H. Nósanna Imeachta Éigeandála

1. I gcás teagmhais/timpiste thromchúiseach, tiocfaidh an oiread ball foirne agus is féidir/praiticiúil le chéile; Comhaontóidh siad breac-chuntas ar shonraí an teagmhais agus, ag breithniú na bhfíricí go léir mar is eol dóibh ag an tráth sin, cinnfidh siad cúrsa gníomhaíochta. Déanfar na sonraí agus na cinntí a dhéanfar a chur i scríbhinn chomh gar don teagmhas agus is réasúnach. Glactar leis go bhfuil an cinneadh deiridh ag ceannaire an ghrúpa agus/nó ag an mball bainistíochta (nuair atá siad ar fáil) i gcásanna ina bhfuil easpa comhthoil ann le linn an ghnímh.
2. Ní mór do cheannairí an ghrúpa agus do gach ball foirne a bheidh ag gabháil leis an turas, a chinntiú má bhíonn sé riachtanach scoláire a cheistiú faoi ábhar a d'fhéadfadh a bheith tromchúiseach, duine fásta eile a bheith i láthair. Chomh maith leis an gCód Iompair, ní mór do scoláirí cloí le dlí na tíre a dtugann siad cuairt uirthi. I gcás sárú air seo, leanfaidh próiseas cuí dlí.

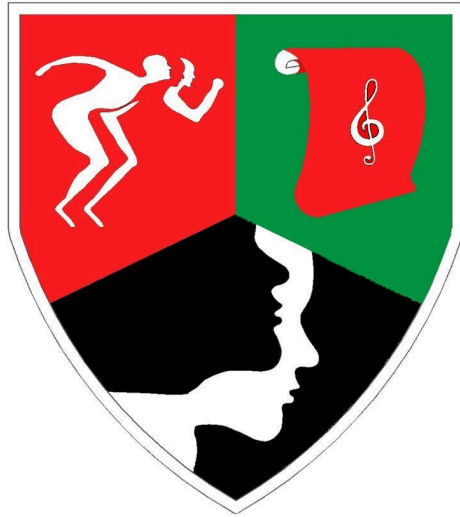
I. Cód Éide

Beidh ar dhaltaí éide oifigiúil na scoile a chaitheamh ar gach turas mura gcinntear a mhalairt roimh ré.

J. Athbhreithniú Iar-Thurais

1. Tar éis aon turas, agus sa chás go bhfuil gá soiléir leis sin a dhéanamh, ba chóir don fhoireann aon tuairimí/imní a bhaineann le hionad, eagraíocht, comhlacht turais, oiriúnacht an phlean turais srl. a chur in iúl ó bhéal agus i scríbhinn chuig bainistíocht na scoile maidir le hullmhú d'aon turais ina dhiaidh sin. Ar an gcaoi chéanna, is féidir le tuismitheoirí/caomhnóirí aon aiseolas dearfach nó diúltach a chur ar aghaidh chuig an scoil ar aird an bhall foirne atá i gceannas agus/nó bainistíocht na scoile.
2. Ba chóir go n-áireofaí i dtuarascáil iar-thurais:
 - a) Athbhreithniú ar an sochar oideachais do na scoláirí;
 - c) Éachtaí agus buaicphointí;
 - d) Aon deacrachtaí/fadhbanna a tharla le linn an turais.

Coláiste de hÍde



Meas - Bród - Comhar

Bóthar Chaisleán Thigh Motháin, Tamhlacht, Baile Átha Cliath 24.

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Príomhoide Tánaisteach Gníomhach: Aodán de Paor

School Tour Policy

A. Scope of policy

This policy applies to all members of the staff of Coláiste de hÍde who take students from the school. It is applicable to the students participating in the activity, to their parents/guardians and to staff who are involved with the organisation of and participation in school outings.

It was drafted in the context of the health and safety at work acts 1989 and 2005, and circular M20/04, which states that “The objective of educational tours for schools should be that they be of benefit in the intellectual, cultural and social development of the students taking part in them and any activity, relating to the tour, which conflicts with this objective is to be avoided.”

This policy should be read in conjunction with the school’s Child Safeguarding Statement, Acceptable Use of Technology Policy, Health and Safety Policy and Code of Behaviour and with the DDLETB Policy on School Trips.

B. Rationale for school trips

1. Some trips are organised as part of the course to be followed in a subject area and as such may be compulsory. Other outings and trips are additional to the curriculum and are not deemed a core activity.
2. A great deal of educational benefit can be gained from participating in school trips. Such activities give students the opportunity to engage in experiences not available in the classroom, help develop a student’s imaginative skills, encourage greater independence and enhance the student’s social and cultural development. Trips assist in bonding between students, as well as providing teachers with an opportunity to get to know the students in a non-classroom environment.
3. Educational trips (including day, overnight, overseas and field trips) should:
 - a) Extend and reinforce classroom activities and enhance the learning process of as many students as possible by providing educational experiences which the classroom alone cannot provide;
 - b) Support the curriculum content of some of the subjects through field trips, tours, outings or other recreational activities;
 - c) Develop interpersonal skills of the students.

C. Planning and organising of school trips

1. There should be a balanced programme of outings and trips for the school year that does not prove too costly to parents and does not overburden the school timetable.
2. Field trips and day trips are organised by teaching staff in consultation with the Principal/Deputy Principal.

3. In general, consent is required from a parent/guardian of a student before they may go on a trip. Parental consent may not be required for local outings, sanctioned by the Principal, which take place during the school day. It is understood that students who play as part of a team representing the school have on-going parental permission to travel to all away matches. It is understood that the teacher organising the activity or the trip marks the students SA on VShare.
4. Some trip activities, following risk assessment, will need prior consultation with the school's insurers before approval for participation can be granted. As part of the planning process, trip organisers should consider any potential hazards that may arise and allow sufficient time for communication and discussion with the school's insurers.
5. Where appropriate (e.g. where a proposed activity is considered potentially hazardous) trip organisers must obtain written confirmation from any venue that it holds the appropriate insurance cover. This confirmation (normally a statement from the insurance company of the level of public liability held) should be provided to the Principal.
6. School trips of a longer duration are sanctioned by the Principal following approval from the Chief Executive of the DDLETB. Members of staff, who wish to take students on an overseas trip must submit their request for approval to the Principal for consideration by the Chief Executive in advance of the proposed departure date. Included in the proposal, should be the year group(s) for which the trip is intended and the educational or other benefits that the students will derive from the trip. An overseas trip must be organised through a bonded travel company.
7. Parents and students are advised that if demand exceeds places, then once application forms are received by the advised deadlines, places will be allocated on a lottery basis, provided all conditions are satisfied.
8. Adequate arrangements for the supervision of all students should be arranged as well as appropriate insurance.
9. Students and parents/guardians shall be acquainted in advance of the tour with rules, regulations and special requirements of that tour. Parents/guardians shall be given an outline of the purpose, itinerary, dates and costs of the tour before a deposit is sought. Each student and their parent/guardian shall be given a form outlining the rules, regulations and special requirements and they shall be required to sign that (i) they understand the rules and (ii) they are willing to abide by them always.
10. Students and parent(s)/guardian(s) shall acquaint themselves with the school's Code of Behaviour and agree to abide by it.
11. All staff traveling with students on an overnight trip must meet in advance of the information evening for parents/ guardians and set out roles and regulations involving the trip. Students may have some input into the allocation of rooms however the final decision will be made by the organising staff.

12. A list of all students intending to travel must be submitted to the Principal prior to booking. The inclusion of students in a school tour shall be at the discretion of the school authorities.
13. The attendance and behaviour of the student before the trip is announced will be a factor in deciding if the student should be allowed to go on the tour.
14. If a student's behaviour or attendance deteriorates after he/she is offered a place on the tour, the student may be prevented from going on the tour without the refund of monies paid.

D. Financial aspects of school trip planning

1. In general, day and overnight trips occur in addition to the normal academic and extra-curricular programmes of the school. There is normally an additional charge.
2. The school office must be notified when a trip, which involves a cost to parents/guardians is being planned and must be done in advance of any notification being sent out to parents/guardians. This is to ensure advance discussion of the method of payment, agree on the amount (including transport costs etc.) and ensure that the office has a list of students taking part.
3. The full cost of the tour and the method of payment required, should be communicated to parents/guardians at the planning stage. This will have the added advantage of facilitating the financial preparation with a view to allowing maximum student participation.
4. Students who withdraw from a tour after a deposit, or full monies has/have been paid, may not be entitled to a refund. Likewise, a student may not be refunded on any payments made should the student be prevented from travelling on a school trip due to disciplinary, health or safety reasons.

E. Documentation required for overseas trips

1. It is the responsibility of the parent/guardian in conjunction with students to ensure that all documents necessary for travel abroad (e.g. passport, identity card) are up to date and in order. If a passport is required, a photocopy of the student's valid passport must be included with the deposit. All passports must be valid for at least six months following the trip. A list of required documents shall be communicated to parents/guardians at the planning stage.
2. The school cannot take responsibility for a student whose personal documentation is not in order and who is prevented from travelling abroad as a result. Refusal of entry at a border/ entry point which results in the student having to return home may result in extra cost to be borne by the student/parent/guardian for the unforeseen transport or accommodation. The school shall not be liable for such extra costs.
3. Costs incurred due to the removal of a student while the trip is in progress, e.g. for the disciplinary or health and safety reasons, shall be borne by the parent/guardian.

4. Students must carry their own passports through security at airport and ferry terminals.
5. For overnight trips the trip organiser must ensure that at least one week prior to the departure a trip information pack is lodged with the school office (for the attention of the Principal/Deputy Principal) confirming:
 - a) Full itinerary showing all relevant dates and times;
 - b) Name and contact details for the travel company (if overseas);
 - c) Transport information e.g. flight numbers (if overseas), bus company details, etc.;
 - d) Names and classes of the students travelling;
 - e) Names and contact numbers of the accompanying staff;
 - f) Address and contact details for all accommodation;
 - g) Any other information considered relevant.

F. Behavioural expectations on school trips

1. If a student, while on a school trip is found to be in serious breach of the Code of Behaviour, the staff in charge must contact the Principal immediately. The Code of Behaviour and all associated school policies apply at all times for the duration of the trip - irrespective of whether they occur in/outside school times and in/outside school term dates.
2. Where there are reasonable grounds for concern about suspected possession/ use of a banned substance or other physical safety concerns, staff will carry out inspection of rooms or personal property (bags, suitcases etc) with the student present.
3. Punctuality is to be observed always and students are expected to meet all time deadlines set for the trip.
4. Students may not absent themselves from the school group at any time without prior consent of the group leaders.
5. Students are permitted to bring digital entertainment items including a camera phone on overnight school trips and can only use them with teacher's permission. Personal devices are generally not permitted on any day trips. The teachers may have a specific mobile phone use policy depending on the location and nature of the trip. This will be communicated to students and parents/guardians in advance.
6. The taking or sharing of images considered inappropriate is not permitted. Unauthorised recordings of staff/students, the transfer of images of staff/students, or using the phone to harass others will be considered a serious breach of discipline. Students are prohibited from posting images of staff/ students on social networking sites.
7. It should be noted that it is not advisable to bring valuable personal property e.g. jewellery etc. on trips where the loss of the same is likely to cause upset. Insurance cover for such items, where such exists, may be limited.

8. An Accident/ Incident Report form must be completed by teaching staff immediately on return (or sooner if requested by the Principal) for any accidents or incidents which pose a health and safety, disciplinary, or other legitimate concern.
9. Two members of staff, gender appropriate, may carry out inspection of rooms or personal property (bags, suitcases etc) with the student present. This will only be done when based on reasonable grounds i.e. concern for physical safety, suspected possession or use of a banned substance or other concerns. Students and parents will be made aware of this prior to application to participate on a trip.
10. Students shall 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. Strangers are not to be admitted to any room. Large sums of money should not be left unattended in rooms. There are to be no mixed groups in any rooms i.e. there are to be no boys in girl's 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.

G. Health and safety issues

1. The number of staff which accompanies a group on a school trip will be influenced by a number of factors including:
 - a) The number of students travelling;
 - b) The age and gender of the students;
 - c) The location of the trip;
 - d) Additional supervision which may be provided at the trip destination;
 - e) If the group will be dividing into smaller groups, each requiring supervision;
 - f) The type of transport used.
2. On overseas trips the number of staff accompanying students is often determined by the allocation provided for by the travel company (normally 1 teacher with every 10 students).
3. Health and safety of students and supervisors is a priority when organising and taking a school tour. Staff taking any tour will exercise due care, common sense and judgement when issues of health and safety arise.
4. Certain trips may facilitate shopping or recreation which may not be directly supervised. The situation will be indicated on the permission slip, itinerary or information letter sent to parents/guardians.
5. Parents/guardians receive a written itinerary of overnight trips and are required to give written consent to their son/daughter taking part in the trip. When doing so cognisance should be taken of any dangers associated with activities mentioned in the itinerary (skiing, go karting etc). It is the responsibility of the parents/guardians to ensure that the organiser of a tour is aware of any special needs, medical or

dietary issues, or any activities in which they do not wish their son/daughter to participate. Parents/guardians must be made aware that the organiser reserves the right to make minor changes to the itinerary.

6. Teachers accompanying students on a trip have access to all information regarding the students on VShare.
7. Medical consent will form part of the parental consent form for foreign and residential trips. Parents/guardians will be asked to agree in writing to the student receiving emergency treatment. If the parents/guardians do not agree to this, the student will not be permitted on the trip - given the additional responsibility this would entail for the school.
8. Parents/guardians are required to guarantee that when their child comes to the school/airport or anywhere else to assemble for the start of the school tour, he/she does so free of illegal substances on his/her person or in his/her luggage.
9. Students may not purchase or bring medication (prescription or other) unless the group leader and/or member of management on the trip is fully informed and that such medication may be held by that member of staff. Students are required to have a note of explanation signed by their doctor should they need to have medicine/needles on their person on the plane.
10. Students should not share medication. Students who use medication such as but not limited to an inhaler or epipen must carry it with them at all times.
11. Basic first aid kits are available from the school office and where deemed appropriate staff should carry the same on trips. Expert medical attention is sought should this be thought necessary. On return from, or during, any tour staff may advise a parent/guardian to seek medical advice, should they deem this appropriate.
12. In the event of a serious accident occurring during a school trip of any duration the following will be the standard arrangements:
 - a) The staff member(s) involved will immediately seek the appropriate medical/emergency assistance. Once that has been done contact will be made with the school Principal and the parents/guardians of those involved. (On overseas trips, a list of contact numbers of parents/guardians will be carried by staff for this purpose);
 - b) Parents/guardians shall be required to provide the organisers with all phone numbers at which they can be contacted during the trip, and are expected to be available on a 24-hour basis for the duration of the trip. If a student requires hospitalisation then they will be accompanied by a member of staff who will remain with them as appropriate or until a parent (or another adult nominated by a parent) can replace them. The school accident report form must be completed as soon as possible after the event.

13. All students are covered under the school insurance policy. Additional insurance for activities not covered or for longer trips will be organised by the school where considered appropriate in such cases. Parents/guardians must sign that they have read and understood the conditions under which their son/daughter is insured.

H. Emergency Procedures

1. In the event of a serious incident/accident as many members of staff as is possible/practical in the circumstances shall come together; they shall agree on an outline of the details of the incident/accident and considering all the facts as they are known at that time, shall decide on a course of action. The details and the decision(s) taken shall be put in writing as close to the event as is reasonable. It is accepted that in cases where there is a lack of consensus over the course of action, the group leader and/or member of management (where available) has the final decision.
2. Group leaders and all members of staff accompanying the tour must ensure that, if it becomes necessary to question a student about a potentially serious matter, another adult be present. In addition to the Code of Behaviour, students must adhere to the law of the country which they visit. In the event of a breach of this, due process of law will follow.

I. Uniform and Dress Code

Students will be required to wear the official school uniform on all trips unless otherwise decided in advance.

J. Post Trip Review

1. Following any trip, and where there is an obvious need to do so, staff should relay both verbally and in writing any comments/concerns pertaining to venue, organisation, tour operator, suitability of itinerary etc. to school management to inform subsequent trip preparation. Similarly, parents/guardians may relay any feedback, positive or negative, to the school for the attention of the staff member in charge and/or school management.
2. A post-trip report should include:
 - a) A review of the educational benefit to the students;
 - c) Achievements and highlights;
 - d) Any difficulties/ problems encountered during the tour.