



**CÉIM EILE,
TEMPLEMORE COLLEGE OF FURTHER EDUCATION
(TCFE)**

**EDUCATION TRIPS AND OUT OF CENTRE ACTIVITIES
POLICY**



Policy Area	Youthreach Centres
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Céim Eile Education trips and out of Centre activities Policy

This Policy has been drawn up in accordance with the key provisions from the Equal Status Act, 2000, the Equality Act, 2004, the Education for Persons with Special Needs, 2004, the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 (the Vetting Act) and the Children First Act, 2015 which relate to education trips and out of Centre activities. Céim Eile is part of Tipperary Education and Training Board's education service. It also has a College Board of Management and together with the Tipperary Education and Training Board, has final responsibility for the management of Céim Eile under the terms of the Vocational Education Act 1930 and all subsequent amending legislation. This policy aims to give clear understanding of the criteria and process required which is in accordance with our equality policy, the DES Circular Letter M 20/04, the Child Protection Procedures for Primary and Post-Primary Schools, 2017 and the National Guidance for the Protection and Welfare of Children, 2017.

*Note: This policy will mainly focus on centre trips, tours and out of centre activities. These guidelines are considered for all trips and outings organised by the centre (within the state). Another policy will be developed in due course for foreign trips, but at present there has not been any to date and the need for such a policy is not obligatory.

Purpose

Educational trips and visits provide an excellent opportunity for the personal growth and development of learners. They can have a positive effect on learner's self-esteem and social skills. Trips also enhance the collaborative relationships between staff and learners and foster positive communication across classes and year groups. Educational visits provide rich experiences that cannot be created in the centre and many learners will cherish them for a long time to come.

Céim Eile endeavours to provide a holistic education of its learners and as part of this Education, occasional outings and excursions will occur. Education trips and out of centre activities for Céim Eile is available where possible. These will provide learners with cultural, educational, spiritual and social development in an alternative environment to enhance the experience of college.

Proposals

All centre outings are subject to approval on suitability and timing by the Coordinator of the centre. Proposals should be submitted well in advance by the Trip Coordinator (staff member) to the Céim Eile Coordinator with all details and costings outlined.

Procedures

- ✓ Members of staff, who wish to take learners on **any** trip, must submit their request for approval to the Coordinator, by completing the Trip Details and Risk Assessment Form - **See Appendix 1 – Trip Details and Risk Assessment** (This form was adopted from Circular Letter M 20 /04 - Educational Trips by Centre Groups).
 - Included in this proposal, should be the educational or other benefits that the learners will derive from the trip.
 - A discussion of the proposed itinerary, dates of departure and return, age-group of learners (year group), estimated cost of the trip and any additional costs, must be had with the Coordinator.
 - Tutors must inform the Coordinator of his/her intentions before informing learners, other staff members or parents.
 - Any overnight trip will require one month's notice. Educational tours of more than one day's duration should be arranged to coincide with normal school holiday periods. The summer programme would be an option.
 - Day trips may take place during the centre day or may extend beyond normal centre hours
- ✓ One staff member must be nominated and selected as the Coordinator of the trip. A second should be selected to act as deputy or assistant.
- ✓ A risk assessment must be carried out by the Coordinator of the trip. **See Appendix 1 – Trip Details and Risk Assessment**
 - Trip Coordinators need to be familiar with the IPB Insurance Step By Step Guide to Managing Risk on Educational Trips as this guide assists our college in the management of risk on educational trips.
 - Adequate planning and risk assessment can help to ensure that all participants have a positive, safe experience and benefit from a tour/trip/centre activity. A risk assessment for each proposed tour/trip/activity will enable our college to determine the number of staff that should accompany learners on each tour/trip/activity and it will help to ensure the health safety and wellbeing of all involved. A risk assessment will consist of
 - i. Identifying the risks
 - ii. Assessing the risks
 - iii. Managing the risks
 - iv. Monitor and review the risks.
- ✓ Written permission from parents/guardians is required for all outings from centre by learners. All permission slips to be signed and parental/guardian consent for those under 18. **See Appendix 2 – Permission letter for Parent / Guardian to attend centre outing.** In this letter, parents/guardians are sent details of the trip and are made fully aware that a learner may be sent home at his/her own expense if the behaviour of the learner warrants it.
- ✓ The Trip Coordinator must ensure that adequate travel and centre insurance cover is in place.
- ✓ A First Aid Responder (if applicable) with First Aid kit must be appointed and adequate first-aid provisions must be in place. All staff should know how to contact the emergency services.

- ✓ Rules for trip must be read, understood, signed, agreed and adhered too. **See Appendix 2 and 3.** It is mandatory that these forms/letters are both filled in and signed. Learners must receive clear instructions before leaving the centre as regards Code of Behaviour.
- ✓ In drawing up a list of participants, attention must be given to the behaviour record of applicants. The Coordinator / Manager, may refuse any learner permission to go on an outing, for previous serious misbehaviour.
- ✓ All staff must be mindful of the DES guidelines and statutory requirements regarding Child Protection. The following must be observed:
 - All staff and personal prior to working with the group, must be Garda Vetted.
 - On a private bus / coach there should be at least one member of staff in addition to the driver at all times.
 - Who are the mandated persons on the trip, e.g. Tutor registered with the Teaching Council, Youthworker (who holds a professional qualification), psychotherapist, counsellor, advocate or a person providing guidance or counselling who is registered with one of the voluntary professional bodies
 - Mandated persons must have successfully completed the 'Introduction to Children First' Elearning Programme and / or in the case of tutors, completed the PDST Child Protection Procedures for Primary and Post-Primary Schools, 2017 Elearning Programme for all school personnel.
 - i. These Mandated persons must be aware and understand the procedures for responding, reporting and dealing with concerns and / or allegations.

Roles and Responsibilities

Board of Management

- ✓ To ensure that the policy is developed and evaluated.
- ✓ To approve the policy
- ✓ To ensure that all aspects of the policy are adhered to prior to and during the trip.

Coordinator or Assistant Coordinator

- ✓ To establish structures and procedures for the implementation of the policy
- ✓ To promote and foster centre trips.
- ✓ To monitor and support the implementation of the policy
 - To inform Board of Management, as appropriate.
 - To select, support and liaise with the Trip Coordinator
 - To organise appropriate arrangements for the conduct of those tutors (on the trip) classes in their absence in accordance with Circular PPT 01/03
 - To have adequate child protection procedures in place
 - To make sure the risk assessment has been completed and appropriate safety measures are in place

Responsibilities of Trip Coordinator

- ✓ Liaise with Coordinator on all aspects of the trip, e.g. fill in required forms, notification and informing of all details in advance, etc.
- ✓ Maintain contact with the centre Coordinator during the trip and deliver a report to him/her on return, outlining the achievements of the trip, financial statement and any difficulties or problems which arose during the course of the trip.
- ✓ Ensure that adequate travel and centre insurance is in place.
- ✓ A risk assessment must be carried out. **Appendix 1 – Trip Details and Risk Assessment**
- ✓ Any relevant forms, such as parental consent, should be kept on file and in a safe location as per GDPR Guidelines.
- ✓ Keep accurate accounts including full details of income and expenditure.
 - Accounts will be overseen by the Coordinator and checked annually by ETB.
- ✓ Work closely with the trip company (bus/es, place/s, etc) to plan and organise the trip.
- ✓ Communicate regularly with parents keeping them informed of all developments (outlining expected behaviour, costing, itinerary, contact information, etc).
- ✓ Have a full list of learners attending, their parents/guardians contact numbers and details of any medical information necessary **See Appendix 2 – Permission letter for Parent / Guardian to attend centre outing.** Also, a contact list for staff, bus company, visiting places, etc.
- ✓ Work in partnership with all staff travelling on trip to ensure a safe and enjoyable trip for all travelling. Ensure that they have the details of learners special educational or medical needs, which will be necessary for them to carry out their tasks effectively
- ✓ For trips that extend beyond normal centre hours, parents/guardians should be made aware that it is their responsibility to ensure that arrangements are in place for their son/daughters journey to/from the college. The coordinator must ask to be informed in advance of these arrangements. All learners will return to the centre. Exceptions will be made on an individual basis where a note/contact has been obtained from parents/guardians in advance of alternative travel arrangements.
- ✓ An Accident/Incident Report Form must be completed for all accidents or incidents which have occurred. **See Appendix 4 – Accident/Incident Report Form.**
 - Examples of reportable incidents include: persistent lateness at the rendezvous point; not staying with the group; rudeness to tutors; and serious breach of centre rules, particularly in relation to alleged or proven alcohol or substance abuse.
 - If a minor accident occurs the Trip Coordinator will treat it on the spot. In the event of a serious accident he/she will ring an ambulance / or other mode of transport directly.
 - Any accident deemed to be of a serious nature is recorded on an accident report form, a copy of which is submitted to the Coordinator. Staff will appraise learners of the necessary safety equipment for each respective activity.
- ✓ The trip coordinator should have his/her team well organised and planned prior to departure, as follows:
 - Trip Team and Reserve List: A Trip Team should be put in place as soon as possible. A reserve list is advisable in case a member of the team should subsequently be unable to travel.
 - Organising Roles: A meeting should be held with the full Trip Team to discuss individual duties.

- Planning Trip Supervision: Staff should be assigned a small number of learners and be known to the learners as their Group Coordinator. If possible these groups should remain unchanged throughout the trip.
- Planning Trip Supervision Rota: Tutors should be placed on a Supervision Rota for use in the various types of overnight accommodation used.
- First Aid – A designated staff member must be assigned prior to trip
- Emergency Procedures should be in place and all staff made aware. **See Appendix 5 – Emergency Procedures**

Responsibilities and Guidelines for Staff

- ✓ The primary duty of centre staff is to care for and insure the safety of all learners on trip. Staff must adhere to prescribed guidelines of co-operation for trips. Each attending member of staff must agree to these guidelines prior to departure on the centre trip.
- ✓ Staff are expected to act in a responsible manner (including the consumption of alcohol) having regard to the fact that they are in the company of and responsible for the care of young adults. Staff will maintain the same standards of care as apply in a college situation.
- ✓ Staff will be assigned a group of learners (ratio of 1:8 approx.) for which they will be responsible.
- ✓ The care provided for learners must be of the same standard of that which is provided in a college situation.
- ✓ To insure cohesion in the enforcement of discipline during the college trip, attending staff must familiarise themselves with the college trip rules.
- ✓ Discipline must be enforced appropriately. Staff must follow the instructions of the Trip Coordinator and help with control and discipline
- ✓ They must notify the Trip Coordinator, if they think the risk to the health or safety of the learners in their charge is unacceptable.
- ✓ The trip itinerary should be arranged prior to departure of the trip. Attending staff are welcome to contribute to the finalisation of the itinerary. They must insure that all learners attend each planned activity on the itinerary. The itinerary will not be subject to change for the duration of the trip unless the Trip Coordinator deems it necessary to do so.
- ✓ Staff are required to attend to the care of learners for the duration of the trip and be on duty at all times
- ✓ Should a member of staff become ill or need to leave their group for any reason beyond their control, the unattended learners will be distributed evenly among each remaining group staff member.
- ✓ While on trip, staff must act in a responsible manner at all times, remembering that they are in the company of and are responsible for the care of the learners.
- ✓ Give details of learner medical conditions. Written details of any medication required (including instructions on dosage/times), relevant paperwork and parental permission to administer same.
- ✓ Participate in an individual risk assessment if deemed necessary by college management or Trip Coordinator.
- ✓ Understand and accept the proposed rules and regulations for the trip and the code of behaviour policy.

Responsibilities and Guidelines for Parents

- ✓ Sign consent form giving permission to their son/daughter to go on the trip. **See Appendix 2 – Permission letter for Parent / Guardian to attend centre outing.**
 - The signed permission of parents must be an essential pre-requisite for the participation of their children in any centre trip
- ✓ Sign Rules and Procedures Form supporting the rules that are in place. Also, inform the trip coordinator of any medical condition(s) or any relevant Health or Safety issues of which the centre should be aware of to ensure the health and safety of all learners while in the tutors care. **See Appendix 3 – Contract of Behaviour, information and agreement for Educational Trips / Centre Outings**
- ✓ Parents will be made aware of:
 - The objectives of the trip.
 - The itinerary and duration of the trip.
 - The costs involved and method of payment.
 - The rules of behaviour to be observed.
 - Information regarding insurance and indemnity.
- ✓ Parents should attend scheduled meetings, if applicable

Responsibilities and Guidelines for Learners

- ✓ Only those learners with a good record of behaviour in college will be allowed go on college trips/outings.
- ✓ Before learners go on trip they must
 - Have got signed permission for their parent / guardian. **See Appendix 2 – Permission letter for Parent / Guardian to attend centre outing**
 - Agree and have signed the Agreement letter for Educational Trips / Centre Outings. **See Appendix 3 – Contract of Behaviour, information and agreement for Educational Trips / Centre Outings**
 - Consent to the proposed rules and regulations for the trip and give signed acceptance of the discipline policy. **Also, see Appendix 3**
- ✓ Centre outings are designed to be both educational and enjoyable for both learners and Coordinators. All learners are asked to approach outings positively and in the spirit of which they are intended.
- ✓ The Trip Coordinator should make it clear to learners that they must:
 - not take unnecessary risks
 - follow the instructions of the leader and other supervisors including those at the venue of the visit
 - dress and behave sensibly and responsibly
 - look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.
 - Any learners whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these learners should be fulfilled in other ways wherever possible.

- ✓ The following are the rules in relation to the centres Educational Trips / Centre Outings:
 - All existing centre rules must be adhered to rigidly by everyone. No exceptions will be made.
 - A learner's actions while on a trip should not create a danger to themselves or other individuals. They are expected to act in a responsible manner at all times.
 - The centres code of behaviour applies at all times.
 - Learners must follow the rules of the hotel, hostel or other accommodation in which they are staying
 - The tutor will accompany the group at all times, in all activities.
 - Learners must participate fully in the entire range of group activities.
 - Please take note that while it is foremost that your son/daughter is supervised on the trip, it is expected, (as with parenting), that your son/daughter will have free time in unsupervised situations. During these times, your son/daughter's behaviour is expected to be governed by the rules outlined and have regard for the health and safety of all on the tour. Full cooperation is expected in this matter. The good conduct of all is crucial to the safety and overall success of a tour.

- ✓ General Conduct
 - Céim Eile expects tolerance, politeness, courtesy, co-operation and respect for others and their property at all times. Everyone must conduct themselves at all times (in private and in public), in such a manner as to not give offence or annoyance to other people, e.g. drivers, guides, fellow travellers, those sharing transport and those sharing accommodation.
 - Punctuality and consideration for others are essential. Also, Parents/Guardians must accept full responsibility for the punctual arrival & collection of their child.
 - Learners must travel with a spirit of genuine willingness and co-operation and accept that tutors are "in loco parentis".
 - Tutors have the right to change pairs or groups where they deem necessary.
 - Travel arrangements are from "centre to centre".
 - Smoking, consuming chewing gum, possession of or consuming alcohol or any illegal substance is strictly forbidden on centre outings and regardless of the learner's age. (Learners caught will be subject to disciplinary procedures according to the centres code of behaviour).
 - Don't wander off alone, enter restricted areas or run.
 - Follow directions from all staff and be extra vigilant

- ✓ On the Coach or Bus
 - Please listen to and follow all directions and rules given by tutors and the bus drivers. Time on the coach is for sightseeing and relaxing
 - A plastic rubbish bag will be distributed. Please use it to ensure the bus is kept clean.
 - Bus seats will be allocated where necessary and learners are responsible for leaving seats on all forms of transport in a tidy condition.
 - Learners with a history of being unwell when travelling are advised to take the necessary medication in advance.

✓ Luggage / Bags:

- It is advised that learners have a back pack or bag to carry personal belonging needed for the journey
- Your back pack or bag will be searched by a staff member before embarking on the tour.
- Learners are responsible for their own belongings. Céim Eile will not accept responsibility for any valuables which are lost or stolen

✓ Health:

- Parents must fill in any details as required on the tour consent form
- If a learner is on regular medication, parents/guardians must let the tour coordinator know the details and ensure that their son/daughter brings more than enough medication.
- A spare prescription, extra tablets, inhalers etc. bearing the learner's name should be given to the tour coordinator for safekeeping.
- All health information will be dealt with in a discreet and absolutely confidential manner.
- Medication must be carried by the learner on their person
- No learner may take medication of any type without the prior knowledge of the tour coordinator and the written consent of the parents.
- A designated tutor will be in charge of first aid.
- Learners must adhere to the Trip dress code as set down by the Trip Coordinator.

Sanctions

When a learner is accepted to participate in a centre trip he/she is obliged to comply with the Trip Rules and to sign a contract with their parent/guardian of the rules pledging compliance. **See Appendix 3 – Contract of Behaviour, information and agreement for Educational Trips / Centre Outings**

Learners must be made aware that there are sanctions for misbehavior and breaking the rules on a centre trip.

Sanctions for Misbehaviour

Minor Misbehaviour:

Should a learner be guilty of minor misbehaviour, the incident should be dealt with in a swift and firm manner and a verbal warning may be all that is needed. The Trip Coordinator may however feel that specific sanctions are required such as: The learner missing out on a specific activity.

If a sanction is being imposed it must be made clear to the learner why it is being imposed. A learner prevented from attending an activity must be supervised by another staff member of the Trip Team for the duration of the activity. Further sanctions may be imposed when the learner returns to centre e.g. the learner may be banned from involvement in future trips.

Serious Misbehaviour:

Where a learner is guilty of serious misbehavior, the trip Coordinator may decide to phone the learners parent/guardian to provide them with details of the incident.

In ongoing and extreme cases of dangerous and/or gross misbehavior, a learner may be sent home (compensated by their parents/guardian)

In the event of this happening, the parents/guardians will be informed and if necessary a tutor will travel home with the offending learner. The Trip Coordinator will decide which tutor accompanies the learner home.

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

Examples of Serious Misbehaviour:

- ✓ Use/possession of alcohol.
- ✓ Use/possession of illegal substances (drugs etc.)
- ✓ Misuse of legal substances (lighter fluid, tippex etc.)
- ✓ Disruptive behaviour on coach, plane, boat or in the hotel/hostel.
- ✓ Lack of respect for accommodation rules.
- ✓ Lack of respect for Trip Team or any other supervising adults.
- ✓ Theft or criminal damage to property of others.

Appendices

Appendix 1 – Trip Details and Risk Assessment

CÉIM EILE, TEMPLEMORE COLLEGE

Céim Eile - Details of Centre Tour and Risk Assessment

PLEASE USE BLOCK CAPITALS AND TICK BOXES AS NECESSARY

Details of Centre Tour

Trip Coordinator/Tutor: _____ Phone: _____

Tour Dates

From: to:

Number of Centre days: _____

Brief Outline of Tour (to include cost, mode of transport, departure and return times, etc):

Class Group and Number of Students participating: _____

If some students are not participating, outline the reasons why: _____

Expected benefit to accrue from the tour: _____

Why is the tour deemed to be necessary: _____

Staff and/or Adults accompanying learners: _____

Staff Signature(s) _____ Phone: _____

CÉIM EILE, TEMPLEMORE COLLEGE

Céim Eile Risk Assessment

Hazard Observed	Risk Before Control Measures	Persons At Risk	Control Measures	Residual Risk Taking

FOR OFFICIAL USE		
That appropriate arrangements are made in accordance with Circular PPT 01/03 for those classes whose teachers are absent with the tour	Yes:	No:
That adequate insurance is in place to cover all risks while on tour and Risk Assessment completed	Yes:	No:
That parental permission has been secured for each student who is to participate on the tour	Yes:	No:
<p>I certify this information is correct.</p> <p>Signed By:</p> <p>Tour Coordinator/Tutor: _____</p> <p>Coordinator: _____</p> <p>Adult Education Officer (if needed): _____</p> <p>Date: _____</p>		

Appendix 2
Parent / Guardian to attend centre outing

– Permission letter for



Céim Eile, Youthreach
Templemore College
Templemore
Co. Tipperary

Date

Re: Permission to attend centre outing

Dear Learner and Parent/Guardian,

As part of your son / daughters xxxsubjectxxx experience at Céim Eile, we are offering him/her the opportunity to attend xxxtripxnamexxx on xxxdatexxx. The details for the planned trip to xxxplacexxx are as follows;The bus will leave the centre at xxxtimexxx on xxxdatexxx. Signed up learners must be present at xxxtimexxx. It is planned to return to the centre at approx. xxxtimexxx. However, as this time is dependent on traffic, it is advisable to keep in contact with your son / daughter via mobile phone should there be any delay. All learners will be expected to represent the centre by displaying respectful and courteous behaviour at the xxxplacexxx. The normal code of behaviour will apply. Should a learner's behaviour warrant removal from the trip, parents will have to pay the cost of additional transportation. Learners must have their forms and money in by the xxxdatexxx. Please note that a learner's behaviour record may be taken into consideration when places are being allocated. This is open to xxxxxxxxxxx learners. Should your son / daughter have a medical condition that we need to be aware of, please send a note to that effect. We hope that all learners find the day both enjoyable and educational.

If you are happy to allow your son / daughter to attend the centre outing please sign the permission slip below. If you have any further queries, please do not hesitate to contact me.

Yours sincerely,

David Young

Ceim Eile Youthreach Coordinator

0876333207

I give permission for _____ to attend the centre outing to xxxplacexxx on xxxdatexxx. Should you need to contact me on the day my number is _____. I, _____ will adhere to Céim Eile's Code of Behaviour during the above centre trip.

Learner Signature: _____ Date: _____

Parent Signature (if learner is under 18): _____ Date: _____

Coordinator Signature: _____ Date: _____

Appendix 3 – Contract of Behaviour, information and agreement for Educational Trips / Centre Outings

Céim Eile Youthreach Centre
Templemore
Thurles
Co. Tipperary

Date

Re: Contract of Behaviour, information and agreement for Educational Trips / Centre Outings

Dear Learner and Parent/Guardian,

Educational trips are organised for the benefit and enjoyment of all participating staff and learners. They provide an excellent opportunity for the personal growth and development. They can have a positive effect on learner's self-esteem and social skills. Tours also enhance the collaborative relationships between staff and learners and foster positive communication across classes and year groups. Educational visits provide rich experiences that cannot be created in school and many learners will cherish them for a long time to come.

Please be advised of the following rules in relation to the centres Educational Trips / Centre Outings:

- ✓ All existing centre rules must be adhered to rigidly by everyone. No exceptions will be made.
- ✓ A learner's actions while on a trip should not create a danger to themselves or other individuals. They are expected to act in a responsible manner at all times.
- ✓ The centres code of behaviour applies at all times.
- ✓ Learners must follow the rules of the hotel, hostel or other accommodation in which they are staying
- ✓ The tutor will accompany the group at all times, in all activities.
- ✓ Learners must participate fully in the entire range of group activities.
- ✓ Please take note that while it is foremost that your son/daughter is supervised on the trip, it is expected, (as with parenting), that your son/daughter will have free time in unsupervised situations. During these times, your son/daughter's behaviour is expected to be governed by the rules outlined and have regard for the health and safety of all on the tour. Full cooperation is expected in this matter. The good conduct of all is crucial to the safety and overall success of a tour.

General Conduct

- ✓ Céim Eile expects tolerance, politeness, courtesy, co-operation and respect for others and their property at all times. Everyone must conduct themselves at all times (in private and in public), in such a manner as to not give offence or annoyance to other people.
- ✓ Punctuality and consideration for others are essential. Also, Parents/Guardians must accept full responsibility for the punctual arrival & collection of their child.
- ✓ Learners must travel with a spirit of genuine willingness and co-operation and accept that tutors are "in loco parentis".
- ✓ Tutors have the right to change pairs or groups where they deem necessary.
- ✓ Travel arrangements are from "centre to centre".
- ✓ Smoking, consuming chewing gum, possession of or consuming alcohol or any illegal substance is strictly forbidden on centre outings and regardless of the learner's age. (Learners caught will be subject to disciplinary procedures according to the centres code of behaviour).
- ✓ Don't wander off alone, enter restricted areas or run.
- ✓ Follow directions from all staff and be extra vigilant

On the Coach or Bus

- ✓ Please listen to and follow all directions and rules given by tutors and the bus drivers. Time on the coach is for sightseeing and relaxing.
- ✓ A plastic rubbish bag will be distributed. Please use it to ensure the bus is kept clean.
- ✓ Learners with a history of being unwell when travelling are advised to take the necessary medication in advance.
- ✓ Bus seats will be allocated where necessary and learners are responsible for leaving seats on all forms of

Luggage / Bags:

- ✓ It is advised that learners have a back pack or bag to carry personal belonging needed for the journey
- ✓ Your back pack or bag will be searched by a staff member before embarking on the tour.
- ✓ Learners are responsible for their own belongings. Céim Eile will not accept responsibility for any valuables which are lost or stolen.

Health:

- ✓ Parents must fill in any details as required on the tour consent form
- ✓ If a learner is on regular medication, parents/guardians must let the tour coordinator know the details and ensure that their son/daughter brings more than enough medication.
- ✓ A spare prescription, extra tablets, inhalers etc. bearing the learner's name should be given to the tour coordinator for safekeeping.
- ✓ All health information will be dealt with in a discreet and absolutely confidential manner.
- ✓ Medication must be carried by the learner on their person
- ✓ No learner may take medication of any type without the prior knowledge of the tour coordinator and the written consent of the parents.
- ✓ A designated tutor will be in charge of first aid.

Yours sincerely,

David Young



Céim Eile Youthreach Coordinator
 0876535207

Contact Name and Number:

Mother/Guardian: _____ Number: _____

Father/Guardian: _____ Number: _____

Medical information:

Is your son/daughter allergic to any food/medicine? Please give details.

Please list any prescribed medicines your son/daughter will be carrying on the trip.

In case of Medical emergency, I authorise the Tour Coordinator and / or staff to act in loco parentis.

We have been informed of the expectations regarding behaviour on Educational Trips / Centre Outings. We have read and understood the rules in the centre tour policy and agree to adhere to them fully. We are aware that should any breach of this Code of Behaviour will result in parents/guardians being contacted and may result in a Learner being sent home at the expense of a parent.

Learner Signature: _____

Date: _____

Parent Signature (if under 18): _____

Date: _____

Coordinator Signature: _____

Date: _____

Appendix 4 – Accident/Incident Report Form

CÉIM EILE, TEMPLEMORE COLLEGE

Céim Eile – Accident / Incident Report Form

PLEASE USE BLOCK CAPITALS AND TICK BOXES AS NECESSARY

Trip Coordinator/Tutor: _____		Phone: _____	
Tour Dates	From: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	to: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Number of School days: _____			
Brief Description of Tour: _____ _____			
Name(s): _____		Staff <input type="checkbox"/> Learner <input type="checkbox"/> Other <input type="checkbox"/> _____	
Description of party: _____			
Date of Alleged Accident:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Time:	_____
Place/Building Name: _____			
Grade of Accident/Incident: Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Severe <input type="checkbox"/>			
*Minor=Onsite treatment, Moderate=First aid & medical attention sought, Severe=Ambulance called			
Brief Particulars: _____ _____			
(Continue overleaf if necessary)			
Nature of Injury/accident: _____ _____			
What action was taken to treat or minimize injury or damage? _____			
In cases of moderate or severe accidents/incidents please state the details of any witnesses: _____ _____			
Was the person authorized to be in that place and what was he/she doing at the time of the accident/incidents _____ _____			
To whom and when was the accident/incident reported? _____			
Signed: _____		Date: _____	Phone No: _____
Staff Signature(s) _____		Phone: _____	

Appendix 5 – Emergency Procedures

✓ Emergency Procedures

Tutors in charge of learners during a visit have a duty of care to make sure that the learners are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Tutors should not hesitate to act in an emergency and to take lifesaving action in an extreme situation. Emergency procedures are an essential part of planning a school visit.

If an accident happens, the priorities are to:

- assess the situation;
- safeguard the uninjured members of the group;
- attend to the casualty;
- inform the emergency services and everyone
- who needs to know of the incident.

✓ Who will take charge in an emergency?

The Trip Coordinator must take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged.

✓ Emergency procedures framework

All those involved in the trip, including supervisors, learners and their parents, should be informed of who will take charge in an emergency, the named back up cover (assistant trip coordinator) and what they are expected to do in an emergency.

✓ Emergency procedures framework during the visit

If an emergency occurs on a school visit the main factors to consider include:

- establish the nature and extent of the emergency as quickly as possible
- ensure that all the group are safe and looked after
- establish the names of any casualties and get immediate medical attention for them
- ensure that all group members who need to know are aware of the incident
- ensure that a tutor accompanies casualties to hospital and that the rest of the group are
- the remainder of the group are adequately supervised at all times and kept together
- notify the police if necessary
- inform the centre coordinator.
- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence (Appendix 4 – Accident/Incident Report Form)
- keep a written account of all events, times and contacts.

✓ After a serious incident

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other learners or staff in the centre have been affected. In some cases reactions do not surface immediately. Centres in this situation have sometimes found it helpful to contact local community support services and to seek professional advice on how to help individuals and the school as a whole cope with the effects of a tragedy. See Critical Incident Policy for further information.

✓ Dealing with the Media

The centre has a designated person to deal with media enquiries. He/she will liaise with the College Management, Trip Coordinator and, where appropriate, the emergency services. In the event of an emergency all media enquiries should be referred to this designated person. The name of any casualty should not be given to the media. See Critical Incident Policy for further information.

Review

This policy will be reviewed by the Board of Management once in every centre year.

Submitted to Staff:	
Submitted to Board of Management:	
Submitted to ETB Board:	