
St. Joseph's Secondary School

Newfoundwell Drogheda Co.Louth

Trips and Tours policy.



Date of ratification by B.O.M: _____

Review Dates: This policy will be due a review after 3 years.

Staff		
Parents' Council		
Student Council		
Board Of Management		

School Details: St. Joseph's Secondary School 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 St. Joseph's Secondary School is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

St. Joseph's Secondary school recognises that each pupil who enrolls in our school is unique and has different gifts as well as different needs. It is our wish that our pupils will leave us with enhanced self-confidence and with life skills and attitudes which will enable them to lead lives satisfying to themselves and which may contribute to the betterment of society.

We recognise that a pupil's development is closely linked to a good self-image and so we strive to present the school's total curriculum in such a manner as to allow all to realise their full potential.

We see ourselves as working in partnership with parents to develop the gifts and to meet the needs of all. We regard our school as an educational establishment with a Christian community characterised by care and justice.

Through the implementation of this policy we strive to enact the stated mission and vision of St. Joseph's Secondary School. We value all in the school community and endeavour to develop each member of the school community.

Rationale for having trips/outings and the need for a relevant policy.

1. St. Joseph's Secondary School promotes holistic and inclusive education and encourages co-curricular and extra-curricular activities for this purpose; in line with the school's Mission Statement and ethos.
2. The curriculum content of some subjects requires field studies / trips / outings / recreational activities, which take place off school grounds.

Aims of policy:

- (1) To assist staff in the planning of trips and outings, so that they are aware of all necessary precautions which must be observed to provide for the health and safety of staff and students. It also ensures that trips and outings take place efficiently and smoothly and that the standard of supervision is firmly within guidelines and standards.
- (2) To inform parents and students of their responsibilities in relation to school trips.
- (3) To clarify expectations of behaviour for all trips and to outline the conditions whereby a student may be refused permission to be included on a trip.
- (4) To inform parents and students of procedures relating to the organization and operation of school trips including the role of teachers and the Board of Management .

Related policies and applicable policies:

- Code of Behaviour
- Anti-Bullying policy
- Wellbeing policy
- Cctv policy
- Data Protection policy
- Mobile Phone policy
- Substance Misuse policy
- Dignity at Work policy
- S.P.H.E policy
- 1st Aid policy
- Administration of medication policy.
- Critical Incident policy

Relevant legislation:

- Education Act 1998
- Children First Act 2015
This policy is in keeping with the Child Protection Procedures as adopted by the Board of Management. Teachers are reminded that they are 'Mandated Persons' and must be familiar with their obligations with reference to Children First: National Guidance for the Protection and Welfare of Children and the Children First Act 2015.
- Teaching Council Act (2001-15) : Teachers Professional Code of Conduct.

General Procedures to be followed for school trips/tours.

1. In the interest of co-ordination, proposed trips must be discussed with the Principal prior to any discussion with students. 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. All educational trips must be consistent with the rationale as specified by the Department of Education and Science in Circular Letter M20/04, Appendix 1. All reasonable efforts will be made to satisfy all of the criteria contained in this circular. In circular letter M20/04 the Department of Education and Skills has devolved to Boards of Management the authorisation to grant approval for educational tours by school groups both inside and outside the State subject to a number of criteria which are set out in the circular letter. There is an inherent expectation by the B.O.M that all trips /tours will be reflective of school ethos and this will be a consideration when applications are being considered.
3. Trips and tours must be inclusive in their nature; encouraging participation and facilitating equality of opportunity. The selection process will be fair and transparent however due to the varying nature and purpose of trips and tours the criterion used may differ each time; this will be overseen by the Principal. Parents of students who fail to obtain a place on a trip/tour may query the decision by writing to the Lead teacher who will respond accordingly. Parents/guardians may appeal this decision by writing to the Principal whose decision on the matter will be final.
4. ***Partaking in school tours is a privilege not a right, students who misbehave in school or on previous tours/visits/outings may be refused participating in this and future school tours or outings.*** Up to the time of departure it shall remain the prerogative of the Trip/tour Leader in consultation with the teachers and the principal, to refuse a student's participation on the trip/tour without a refund should the student's behaviour give cause for concern.
5. The Lead teacher and accompanying staff/adults must be aware that in general the degree of care required of them will be that of a "careful parent" (loco parentis) which would vary with the circumstances and the age of the student. Parental consent to participate in trips and tours is made on the basis that this is understood and accepted.

6. Health and safety of students and supervisors is always a priority when organizing and taking a school trip or tour. Teachers taking any trip will exercise due care, common sense and judgement when issues of health and safety arise; ensuring students are not exposed to unnecessary hazards or risks.
 - In the case of sporting trips (football, athletics etc) one teacher must be a certified First Aid person ; the school will provide training annually for this purpose.
 - Teachers undertaking walking trips must brief students on road safety prior to departing the school and ensure appropriate supervision is in place (see below
7. The Principal may approve the participation of external adults (sports coaches, parents/guardians etc) once satisfied that they have fulfilled vetting requirements, including those of the school itself. Students with Special Education Needs may require a Special Needs Assistant to accompany them on trips/tours. In the event that an S.N.A. is unavailable the Lead teacher will consult with the Principal and a decision will be made whether or not it is feasible and practical to invite a parent/guardian as replacement.
8. Suitable transport for students should be organized by the Lead teacher who must ensure that transport providers are registered carriers and that vehicles used comply with current legislation with regard to the transport of students. Under no circumstances should a teacher use their own vehicle to transport students on trips/tours.
9. The updated 2nd edition of the Code of Professional Conduct for Teachers, July 2016, applies to all teaching staff regarding school outings/school tours and teachers are expected to be familiar with same.
10. Students participating in tours abroad must complete the Student Contract of Behaviour form and return it to the Lead teacher prior to departure.
11. Parents must inform the school of any relevant Health or Safety issues which might affect their children. This extends to providing a Care Plan in situations where the student has a specific underlying medical condition; the Care Plan must be validated by a General / Consultant Practitioner.

12. The signed permission of parents is an essential pre-requisite for participation of their in any school trip/tour. If this permission is not presented to the Lead teacher student travel will not be allowed to participate. The School Outing Permission Form in the Student Journal in the student journal must be used and signed by parents/guardians. For overnight trips a separate letter of permission must be used.
13. In the case of tours within the E.U. parents must provide details of current European Health Insurance Cards (available from local Health offices); students will not be allowed to travel without this card. Parents must also insure that all travel documents such as passports are in date. The Lead teacher will make arrangements for the safe keeping of these documents for the duration of the tour.
14. 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.
15. Adequate written notices must be given by the Lead teacher to senior school management and parents as follows:
 - The objectives of the tour.
 - The itinerary and duration of the tour.
 - The student selection criteria or application process where relevant.
 - The costs involved and method of payment.
 - The rules of behaviour to be observed.
 - Information regarding insurance and indemnity.
 - Health and safety arrangements.
16. Parents must make payment for trips/tours by calling into the school office and presenting a cheque, bank draft or postal order made payable to St.Joseph's. Alternatively parents can avail of the school's electronic payment facility (*Way2pay*). No monies will be

collected by the Tour Leader and payments from students will not be accepted in order to avoid putting them at risk.

Day Trips

(Co-curricular and extra-curricular)

- An application form for the trip/activity must be submitted to the Deputy Principal with responsibility for trips/activities as early as possible.
- The number of supervising adults required for the trip will be decided by the Principal in consideration of the purpose and nature of the trip..
- The D.P. will check that all details are filled out and will check that there is no conflict with other events including tests/examinations.
- The Deputy Principal will give permission for the trip/activity to go ahead or will refer to Principal should any issue arise or need adjudication.
- Parental (or that of a guardian) permission must be sought by use of the School Trips permission form which is located in the student's journal. This must be signed and returned by the student to the Lead Teacher.
- The details of the trip/activity must be notified to staff by inclusion in the school calendar.
- If class cover is required, class work must be left in the staffroom and details with the Deputy Principal.
- An accurate list of students must be posted by the Lead teacher on the noticeboard or circulated via email at least one day prior to the trip/activity taking place and given to the front office; this must also be entered on VShare as *School Activity*.
- The form containing all relevant information about the trip must be filled in and left in the front office or emailed to staff. This is extremely important as the office should be able to give accurate details to parents in relation to the trip/activity.

Outdoor Activities

(Orienteering, canoeing, and hill walking etc)

1. Written applications giving full details of the proposed tour are submitted to the Board of Management.
2. The school receives a copy of the Outdoor Activity/Pursuits Centre Public Liability insurance certificate and notes any limitations stated in the policy.

3. The school receives details of the professional qualifications/training of the Outdoor Activity/Pursuits Centre staff who will be leading/guiding the students in the specialist outdoor activities.
4. The lead teacher ensures that the activities are covered by the school's insurance company to ensure the students are covered for these specialist outdoor activities under the Personal Accident policy.
5. Where doubts remains then the lead teacher must seek and acquire appropriate insurance protection for the Board of Management, teachers and for students.
6. The Board of Management will not approve the release of teachers to supervise and or the attendance of students on these specialist tours to Outdoor Activity/Pursuits Centres unless all aspects of supervision, training and insurance are clarified with all interests and noted.

Overnight Trips.

Permission for outings/trips of this nature **must** have the prior approval of the Board of Management and no arrangements are to be entered into without such permission. The form at Appendix 3 must be filled in and submitted to the Board of Management.

In granting approval consideration by the Board will be given to:

- The cost to the student/parent: The overall cost of a school tour should be agreed in advance and should be such as to take into account the ability of students and their parents to pay in accordance with the Edmund Rice ethos. The income and expenditure of funds associated with the tour should conform fully to the accounting practices of the school. A full account of income and expenditure must be reported to the Principal and to the Board of Management. All monies collected for the tour must be lodged to the school bank account and the school will pay the travel agent's invoices.
- The relevance of the tour to the academic and holistic education of the students.
- Conformity with the criteria in circular letter M20/04.
- The number of other proposed events to take place during the course of the year.
- The timing of the event and its effect on other school activities.
- It's implications for the normal teaching routine of the school.
- The suitability of travel and accommodation arrangements.
- The teacher/pupil ratio.
- The experience of the lead teacher and accompanying teachers including their capacity to implement any Student Care Plan which has been submitted.
- Overnight accommodation and sleeping arrangements.
- Adequate insurance and indemnity.

School tours outside the island of Ireland:

1. The Board of Management will require that appropriate travel insurance must be taken out to cover those embarking on the tour. The trip must be booked with ITAA bonded travel agents licenced by the Commission for Aviation Regulation. It is imperative that the tour operator or travel agent chosen to arrange the overseas trip holds a current licence. The full list of all current licence holders is available on www.aviationreg.ie
2. The Lead teacher will ensure that he/she has in their possession the contact details of all students during the trip as well as those of senior management. Before the tour leaves parents/guardians must specify in writing the person/s they wish the Tour Leaders to contact in the event of parents/guardians being unavailable. In the event of an emergency parents/guardians will always be contacted first. (Appendix 10)
3. The ratio of pupils to teachers must be in accordance with criteria agreed by the Board of Management in advance who will consider :
 - The age and the maturity of the pupil involved.
 - The availability of alternative adult supervision e.g. parents, Special Needs Assistants.
 - The length of the tour.
 - The activities to be engaged in.

The recommended ratio from tour operators is as follows: 1 teacher for every 8 students (e.g. 32 students = 4 teachers; 40 students = 5 teachers)

4. Prior to departure a meeting with the parents and students going on the tour will be held during after-school hours. A representative of the Tour Company may also be invited to the meeting to address parents. This meeting will:
 - Provide a detailed itinerary of the tour along with the Tour Leaders mobile phone number for contact purposes during the tour. The school will issue the Tour Leader with a mobile phone for this purpose.
 - Explain the rules of behaviour for the tour including sanctions for misbehaviour.
 - Provide advice on student self-management during the tour.

5. Reporting back to Principal and Board of Management: the Lead teacher must provide a summary report to the Principal and the Board of Management outlining:
- The achievements of the tour.
 - A financial statement.
 - Any difficulties or problems which arose during the course of the tour.

(Appendix 4)

Rules of Behaviour during the School Tour.

The Code of Behaviour of St. Joseph's Secondary School applies to all students of St. Joseph's and relates to all school activities both during and outside of normal school hours; it applies both on and off the school grounds and anywhere students are clearly identified or identifiable as students of the School. Parents/guardians and students are also drawn to the applicability of St. Joseph's Mobile phone policy and Substance Misuse policy.

The code of behaviour to be observed by students during the course of the school tour will be agreed and made known to students, parents and teachers in advance. Every effort should be made to ensure that the rules of behaviour are positive and consistent with the objectives of the school tour and with the age and level of maturity of the participating students. They should deal explicitly with a number of issues:

1. The use or abuse of tobacco, alcohol, drugs.
2. The use of mobile phones and the school's Mobile Phone policy.
3. The full participation by students in the activities of the tour.
4. Behaviour during leisure time if and when students are not under the direct supervision of teachers.
5. Travelling on private or on public transport.
6. Respect for and compliance with local customs and laws, particularly when travelling abroad.
7. Behaviour of students in hotels and other overnight accommodation.

Should a student 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 Tour Leader may, however, feel that specific sanctions are required such as:

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.

If a sanction is being imposed, it must be made clear to the student why it is being imposed. A student prevented from attending an activity must be supervised by a teaching member of the Tour Team for the duration of the activity. Further sanctions may be imposed when the student returns to school e.g. the student may be banned from involvement in future tours.

Where a student is guilty of 'serious misbehaviour' the Tour Leader will:

- Phone the student's parents/guardians to provide them with details of the incident/s. The Lead teacher will also consult with the Principal and a decision may be taken to arrange for the student(s) in question to travel home with an accompanying teacher; a standardised school Incident Report Form must be completed and retained by the Lead teacher. In this situation the parents of the student(s) will be liable for expenses incurred.
- 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' include:

1. Use/possession of alcohol.
2. Use/possession of illegal substances (drugs etc.)
3. Use/possession of cigarettes.
4. Misuse of legal substances (lighter fluid, type etc.)
5. Disruptive behaviour on coach, plane, boat or in the hotel/hostel.
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.

The above list is not exhaustive.

Appendix 1: M 20/04 Circular



Circular
Letter M 20 /04

To the Management Authorities of all Post Primary Schools

Educational Tours by School Groups (both inside and outside the State)

The objective of an educational tour should be that it should provide a significant benefit in the educational, intellectual, cultural and social development of the maximum number of pupils in the particular grade(s) taking part in the tour and which benefit cannot be provided by in- school activities alone. Where a Board of Management is satisfied that a school tour meets the above criteria, such a tour may be undertaken **without seeking prior approval from the Department**. However, the template attached as appendix 1 should be completed by the Principal in the planning of a school tour and should be retained in the school for examination by a Departmental Inspector in the course of normal school inspection.

Authorisation to grant approval for educational tours by school groups both inside and outside the State is hereby devolved to the school board of management subject to the following criteria ...

- School tours should be an extension and reinforcement of classroom activities and should be designed to include the maximum number of pupils in a class. The tour should, accordingly, enhance the learning process of as many pupils as possible by providing educational experiences which the classroom alone cannot provide.

Tours should be planned, in consultation with parents, well in advance of tour dates and preferably before the start of the school year. The full cost of the tour should be communicated to parents at the planning stage. This will have the added advantage of facilitating financial preparation with a view to

- allowing maximum pupil participation. Every effort should be made to ensure that the cost involved does not prevent any pupil or group of pupils from participating in the tour.
- By international standards, the school year in Ireland has long holiday periods. Educational tours of more than one day's duration should be arranged to coincide with normal school holiday periods.
- Schools should ensure that adequate insurance cover is in place and that written parental approval is obtained for each pupil to take part in the tour. Such written approval must not seek to devolve any liability to the parent for any aspect of the tour. (Boards of Management of Comprehensive and Community schools should refer to appendix 2 of this circular regarding State Indemnity cover for out-of-school educational activities)
- The Board of Management must ensure that pupils who are not participating in the tour (including pupils from other classes who will be affected by their subject teachers' absence) are adequately catered for while their teachers are away on the tour. Appropriate arrangements should be made for the conduct of those teachers' classes in their absence in accordance with [Circular PPT 01/03](#). Schools should on all occasions take into account the effect that the absence of accompanying teachers will have on the normal work in the school and numbers absent should be kept to the minimum level required.

Where school tours impinge upon the standard school year, the following guidelines are put forward as to the type of educational visit envisaged by the Department as acceptable for the purposes of regarding absence on such visits as school days:

- (a) Educational visit involving an exchange of groups of students with another school.
- (b) Educational visit involving attendance at a course of instruction.
- (c) Educational visit involving active participation in a music or drama festival.
- (d) Educational visit to a conference or exhibition of clear educational value (e.g. Young Scientist Exhibition, Higher Options Conference or Exhibition on Careers and Guidance Counselling)
- (e) An educational visit should be appropriate to the age group/grade concerned (e.g. The Higher Options Conference would be more appropriate for senior cycle students than for junior cycle students)
- (f) Educational visits (inside or outside the State) involving significant linguistic or cultural benefit to the maximum number of pupils.

This list is given by way of example and is not intended to be exhaustive.

This circular supersedes and replaces Circulars [M87/78](#), M62/83, 12/79 and Circular Letter to the Boards of Comprehensive and Community schools entitled "Out of School Educational Activities within the State" and dated 19 February 1987.

Mathew Ryan Principal Officer, Post Primary Administration.

Appendix 2 : Teacher application form to take students on Day Trip

Teacher Day Trip Application Form (including outdoor activities pursuits)			
This form must be completed and returned to the Deputy Principal :			
Lead Teacher : _____			
Travelling Teachers/adults : _____ / _____ / _____ / _____			
Name of 1 st Aid teacher (if relevant) : _____			
Destination of trip: _____			
Purpose : _____			
Cost per student (if applicable): € _____			
Date of trip : _____ Departure time: _____ Return time: _____			
Form class(es) (if applicable) : _____ / _____ / _____ / _____			
Number of students travelling: _____ (Please attach list).			
Number of students not travelling : _____(Please attach list with reasons).			
Transport provider: _____ Contact number: _____			
Name(s) of S.N.A (s) travelling: _____ / _____			
Details of outdoor activities (if relevant) : _____ _____			
Details of any students who have submitted a Care Plan: Copies of Care Plan must be attached.			
Student name	Year Group	Address	Reason for Care Plan

Please attach the following (when relevant) :

- Copy of Public liability insurance policy held by outdoor activities centre.
- A statement of qualifications (verifying all instructors are fully trained and certified).

Appendix 3: Overnight trips and Tours abroad application form

(To be completed by Lead teacher and submitted to B.O.M.)

Details of School

Name of School	Address	Roll No.
St. Joseph's Secondary School	Newfoundwell , Drogheda, Co. Louth	63840C

Tour Dates

From	To	Number of School Days

Outline of Tour/Itinerary (including details of accommodation):

Night time accommodation arrangements:

Name of tour company/operator:

ITAA licence number:

Cost per student: €

Number of Students Participating per class/per year	Total number of students travelling

If some students are not participating, outline the reasons why.

Details of any students who have submitted a Care Plan: Copies of Care Plan must be attached.

Student name	Year Group	Address	Reason for Care Plan

(A) Why is the tour deemed to be necessary?

(B) Expected benefit to accrue from the tour:

(c) Details of outdoor activities (if relevant) :

Please attach the following :

- Copy of Public liability insurance policy held by outdoor activities centre.
- A statement of qualifications (verifying all instructors are fully trained and certified).

Names of adults accompanying the students

Lead Teacher	Names of other teachers	Names of other adults/non teachers

NB. Garda vetting must be provided for these adults.

Confirmations

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.	Yes:	No:
That parental permission has been secured for each student who is to participate on the tour.	Yes:	No:

Signature of Principal : _____ Signature of lead teacher: _____

Date: _____

Date: _____

Appendix 4: Summary Report on Trip/Tour outside of Ireland

Tour Details:
<p>Title of tour : _____</p> <p>Dates of tour: _____ to _____</p> <p>Destination : _____</p> <p>Lead Teacher: _____</p> <p>Other supervising adults: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Overview/achievements:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Issues arising/ Action taken:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

	On _____ (Dates)
	Signed by Parent/Guardian: _____

Appendix 6: Student Permission form for overnight trip.

Permission for overnight school Trip: Return to Lead teacher.	Date : __/__/__/____
Details of Trip:	
To: _____ _____ _____.	Dear _____ (Teachers name)
Dates: __/__/____ to __/__/____	I give permission for my son _____ (Full name) to attend and stay _____ overnights __/__/__/____ to _____/_____/____ (Dates).
Purpose of trip: _____ _____	I have read and accept the school's Trips Policy and other related policies (available on school website).
	Signed by Parent/Guardian: _____

Appendix 7: Student application form for trips outside of Ireland

School Crest
Information for students/parents and guardians
Title of trip : _____
Dates : _____ to _____ inclusive.
Tour Leader: _____ Places available _____
Outline of trip : _____ _____ _____
Tour Operator: _____
Total cost : € _____
Deposit : € _____ Due Date : _____
Balance : € _____ Due Date : _____
Parental consent and student details
Please complete this form in full and return to school office by ___/___/___ in an envelope labelled <i>School Tour</i> ; incomplete forms will not be considered.
Name : _____ Form class: _____ Age : _____
Parent/Guardian' : _____
Address : _____
Email : _____ Phone no: _____
On behalf of _____ I wish to give an expression of interest in the tour to _____ and consent to his participation should a place be offered .
I have read the school's Tours policy (available on school website) and accept all procedures outlined and also those of related policies.
I acknowledge that this form does not guarantee a place on the named tour.
Signed : _____ Date: _____

For office use:

Date received : _____ Time: _____

Signed : _____

Appendix 8: Student contract for trips/tours.

School Outings Student Contract

Name of tour : _____ Dates: _____ to _____

Name of student: _____ Class: _____

- I understand that all school policies and rules apply to trips and tours.
- I accept that any misbehaviour on my part will lead to sanctions.
- I am aware that a possible sanction for what is deemed unacceptable behaviour could result in my being sent home from the trip after my parents/guardians have been informed.
- I understand that failure to behave appropriately may have a bearing on my selection for future trips.

Signed : _____ Date: _____

Appendix 9: Prudence Code for Foreign Tours

Students on their own

A member of staff on his/her own should not be with an individual student on his own unless there is a window to the corridor or to a public place, others enter the room often or if it is a public room (e.g. a classroom or staff room) or they have told another member of staff that they need a private conversation there.

- If visiting students in rooms on their own, staff should leave the door open or tell another member of staff that they need to have a private conversation there.
- It is wise for members of staff on their own to avoid being in cars or on expeditions with students on their own unless another member of staff has been informed about it (e.g. visits to hospital).

Groups of students

Staff should not feel that lavatories, changing rooms, dormitories and showers are off limits but they should avoid being there with an individual student and they should exercise caution and sensitivity in these areas particularly.

Appendix 10: Trips & Tours Contact Details of Parents/Guardians

Contacts	Parent/Guardian	Back-up contact person
Name:	_____	_____
Phone (1)	_____	_____
(2)	_____	_____
Email:	_____	_____
Name:	_____	_____
Phone (1)	_____	_____

(2) Email:	<hr/> <hr/>	<hr/> <hr/>
Name: Phone (1) (2) Email:	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>

Appendix 11: Safety regulation for school transport providers.

New Regulations requiring Buses Involved in the Organised Transport of Children to be fitted with Safety Belts: (National Road Safety Authority).

New Regulations requiring Buses Involved in the Organised Transport of Children to be fitted with Safety Belts Dear Stakeholder, Important Regulations concerning children and safety belts on buses come into effect on the 31 October 2011. **The Road Traffic (Restraint Systems in Organised Transport of Children) Regulations (Statutory Instrument No. 367 of 2011) make it a legal requirement that all buses involved in the organised transport of children must be fitted with appropriate and fit for purpose safety belts or restraint systems.** Organised transport in this regard is a group of 3 or more children undertaking a journey where the children’s transport is the primary reason for the journey. This includes school transport bus services, school trips or other organised outings such as sporting or social events, etc. The organised transport of children does not include the transport of children on bus services offered to the general public (i.e. scheduled urban or inter-urban bus services). In recent years the Irish Government has taken a number of actions to ensure the safety of children travelling on buses and to ensure that the safety belts or restraint systems fitted to a bus are fit for purpose and safe. Part of this

process was the requirement that all buses contracted to the Department of Education and Skills school transport scheme be fitted with safety belts and these safety belts inspected to ensure they were of an appropriate standard. Further to this all bus owners, since 31 October 2010, have been required to present certification at their vehicle's roadworthiness test showing its safety belt or restraint systems were installed to an acceptable standard. By 31 October 2011 the majority of buses in the current fleet will have undergone this check and as a result will have documentation to show their safety belts or restraint systems meet the required standards. **It should be noted that it remains the legal responsibility of a bus owner and driver to ensure that their vehicle, and all components of that vehicle, is in compliance with Road Traffic Regulations and in such a condition that no danger is likely to be caused to any person.** This includes having the correct certification for the safety belts or restraint systems. Failure by bus drivers and owners to comply with the requirement to have safety belts on buses involved in the organised transport of children may result in a fine of up to €2,000, imprisonment for up to three months or both. Organisations or individuals engaged in hiring or contracting bus services or organised transport for children should ensure that the vehicle used is fitted with safety belts. For more information on these new requirements please visit our dedicated safety belts on buses webpage or contact the Road Safety Authority at 096 25014.

Appendix 12:

Check list for Lead teacher:

1. Are all non-teaching staff that are travelling on the outing/trip Garda vetted?
2. Draft a list of students, by class, of those participating.
3. Display on Staff Room Notice Board and lodge copy in the General Office.
4. Permission/Consent Forms signed by organising teacher/Principal and filed safely until after trip.
5. Copy of Itinerary and Rules for Outings/Trips must accompany the Consent Form to parents.
6. Brief Principal re Outing/Trip on return.
7. Provide parents with Contact Information (school mobile phone number) and obtain phone number of Principal.
8. Specifically for overnight trips the lead teacher must ensure that complete contact information is left available in the school with the Principal during the tour for use in the event of an emergency. This must include:
 - A listing of all of those taking part together with home contact details.
 - The itinerary to be followed and contact details.

- A contact telephone number for the lead teacher.
9. Ensure all students have provided current EHICs for tours abroad.
 10. Bring Incident Report forms.

End

This policy was ratified on _____

Signature: Chairperson of the Board Of Management _____

Date: _____

Signature: Principal & Secretary to the Board of Management _____

Date: _____

