

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.

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(OVERNIGHT) SCHOOL TOUR POLICY Jan 2024

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny, R95H985
School Details:	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
School Management:	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes, to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Rationale

CBS Secondary School Kilkenny is committed to incorporating overnight and day trips as part of the educational experience in the school. These activities serve to significantly enhance the academic curriculum as taught in school and to enrich the social and personal development of those students participating in them.

This policy has been reviewed in accordance with CBS Kilkenny Child Safeguarding Statement and in line with the Children First Act 2015 and addendum 2019, and the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023).

Board of Management Consideration

The Board of Management (BOM) sets out below a number of general principles and rules in relation to all trips. This policy is in line with CBS Kilkenny Child Safeguarding procedures and in line with the Department of Education and Skills (DES) *Child Protection Procedures for Primary and Post Primary Schools*.

This policy is informed by the DES Circular M20/04 and by JMB *Financial Guidelines for Schools*.

1. The BOM recognises that school tours contribute positively to the personal and educational development of students. These activities serve to significantly enhance the academic curriculum as taught in the school and to enrich the social and personal development of the participating students.
2. The primary concern of the BOM is the health and safety of all those participating in such trips.
3. The BOM acknowledges the significant voluntary contribution to such tours of all members of the school community.
4. The BOM recommends that, where possible, tours be organised to ensure minimum impact on the school calendar.
5. The BOM recommends that, where possible, tours be confined to a single year group.
6. The behaviour record of a student in school shall be taken into account in deciding whether to allow a student participate in a school trip. Consultation with teachers, Year Heads and management may be carried out before a decision is made.
7. A student-teacher ratio of 8:1 is recommended for overnight tours. The school will endeavour to facilitate a student:teacher ratio appropriate to the activity, cognisant of the special educational needs of the group and SNA availability.

8. Such tours usually incur a cost to each student, but every effort is made by the Tour Leaders to achieve maximum value for money and to ensure that all students are in a position to participate. Tour Leaders will ensure sufficient time is given for families to budget for the trip and to make the necessary arrangements to meet the costs.
9. Tours are a voluntary, extra activity within the school, and the school authorities may decline a place on a trip to any student.
10. All persons who accompany the students must be Garda Vetted and should familiarise themselves with, and adhere to, CBS Kilkenny Child Safeguarding Statement, and conduct themselves in line with the Children First Act 2015 and the *Child Protection Procedures for Primary Post Primary Schools 2017*.
11. GDPR will be adhered to at all times regarding collection of monies and the compilation of students' medical and personal details.

Procedures for Tour Leaders

1. Proposed tours will be organised in consultation with school management.
2. Sufficient time will be afforded to allow assessment of the level of interest by both students and staff in the proposed tour.
3. Letter from Tour Leader to Board of Management requesting permission to organise the tour. Letter to include:
 - Draft itinerary
 - Proposed year group
 - Proposed number of students
 - Proposed number of staff
 - Financial projections
 - Any other relevant information.
4. Following approval by the BOM, the tour leader will proceed with the organisation of the tour.
5. Tour Leader informs the parents of the relevant school group of the details of the proposed trip. This letter should include the following information:
 - Provisional itinerary
 - Costings
 - Payment dates
 - Statement that deposits are non-refundable

- Parents should be reminded that the payment of deposit is provisional and does not create an entitlement
 - The school authorities reserve the right to cancel a proposed tour as circumstances may dictate or alter.
6. Tour Leader invites applications from students to participate in the proposed tour. Such an application is usually accompanied by a non-refundable deposit and is signed by the parent who accepts that the application is made on the understanding that students adhere to the Code of Behaviour and any additional rules that Tour Leaders and/or school management deem necessary (see Appendix 1).
 7. 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. Parents who are concerned that such a level of supervision is inadequate should not permit their son to take part in such trips.
 8. It is the responsibility of parents to disclose pre-existing medical conditions to the Tour Leader prior to the trip.
 9. Should a student become ill or injured on a trip then parents will be informed and medical attention will be sought for the student if necessary. Parents should note that injury or illness to a student may necessitate lesser supervision of remaining students on any trip should it be necessary for a teacher to accompany a student seeking medical attention.
 10. The Tour Leader is responsible for bringing a properly equipped First Aid Kit on the trip and in the event of an accident, the teacher involved will follow Clinical Practice Guidelines in dealing with and injury. **(See Appendices 2, 3 and 4).**
 11. A school mobile phone is available for the Tour Leader travelling on a trip or tour. The number of this phone should be given to all parents and students before the trip. The purpose of this phone is for parents and/or students travelling to contact the group leader **in the case of an emergency.**
 12. 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 disciplinary reasons which occur following payment of a deposit or full amount, may not be entitled to a refund.
 13. Students must all depart from and return to the advertised point of departure unless a prior arrangement has been agreed upon between parent and teacher involved. A parent must be physically present to collect a student outside the advertised point of departure.
 14. The health and safety of all who partake in a school trip is paramount. Every reasonable effort should be made by all to ensure the health and safety and enjoyment of everyone

who partakes in such a trip. An Accident Report Form must be completed for all accidents/incidents that may occur on the excursion.

15. The list of applications accepted, provisionally accepted or rejected should be available to school management.
16. For any trip/activity, parental permission must be sought and the parents informed by letter/email/text/app. A permission slip should be completed by the parents prior to the trip taking place.
17. It is the responsibility of parents in conjunction with students to ensure that all documents necessary for travel abroad (e.g. passport, identity card, E111 card) are up to date and in order. 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.
18. Parents of students who are in receipt of special needs support as recognised by the DES need to inform the Tour Leader at the time of their application to ensure that the required supports are in place for the trip/activity.
19. In the case of an extended educational trip abroad, the Tour Leaders will hold a meeting with parents to communicate the final itinerary and any other relevant information. This meeting should be held, where possible, close to the departure date.
20. All Tour Leaders and accompanying adults must familiarise themselves with CBS Kilkenny Child Safeguarding Statement.

Cancellations

In the event that a tour is cancelled, the cancellation policy (as directed by the tour company) applying to the particular event/tour will be made clear when relevant.

Approval

This policy has been approved by CBS Kilkenny Board of Management.

Signed: _____
Chairperson, Board of Management

Date: _____

Appendix 1

SCHOOL TOURS CONSENT FORM (Indicative Sample)

(TO BE SIGNED BY PARENT/GUARDIAN)

1. I am aware that CBS Kilkenny Code of Behaviour applies at all times. The teachers supervising will endeavour, where possible, to act “in loco parentis”.
2. I am aware of CBS Kilkenny Substance Abuse Policy and of the fact that it will be regarded as a grievous infraction of school rules to not comply with this, whilst away.
3. On the issues of “over the counter” medicine, I give permission for their administration as deemed necessary by the supervising teachers.

Signed (Parent/Guardian): _____

For Student: _____

Class: _____

Date: _____

Appendix 2

FAR Clinical Practice Guidelines 2021 edition (Updated June 2023)

The following guidelines should be followed in the event of an accident/incident.

[FAR Clinical Practice Guidelines](#)

Appendix 3

HSE Guidelines for Concussion

<https://www2.hse.ie/conditions/head-injury-concussion/>

Appendix 4

What to do when you arrive on the scene of an incident/accident

Primary Survey

- Check for Danger
- Make sure scene is safe. Call for help.
- Check Response (AVPU)
- Determine level of consciousness.
- Check Airway
- Head tilt, chin lift.
- Check Breathing
- Monitor chest rising and falling. (12 – 20 breaths per minute)
- Check Circulation
- Monitor pulse. (60 – 100 beats per minute)

Alert – Patient fully awake
Voice – Patient responds when spoken to
Pain – Patient responds to being pinched
Unresponsive – Patient doesn't respond at all

Secondary Survey

- Examine for obvious injuries
- Record vital signs
- Take a **SAMPLE** history
- Check for medication carried
- Check for medical identification tag
- If patient is acutely unwell/injured call 999/112
- Monitor and observe the patient until handover to the parent and/or appropriate healthcare professional

Signs & Symptoms
Allergies
Medications
Pertinent medical history
Last oral intake
Events that led to accident

Summary

Breathing normally	Unresponsive and not breathing
↓	↓
Recovery position	Call for help and send for an AED
↓	↓
Call for help and reassure patient until help arrives	Begin CPR

Concussion/Head Injury

Go to ER if: Knocked out but woke up. Vomited since injury. Persistent headache. Become irritable. Memory problems.	Call 999/112 if: Knocked out and not woken up. Difficulty staying awake. Fluid from ears/nose. Numbness/weakness in part of body.	For minor head injury: Hold ice pack to area for short periods. Rest. Limit any activity that worsens symptoms. Monitor closely for 24 hours.
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