



**Midleton C.B.S.**  
Secondary School  
*An Edmund Rice School*

# School Tour/Trip Policy

Ratified: Tuesday 4<sup>th</sup> February 2025

Due for review: 2027

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## 1. Introduction

Midleton CBS has a duty of care to all its students and to school personnel. We seek to safeguard the welfare of students and staff while on school tours/trips and to support school personnel who accompany students.

## 2. Policy Rationale

It is the policy of the Board of Management to encourage, where appropriate, extra-curricular and/or co-curricular activities which further the broader educational development of our students.

This School Tour/Trip Policy sets out the general policy of Midleton CBS and has been prepared with reference to the Department of Education guidelines and the school's other policies including:

- Code of Ethics & Behaviour
- Critical Incident Policy
- Child Protection Policy
- Safety, Health & Welfare Policy
- Safety Statement
- Substance Abuse Policy
- Student Journal
- Staff Handbook

## 3. General Procedures for Overnight and/or Foreign Tours/Trips

Overnight/foreign tours/trips are always organised on a voluntary basis, with reference to the DES guidelines, and are determined by the availability of appropriate staff. The following general procedures apply to overnight and/or foreign tours/trips:

1. The tour/trip coordinator will seek the approval of the Principal and Board of Management submitting a tour plan which will cover:
  - a. A draft itinerary
  - b. Timing and duration
  - c. Year group & approximate numbers
  - d. Approximate costs
2. A foreign tour/trip must be organised through a bonded travel agency.
3. The ratio for students to teachers on foreign tours/trips will be approximately ten to one.
4. The size of the group will depend on the number of students the tour/trip coordinator is able to take.
5. The tour/trip coordinator/school management will organise a lottery or other appropriate selection process (if necessary) for the student places.
6. Students will be issued with deadlines for the submission of application forms/deposit and payment of other monies and relevant documentation. Failure to comply with the deadlines given in relation to deposit/passport details/letters of consent/medical forms/contact details/permission to travel forms, etc. may result in a student forfeiting his place on the tour/trip and his deposit.
7. Students must attend information meetings and cooperate with all requests pertaining to the tour/trip.
8. Participants and parents/guardians will be issued with the following written communication(s) covering the following areas:
  - a. An itinerary including dates and times of departure and return
  - b. Name(s) of tour/trip Leader(s) and of other staff.
  - c. Details on the cost of the tour/trip including methods and deadlines for payments.
  - d. Details of accommodation such as hotel or exchange family name, address, and telephone number.
  - e. A Consent Form to be signed by the students and parents/guardians.
  - f. A medical form outlining any medical conditions/medications that staff need to be aware of, and consent for administration of medical intercession in the case of a medical emergency.
  - g. A copy of the terms and conditions of the insurance cover offered by the travel agent. It will be responsibility of the parent/guardian to read the policy details to ensure they are satisfied with the level of cover and to make their own arrangements if they would like additional cover.
  - h. Standards of behaviour expected in respect of, for example, alcohol, smoking and general group discipline.
  - i. Recommended clothing
  - j. Recommended pocket money
  - k. Personal items that a student may need to bring.

9. On the tour/trip mobile phone communication may be necessary between staff and students. The tour/trip coordinator should where necessary have a list of mobile phone numbers of students travelling. Staff members are not required to give their personal phone numbers to students. The list should not be retained for longer than necessary at the conclusion of the tour/trip.
10. Any student with specific medical needs will be responsible for administering and managing their own medication.
11. The tour/trip coordinator should be able to contact the Principal/Deputy Principal or designated person in case of emergency during the tour/trip.
12. An accident/incident report must be completed following an accident/incident on the tour/trip.

#### **4. Access to the Tour/Trip**

Partaking in school tours/trips is a privilege not a right. The welfare of all students and staff while on school tours/trips cannot be compromised by an individual and his actions. Students who misbehave in school and/or on previous tours, trips, visits and/or outings may be refused participation in this and future school tours/trips or outings. A student may be excluded from a tour/trip group if it is felt based on previous misbehaviour that bringing the student would be a liability or that the teachers would be unable to accept responsibility for the possible consequences of his behaviour. This is at the discretion of the tour/trip organisers, relevant teachers, and school management.

Up to the time of departure it shall remain the prerogative of the tour/trip leader in consultation with the teachers going on the tour/trip and the principal; to refuse a student's participation on the tour/trip should the student's behaviour give cause for concern.

Transition Year students who do not engage with TY activities may not be considered for inclusion on any overnight/foreign school tour/trip. This is at the discretion of the Tour organisers, relevant teachers, and school management.

Please note that school costs must be prioritised over foreign school tours/trips. Therefore, students whose costs have not been paid are ineligible to travel on foreign school tours/trips. Transition Year students who refuse/fail to pay the TY costs without engaging with the school about not paying this cost will not be allowed on foreign school tours/trips.

Parents/guardians must agree to meet their son on return or arrange for his collection from the return point.

#### **5. Supervision of Tours and Trips**

The number of staff which accompanies a group will be influenced by several factors including:

- The number of students travelling
- The age and maturity of the students.
- The location of the trip.

- The availability of suitable adult supervision e.g. Special Needs Assistants.
- Additional supervision which may be provided at the trip destination.
- If the group is to be divided into smaller groups, each requiring supervision.
- The type of transport used.
- The activities to be engaged in.

Certain tours/trips may facilitate shopping or recreation which may not be directly supervised. This situation will usually be indicated on the permission slip, itinerary or information letter sent to parents/guardian. The school expects that all students travelling on a tour/trip will display a level of maturity commensurate with their age.

Students on tours/trips which involve an overnight stay in Ireland or abroad will involve periods of time without direct supervision. Parents who are concerned that such a level of supervision is inappropriate should not permit their son to take part in such tours/trips.

## **6. Student Behaviour on the Tour/Trip**

Students and parents/guardians must make themselves aware in advance of the school's Code of Ethics and Behaviour, tour/trip rules, regulations, and any special requirements of that tour/trip. Each student and his parent(s)/guardian(s) shall be given a form outlining the rules, regulations and special requirements and each shall be required to sign that (i) they understand the rules and (ii) they are willing to always abide by them.

The Board of Management specifically wishes to draw attention to the following:

- Students must adhere to the school rules at all times.
- Students must adhere to the tour/trip dress code as set down by the tour/trip leader.
- Students must follow the rules of the accommodation, be that hotel, hostel, or other type of accommodation where they are staying.
- 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.
- Students must follow the instructions and directions of any member of school tour/trip staff, accommodation staff, instructors, bus drivers, travel personnel, host family, etc.
- Students are responsible for leaving their bedroom tidy. Rooms will be subject to checks by staff.
- Students must understand that as the tour/trip is a school tour/trip and not a family or 'friends' holiday, expectations are different where consideration must be given to the group rather than the wishes of individual students.
- In accordance with the Code of Ethics and Behaviour policy and the Substance Abuse policy; students are forbidden from: purchasing, possessing, supplying, or consuming alcohol, tobacco, drugs or vapes.
- Students are not permitted to have piercings and/or tattoos applied whilst on tours or trips.
- The Board of Management requires parent(s)/guardian(s) to guarantee that when their son comes to the school/assembly point for the start of a school tour/trip, he does

so free of alcohol, tobacco, and illegal substances either on his person, in his system, or in his luggage.

- A student may be sent home, at his parents'/guardians' expense, if in the opinion of the leader, the conduct of the student warrants it.
- Students must not enter another guest's/student's hotel room or allow anybody into their room, except school staff.
- Once the group has retired at night, no student has permission to be on the corridors or in any other area of the premises.
- In addition to the Code of Ethics and Behaviour and school tour/trip rules, 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.

It is the wish of the school that all involved should have an enjoyable experience on the school tour/trip, however, sanctions may be applied for misbehaviour. The incident should be dealt with in a swift and firm manner and a verbal warning may be all that is needed. The tour/trip staff may, however, feel that specific sanctions are required such as (but not limited to):

1. The student missing a half-day's activities (not, however, an activity related to health and safety).
2. The student missing out on a specific activity e.g. bowling.
3. The student missing an evening activity e.g. disco.
4. Agreed fines for being late for an arranged meeting/activity.

If a student engages in serious misbehaviour or in a manner that jeopardises the safety and wellbeing of the group, it may be necessary to send the student home at the expense of their parent(s)/guardian(s).

Examples of 'serious misbehaviour' include:

1. Use/possession of alcohol.
2. Use/possession of illegal substances (drugs etc.)
3. Use of and/or possession of cigarettes/vapes
4. Misuse of legal substances (lighter fluid, type etc.)
5. Disruptive behaviour on coach, airplane, boat or in the accommodation
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, etc
9. A student placing himself, fellow students and/or staff at risk.
10. Ongoing/persistent misbehaviour,
11. Etc.

*This list is not exhaustive.*

In the case of a serious/criminal incident (shop lifting, a violent attack etc.) the parents/guardians will be informed and the matter will be handed over to the local police authorities.

Students shall be held liable for any damage or loss of property at all times while on the tour/trip.

Sanctions may also be implemented on return to school for incidents on the tour/trip.

## **7. Travel Documents/Requirements**

It is the responsibility of parents/guardians 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 vaccines are required for travel (e.g. India) a student who refuses the required vaccines will not be allowed to travel.

If a Visa (visa waiver) is required for entry to the country, then travel is conditional on a visa being granted. A student may lose their deposit if they are not granted the necessary visas.

A valid European Health Insurance Card is required for all travel in the 27 EU countries, Iceland, Liechtenstein, Norway and Switzerland or the United Kingdom.

The school will not be responsible for a student whose personal documentation is not in order and who is prevented from travelling abroad as a result.

## **8. Medical**

Where a student requires constant, or regular medication specific written details must be given to the tour/trip leader. Parents/guardians may request a private meeting to inform the tour/trip leader about the condition and the way the medication should be administered.

Any student with specific medical needs will be responsible for administering and managing their own medication.

Each parent/guardian must complete a medical form which includes medical history, contact numbers, allergies, and medication to be taken. It is the responsibility of parents/guardians to ensure that a student has medication sufficient to last the entire tour/trip.

In the event of a medical emergency or dental emergency while on the tour/trip it may be necessary for a member of the tour/trip team to act *in loco parentis*. The following agreement should be issued to all parents/guardians and must be signed prior to the tour/trip.

*We, the tour leaders (named below) will act on medical advice presented to us if in the event of an accident or emergency and it is not possible to contact parents, guardians or next of kin either by phone or due to time considerations.*

Before the tour/trip leaves parents/guardians must specify in writing the person/s they wish the tour/trip leaders to contact in the event of parents/guardians being unavailable. In the event of an emergency (where the situation allows) parents/guardians will be contacted first.

## 9. Refunds

### Eligibility for Refunds:

Refunds for students unable to travel on a school tour/trip will be considered under the following conditions:

- **Medical Grounds:** A student is unable to travel due to documented medical reasons, supported by a certified medical practitioner.
- **Family Emergencies:** Cases involving unforeseen family emergencies, such as bereavement or critical illness, may be considered for refunds upon review.
- **Travel Restrictions:** The student is unable to participate due to issues such as visa denial or other official restrictions.

### Requesting a Refund:

- Parents/guardians must submit a written refund request to the school within 10 working days of the decision not to travel.
- Documentation supporting the reason for withdrawal must accompany the refund request.
- Submission of a request for a refund does not guarantee that a full or partial refund will be issued.

### Conditions of Refunds:

- Refunds will be processed based on the terms outlined in the travel agency's policy, which may include penalties or non-refundable deposits.
- The school will not assume responsibility for costs deemed non-refundable by the travel provider.
- Administrative fees and other incurred costs may be deducted from the refund.

### Non-Eligibility for Refunds:

- Students who are excluded from the tour/trip due to disciplinary reasons or failure to comply with deadlines for payments or required documentation will not be eligible for a refund.
- Students who partook in fundraising to pay for the tour/trip (e.g. India Immersion Project) are not eligible for a refund. As money in this case is generally donated from multiple sources, the money will be moved to the general fund supporting the work of the tour/trip project.

Other

- Refunds will be processed as promptly as possible, subject to the travel agency's timeline for reimbursement and the school's administrative requirements.
- Parents/guardians are encouraged to review the travel insurance policy provided and, if necessary, submit claims directly to the insurer for losses incurred due to the student's inability to travel.

**10. Staff Responsibilities**

- Participation in organising and supervising trips is voluntary.
- The Organising Teacher is responsible for the overall coordination and leadership of the trip.
- The Principal approves accompanying personnel. Members of staff travelling may not be accompanied on trips by any members of their family.
- Staff will be fully briefed on itinerary, supervision arrangements, and responsibilities prior to departure.
- Staff must maintain professional standards of care equivalent to those in the school setting.
- Staff will be assigned responsibility for a specific group of students.

**11. Ratification**

This policy was ratified by the Board of Management on 4<sup>th</sup> February 2025

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

Dónal Cronin  
Chairperson  
Board of Management

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

Niall Ahern  
Principal

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