School Tours Policy 2026

Eureka Secondary School

DRAFT Tours Policy

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Review

The effectiveness of our code of behaviour will be monitored by the Principal and Deputy Principals on a continuing basis and will be reviewed every 2 years, when needs arise or upon publication of any relevant government guidelines

Ratification: ……(Chairperson) ……(Principal)

Date:……

Eureka Secondary School is a voluntary Catholic school for girls, under the Trusteeship of CEIST, and under the direction of a Board of Management. The school was first established in the Mercy Convent in 1924 and moved to Eureka House in April 1956 and moved to the Cavan Road campus in 2019.

Mission Statement

1. Eureka Secondary School aims to provide the highest quality education possible to meet the needs of all students, within the limits of available resources, and within an environment and ethos that promotes Christian values, mutual respect and responsible citizenship.

2. The school aims to offer opportunities equally to all its students, whatever their ability, circumstances or religious experiences, in order to develop each person's potential to the full. Programmes are provided to facilitate students whose goal is further education: those who wish to enter the world of work; and those who wish to return to full-time study.

3. The school is committed to maintaining a supportive partnership with parents who are the primary educators of their children; with employers, schools, the local community, and the parishes from which the pupils come.

4. The staff, the school's most valued resource, are supported and encouraged in their work, and we aim to promote their individual and corporate development through supportive structures and in-service training, both internal and external.

5. The school is committed to developing a community where mutual respect reigns, where personal standards of work and behaviour are high, and where students grow to recognise fully their responsibilities both to themselves and to others. Our hope is that when they leave school they may be better able to take their place in society as mature and responsible citizens imbued with the Christian values, which are the inspirations of this school.

Rationale

School tours and class trips provide educational opportunities, which often cannot be provided in other ways. Such activities may include attendance at sporting events, visits to exhibitions, conferences, festivals and longer term tours, either in Ireland or abroad.

Educational trips and visits provide an excellent opportunity for the personal growth and development of students. They can have a positive effect on students' self-esteem and can significantly improve many skills including their ability to work with others, using their initiative, powers of investigation and improved understanding of their surroundings. Educational visits provide rich experiences that cannot be created in school.

Guidelines

- Day tours within Ireland, including Northern Ireland
- Day tours may take place during the school day or may extend beyond normal school hours.
- Day tours must have the approval of the principal.
- 24 hours appropriate notice must be given and a list of students emailed to the Office and the Teaching Staff emailed the day before.
- Parental permission and contact number may be required.
- Students who have a history of inappropriate behaviour may be excluded from tours.
- It is management's responsibility to provide adequate supervision for the number of students on a tour.
- Ensure approximate time of return is on the permission slip when tours are outside school hours. It is expected that parents take responsibility for the prompt collection of students.
- Each student is responsible for his/her own property. The school does not accept responsibility or students' property. Students must follow the Code of Behaviour as set down by the school and behave in a respectful and punctual manner at all times.
- They are expected to attend all organised activities and may not leave the tour group unless agreed by the teachers.
- It is the parent's/ guardians' responsibility to provide information about any medical conditions.

Exclusions Subsequent to Application

Students who misbehave in a manner deemed serious by the school authorities may be deprived of their place on the tour. This is in the interest of the health and safety of themselves and of other students and staff. In such a case, refunds depend entirely on the conditions of the travel company and on the actual date of the cancellation. In the case of a late exclusion and subsequent cancellation, a refund will not usually apply. It is important that the school tour leader highlights this point to the students and parents/guardians before a student submits an application. It is

policy of Eureka Secondary School not to discriminate against any student. Every application will be given due consideration, and the following criteria will apply:

- Previous behavioural record
- Health and Safety of each individual student
- Health and Safety of the group of students
- Health and Safety of the accompanying staff
- Places on a tour may be limited.
- When a student requires special considerations re accommodation or transport, a reasonable effort will be made to provide these.
- If it is not possible to meet these special requirements, School Management may deem it necessary to refuse the application

Procedures for Organisation of International Trips

Overnight tours/foreign tours are always organised on a voluntary basis. These may be co-curricular activities organised by subject departments, or trips for specific years groups.

Stage 1 - Proposal

Members of staff, who wish to take students on an overseas trip must submit their request for approval to the Board of Management.

The proposal should include

● A draft itinerary

● Timing and duration

● Year group/approximate numbers

● Supervision requirements

● Approximate costs

● Any additional resources that may be required.

● Educational or other benefits that the student will derive from the trip. *(See Appendix 1 for template from DEY Circular M20/04)*

It is the responsibility of the tour leader that in line with the school ethos every effort is made to ensure that the cost involved does not prevent any pupil or group of pupils from participating. The Board of Management will approve or deny the request taking the following criteria into account

● The appropriateness of the proposed tour in terms of School Ethos, and *Department of Education and Youth Circulars M 20/04 and PPT 01/03.*

● The legal requirements around the organisation of school tours going outside the State.

● The staffing arrangements for the tour and for the school.

● The financial controls in place for the tour and the need for accountability.

Stage 2 - Planning

The organising teacher will:

- Contact reputable and fully licensed tour operator/service provider/venue to clarify:
- Full costs.
- Any necessary planning requirements.
- A risk assessment of health and safety concerns.
- Supervision/instruction/guiding provided.
- Transport options.
- Insurance cover necessary.
- Any necessary contingencies.
- Inform staff of the planned foreign trips and invite them to indicate their interest in travelling.
- When seeking expressions of interest ensure teachers are fully informed of their roles and responsibilities.

- In consultation with the principal, select staff members to travel based on such factors as the size of the group, and the requirements specific to the particular trip.
- Ensure that all members of the group have valid passports at the early stages of planning the trip.

Note re. supervision: It is not recommended that personnel other than teachers are engaged to chaperone or supervise students. Nevertheless, on occasion this necessity may arise. In this regard personnel other than teachers e.g. Special Needs Assistants, PMEs, past staff members or parents should only accompany students if a suitably qualified teacher is also accompanying the group and if he/she has received Garda clearance with regard to working with young people. Non-teaching staff will act in a purely supervisory role.

Non-teaching staff, therefore, will not engage with disciplinary actions other than to inform the teacher present of any situation that may arise.

Stage 3 - Communicating with students and parents

The organising teacher will

- Brief the students on the proposed tour
- Write to parents informing them of the details of the tour including
- Key dates for expressions of interest, confirmation of place, payment schedule etc.
- Selection process if oversubscribed
- The full costs
- Recommended spending money
- Rules and behaviour expectations

Stage 4 - Selection Process and acceptance process

The organising teacher will

- Collect expressions of interest
- With the assistance of the principal and relevant yearhead, assign tour places by random selection
- Compile a numbered waiting list

- Inform applicants of the decision ensuring unsuccessful applicants are shown their place on the waiting list.
- Obtain written consent from the parent / guardian for the student to partake in the tour.
- Inform parents / guardians / students of procedures and possible financial penalties if a student withdraws from the tour.

Note if one sister is drawn the other should be offered a place automatically.

In the event that the trip is over subscribed, where a student has been on an international trip previously with the school they should be offered a place at the end of the waiting list and in the last group to be selected from for the next international trip.

Parents / Guardians will

- Ensure acceptance of offer is confirmed within the given deadline
- Complete and return the behaviour contract and medical consent form
- Inform the tour organiser in good time if a student has decided to withdraw from the tour.

Payment

Students pay a deposit to secure a place on the tour using the Tour Company online payment system. They then pay instalments over the remaining months. Failure to meet payment deadlines may

Stage 5 - Preparation

The Principal will

- Meet with the organising teacher and accompanying travelling teachers prior to the trip to discuss Health and Safety issues.
- Along with the organising teacher and travelling teachers will meet with the students prior to the trip to discuss issues of health and safety and general behaviour.
- The organising teacher will
- (With assistance from the deputy principal if necessary) create a VsWare group containing a list of all students participating in the tour.
- Host an information meeting for parents/guardians and students. At this meeting a full itinerary should be given and will include

- ✓ Time of departure
- ✓ Time of return
- ✓ Flight or sailing information
- ✓ Accommodation details
- ✓ Contact numbers
- ✓ Details of staff travelling
- ✓ Draw attention to the fact that the school's Code of Behaviour applies throughout the duration of the tour including if a student is found to be in serious breach of the school's Code of Behaviour, the organising teacher will contact the Principal/Deputy Principal immediately. An appropriate sanction will be decided upon which may include authorisation for the student to be sent home at the parent/guardians expense. In this event the student may have to travel home unaccompanied.
- ✓ Ensure the necessary documentation is collected, organised and collated this includes
- ✓ Consent forms
- ✓ Acceptance of school trip rules by both parents and students.
- ✓ Confidential medical form
- ✓ Passport details / immigration consent forms (if necessary)
- ✓ Evidence of comprehensive travel insurance

- Monitor that the payment schedule has been followed. In the case of payments going directly to a tour operator, request regular updates regarding any non-payment of instalments.

Stage 6 - Final Preparations

The organising teacher will:

- Meet with the principal and provide them with the full details of the trip. This should include:
- ✓ The itinerary
- ✓ Supervision lists and schedule
- ✓ Members of groups and supervising teachers
- ✓ Contact names and phone numbers of accompanying teachers.
- ✓ Copies of parental consent forms.
- ✓ Copies of important travel documents, insurance documents, medical papers, etc.
- ✓ A copy of the contract with the Travel Agency, centre/hotel etc., if appropriate.
- Host a final briefing meeting for parents/ guardians and students.
- Meet with accompanying supervisors ensure that all supervisors understand their roles and responsibilities at all times and that they are fully briefed as to the rules, regulations and requirements pertaining to the particular tour before departure

Stage 7 - While on tour

The Principal will:

- Keep in regular contact with the organising teacher.
- To appoint a secondary contact person in the event that the principal is uncontactable.
- To implement all appropriate procedures in the event of an incident.

The organising teacher will:

- Ensure they carry the school mobile and that all students have the number saved in their phone in case of an emergency.
- Ensure students are fully informed of meeting points and procedures if they get separated from the group.
- Ensure appropriate levels of supervision at all times.
- Keep the principal fully informed of incidents involving breaches of the code of behaviour, accidents, medical incidents etc.

- In the event of an emergency, contact the principal and the parents/guardians/next of kin without delay. In the event of an accident or illness involving a student or supervisor, select the appropriate medical intervention based on the needs of the students and taking into account any advice given by the tour company.
- Act on medical advice presented in the event of an accident or emergency where it is not possible to contact parents, guardians or next of kin, either by telephone or due to time considerations.

Supervision Day- Students will be accompanied by teacher(s) throughout the trip. However, it is usual that students are allowed free time for shopping, lunch, etc. These free periods cannot be predicted in advance on a general basis as each tour's components will vary. Students who misbehave, deviate from the recommended area, purchase or consume alcohol, cigarettes or drugs, will face full rigour of the school rules/laws of the destination country. Students must at all times carry the number of the school mobile phone in case they get lost, need help etc., and/or the hotel address and phone number. They should also carry their own mobile phone, fully charged with sufficient top-up credit during their free time in case teachers need to contact them.

Night - At night, a check will be made to ensure that all students are in their designated rooms. A further check will be made after a reasonable duration. Students are expected to stay in their rooms until called in the morning by teachers. Students should, at all times show due respect for each other and for other hotel guests adhering both the hotel rules and to the school Code of Behaviour. x It is expected that students adhere to all rules and regulations relating to private/public transport. x Any incident deemed to be of a serious nature is

Supervisors will

- Conduct regular head counting of students, particularly before leaving any venue.
- Carry a list of all student under their supervision and emergency contact details
- Cooperate with the tour leader and other members of the supervising team at all times.
- Be aware of their surroundings and the safety of their students at all times.
- To follow the guidelines as laid out in the latest edition of the Teaching Councils Code of Professional Conduct.
- Act as positive role models for students in terms of their actions and behaviour.

Students will

- Follow all applicable rules as laid out in the schools code of behaviour.
- Follow the instructions of the supervisors at all times.
- Report any incident or accidents immediately to their supervisors
- Be conscious of people's right to privacy when taking or sharing pictures / videos.
- Respect and abide by the cultures, traditions and laws of the country they are visiting.

Overnight tours/trips abroad

Application Procedures/Selection of Students

A meeting will be held for the relevant students who may wish to go on the proposed school tour. A letter will be given to students with brief details of destination / itinerary/estimated price (dependent on ultimate uptake) / payment dates etc. In addition, application forms will also be distributed to all those who are interested in applying for the tour. This letter aims to establish the level of interest and does not in itself constitute an offer of a place on the tour. Places on a tour may be limited. If there are more students interested than places available there will be a random selection process.

Points to Note

It is the responsibility of parents/guardians to ensure that the student has all necessary up-to-date documentation well in advance of the tour.

This includes:

- Valid passport and photocopy of passport (for dates of travel)
- Visa may be required for specific trips or specific students
- Vaccines may be required for specific tours.
- Signed permission slip with provisional dates
- Students must be in good health to travel beforehand.
- Deposit and full payment must be paid by the relevant deadlines.

- Personal spending will be required.
- Current government rules for

Stage 8 - Upon completion of the tour

The organising teacher will:

- Prepare a summary report of the trip/tour for presentation to the Board of Management. This report

should outline:

- Date of the tour/trip
- Number of students participating
- Number of adults (teachers/non-teachers) accompanied the students
- Achievements of the tour
- Financial summary of the tour
- Any difficulties/problems which arose during the tour
- Where monies were advanced, return any unspent balance to the school
- Provide complete receipts for any expenses incurred and submit them to the school via the established procedures.
- Ensure, where applicable incident / accident reports are handed to the principal and placed on file.
- Any files or paperwork containing personal information that is no longer required is deleted or confidentially shredded

Financial Matters

- It is obligatory under this legislation for schools to use the services of a licensed tour operator or travel agent when bringing any group of students or adults outside the State.
- Money for travel and accommodation for trips outside the island of Ireland must be paid directly to the school tour company and not to the school. Other costs should be routed through the main school bank account.

- At least two teachers should be involved in the financial administration of a school tour. This is an important protection for all concerned where money is collected from students.
- Separate financial records should be maintained for each school tour and provided to board of management members. A detailed record of all participating students and the amounts paid should be retained.
- All financial transactions relating to the tour should be recorded in the school's accounts using the tour codes on the accounting system. Invoices and receipts should be retained to support all payments. Where this is not possible or practical, a written record showing details of the payment or receipt should be retained.
- All tours should be self-financing and exposing the school to any liability associated with the tour must be avoided.
- Receipts must be issued for all money collected in a school.
- All money collected for a school tour should be lodged as soon as possible in the main school bank account. Where money for a tour is being retained for a month or more it should be transferred to a school deposit account to avoid distortion of day-to-day school funds.
- It can often be necessary to advance money to a teacher to cover expenses that will be incurred during the tour. Where such monies are being advanced, there should be an itemised budget in place. Where amounts are not insignificant, a prepaid card can be used or monies transferred to the teachers account, to prevent risk of loss. When the tour is complete receipts for all expenses incurred should be submitted to the school, along with a summary. Any unspent balance should be returned to the school.

Medical issues

Before

- A medical history should be given by parents/guardians on a student information form.
- Underlying medical conditions (e.g. Asthma, Cancer, Allergies) need to be notified to the insurance companies as supplementary payments may be needed to obtain full insurance.
- In the event that a student requires constant medication it is the responsibility of the
- parents/guardians to ensure that the student has sufficient amount of medication to cover the full duration of the tour along with extra in case of a delayed return. The medication should be carried in its original packaging along with a copy of the prescription in hand luggage. It is the responsibility of the parents to ensure that the medication can be legally taken into the country the student is travelling to, for example medicine containing codeine is banned in some countries.

- It is the responsibility of the tour leader to communicate with the parents/guardians on matters of insurance eligibility. Subsequently, it is the responsibility of the parents/guardians to establish if the insurance will cover pre-existing conditions.

During

- In the event of an emergency, the principal and the parents/guardians will be contacted without delay.
- In the event of an accident or illness the student may be taken to a local doctor or hospital. The responsibility for finding a doctor or hospital when travelling between centres lies with the tour leader.
- Tour leaders will act on medical advice presented in the event of an accident or emergency where it is not possible to contact parents, guardians or next of kin, either by telephone or due to time considerations.
- Any/all medical costs (including transportation and prescription charges) paid by the school on behalf of the student are to be repaid by parents/guardians within a period of three weeks after the return of the trip. While such expenses may be eligible for an insurance claim it is unreasonable to expect the school to cover such costs pending an insurance claim.

Breaches of Discipline

While there is an expectation that all students travelling will display the highest standards of good behaviour and respect for all as laid out in the school's code of behaviour it should be noted that in the event of a breach of discipline the student will be subject to disciplinary action while on the trip and upon return to school.

The sanctions on a school trip can be imposed at the discretion of the tour leader and may not follow the sanction system in place in the formal school setting. E.g. Students who misbehave may be withdrawn from a tour activity in order to reflect on their actions or students may be assigned duties by the tour leader /supervisor.

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In the event of a serious breach of discipline students may be sent home and parents/guardians will have to cover the expense, if this is not possible students will be suspended from all remaining tour activities.

The following is a list of what constitutes serious misbehaviour:

1. Use and/or Possession of alcohol/illegal substances.

2. Misuse of legal substances.

3. Students in out of bounds areas at night.

4. Disruptive behaviour on plane, boat, coach or in the hotel.

5. Theft/criminal damage to property of others.

The above list is not exhaustive and other behaviour/incidents may constitute unacceptable or serious misbehaviour.

Risk Assessment

Prior to a tour taking place the tour leader, in consultation with the principal, should complete the risk assessment in the appendices. This risk assessment should be reviewed and approved by the Board of Management.

The risk assessment should:

- Identify any and all potential risks to health and safety students and accompanying supervisors on the trip via completion of the accompanying risk assessment.
- Be proportionate to the real risks and should aim to minimise, control or eliminate the risk stated.
- Include the contact details of the nearest hospitals and doctors,
- Contain a plan of action incase of an emergency / critical incident.
- Identify means of covering any and all medical / repatriation expenses in the case of a serious incident. A means of recouping said expenses by either the insurance company and/or parents/guardians of students involved should also be included.

Appendix 1 - Risk Assessment

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	What actions are required to implement the control?	What actions are required to implement the control?	Person responsible	Date action completed
Pupil lost or separated from group, inadequate supervision	Y	Accidents Incidents Death		Ensure supervising staff are competent and understand their roles. Sufficient supervision Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system).	Y			BOM Principal Group Leader Accomp. Leaders	

				Discuss itinerary and arrangements with pupils. Briefing to all on what to do if separated from the group Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups					
Indirect or remote supervision i.e. includes souvenir, shopping theme parks, historic sites, etc)				Check location as suitable for this mode of supervision. Ensure pupils sufficiently briefed and competent (any individual pupils for whom indirect					

				supervision not suitable must be directly supervised). Clear guidelines And emergency procedures are understood Pupils remain in pairs or groups (buddy system – each responsible for named other). Rendezvous points and times set. Pupils know how to contact staff. Staff understand they are still responsible. Parents informed and consent given.					
Safeguarding		Injury, death, abduction, abuse		Students can easily contact staff throughout the day					

				All adults are appropriately trained in safeguarding/ child protection and standards regarding threshold of harm Pupils know what to do if concerned Buddy system remains in place at all times.					
Illness or Injury				At least 1 Leader with each group first aid trained Leaders know how to call emergency services Pupils and parents are reminded to bring					
Exposure to weather		Cold injury, heat injury, injury due to high winds, over	H	Consider possible weather conditions and plan appropriate programme,	Y			Group Leader	

		exposure to cold or heat.		clothing and equipment needs communicated to parents, students and accompanying teachers prior to trip. Daily weather forecast obtained, and plans adjusted accordingly. Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares. Plan in place in case of flight delay or cancelation due to weather.					
Special needs of specific pupils – medical, behavioural, educational		Illness or injury		Obtain information from parents Take advice from AEN Department if					

				appropriate Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary.					
Critical Incident		Illness. Death		The school has a critical plan for dealing with a serious incident on an educational visit Contact details of parents , group leader , school held by group leader and designated contact Leader and principal /designated contact has instructions as to what to do in an emergency					
Terrorist attack or violent event		Injury or death		Ensure that those on the trip are familiar with					

(e g. Shooting)				the following recommended RUN / HIDE/ TELL guidelines Designated meeting place in case of an Emergency Students have contact details for group leader or designated supervisor.					
Food Safety		Allergens/ food poisoning		Dietary requirements have been gathered in advance Details of student allergies are gathered; students carry appropriate medication at all times. Buddy system in place for medication administration.					

Return from visits particularly after school hours		Injury, death		Return is pre-planned, and parents are informed where to collect pupils from (or it is pre-agreed with parents that older pupils will walk home) Suitable arrangements are made for any pupils whose parents fail to collect them					

If there is one or more High Risk (H) actions needed, then the risk of injury could be high, and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Travel (Transit) Risk									
Hazards	**Is the hazard present? Y/N**	**What is the risk?**	**Risk rating H = High M = Medium L = Low**	**Control measures**	**Is this control in place? Y/N**	**What actions are required to implement the control?**	**Person responsible**	**Date action completed**	
Use of public transport (air travel, train, trams, underground, bus)		Injury, death, separated from group		Journey is planned and assessed – key risk points identified. Careful supervision, particularly in crowded areas and entry, exit and change points with head counts. Large groups divided into small groups each with leader(s). Pupils know their group and leader(s). Emergency					

				plan in place – pupils briefed where they are going, what to do if separated from the group					
Travel on foot		injury, death, separated from group		Work on foot planned to avoid fast roads wherever possible. Supervision on pavements, roads and especially crossing of any fast roads is pre-planned. Pupils are briefed about hazards and behaviour required.					
Travel by coach				Coaches have seat belts and					

				they are worn at all times Sufficient supervision Students remain in their seats at all times. Suitable embarkation points used (for example, coach park, on to wide pavement). Close supervision and head counts during any breaks in journey and getting on and off coach.					
Service station and other travel breaks				Brief pupils on purpose and timings of stop.					

				How and where to contact staff. Remain in pairs or threes (buddy system – each responsible for named other) Remind pupils about moving traffic (driving on right abroad). Careful head count before departure.					

If there is one or more High Risk (H) actions needed, then the risk of injury could be high, and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Accommodation Risks								
Hazards	**Is the hazard present? Y/N**	**What is the risk?**	**Risk rating H = High M = Medium L = Low 5**	**Control measures**	**Is this control in place? Y/N**	**What actions are required to implement the control?**	**Person responsible**	**Date action completed**
Fire				Check that a fire risk assessment has been completed Check that there are: automatic fire alarms on each floor and in public areas, which can be heard inside rooms. fire extinguishers available on each floor and in public areas. fire exits clearly marked. more than one exit from upper floors of the building. torches available if emergency lighting is not provided. A walk-through fire practice takes place on arrival to include assembly point, lay-				

				out of accommodation, key personnel and routines. A group list is held by staff to ensure registration of whole party after an evacuation of the building. Decide whether pupils' doors should be locked from the inside (see intruder section) A group list is held by staff to ensure registration of who le party after an evacuation of the building				
Attack or disturbance by intruder				Check that security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation Ensure the hotel or similar accommodation is				

				locked at night or that there is a night porter on duty. Ensure that all windows and doors can be securely shut from the inside. If windows lead on to balconies, ensure that staff or reliable pupils occupy these rooms If other guests share the accommodations eek sole occupancy of the floor if possible and have designated staffrooms adjacent to pupils. Decide whether or not pupils doors should be locked from the inside – consider the balance between ensuring pupils wake up if a fire alarm sounds during the night. Ensure pupils understand that they inform staff in the				

				event of an emergency. Check pupils at “lights out”. Designate responsibilities and roles for individual members of staff including dormitory/floor groups and duty roster				
Safeguarding				School has exclusive use of sleeping accommodation. Separate male and female sleeping accommodation Staff accommodation adjacent and on the same floor as pupils. Students can easily contact staff throughout the night. Students are checked into rooms at ‘lights out’. All adults are appropriately trained in safeguarding/child				

				protection and standards regarding access to bedrooms/ changing areas etc are agreed Pupils know what to do if concerned				
Domestic Hazards				Accommodation has tourist board rating /other external validation of standards Visual inspection of balconies, stairways, electrical fittings, hazards in grounds or immediate surroundings. On arrival, staff and pupil Report any faulty items found in rooms.				
Hygiene				Tourist board rating/environmental health endorsement or similar. Visual inspection of washing facilities, lighting, heating , ventilation , catering.				

Nighttime tendencies				Information gained from parents about pupils' illnesses, sleepwalking, etc Suitable supervision arranged to meet the needs of pupils.				
Additional Needs				Accommodation meets any additional needs of anyone in the group				

Appendix 2 - EMERGENCY CONTACTS

Country code for Ireland	
Country code for destination	
School mobile number	
Tour leader contact – name and number	
Deputy leader contact – name and number	
Designated emergency school contact 1	
Designated emergency school contact 2	
Emergency medical contact details – emergency service number for destination country	
Travel Insurance provider emergency contact	
Tour company emergency contact	
Airline customer service contact	
Irish Embassy	
Contacts of Accompanying Teachers	
Name	Mobile

Appendix 3 - Checklist for Student Preparation

There should be an awareness that for some students this could be their first experience away from home by themselves. The following should be clearly communicated to students

- The aims and objectives of the trip/activity
- Background information about the place to be visited
- Basic foreign words and phrases where appropriate
- Relevant foreign culture and customs
- How to avoid specific danger and why they should follow rules
- Why safety precautions are in place
- Expectation in terms of behaviour
- Why we need to follow certain rules why on tour
- Consequences for breach of code of behaviour on tour
- What appropriate and inappropriate personal and social conduct is
- Who is responsible for the group
- If on a foreign trip, items not to be brought in to the country you are visiting and items that cannot be
- brought back to Ireland
- What to do if approached by anyone from outside the group
- Rendezvous procedures, including time keeping
- What to do if separated from the group
- Emergency procedures, including telephone numbers, etc.
- Pocket money and security of personal items
- Maps and town plans, as appropriate
- Limitations of movement, such as out of bounds areas

Appendix 4 - Checklist for Parent/Guardian Communication

From the start parents/guardians need to be made aware that teachers supervising on will be acting in Loco Parentis, as such the will be exercising the same level of care as a prudent parent. Due to health and safety implications if medical consent is withheld by the parent the student will not be taken on the trip. If two members of the same family are going on the trip separate consent and information forms will need to be submitted.

The following information should be shared with parents/guardians

- Dates of the trip.
- Objectives of the trip.
- Times of departure and return – parents must agree to meet the student on return.
- The location where the students will be collected and returned.
- Modes of transport including the names of travel companies, etc.
- The size of the group and the level of supervision, including times when remote supervision may
- take place for example souvenir shopping, theme park.
- Details of accommodation with security and supervisory arrangements on site.
- Name and email of Tour Leader
- How to contact the tour leader incase of an emergency during the tour.
- Details of planned activities and how any risks will be managed.
- Standards of behaviour expected in respect of alcohol, sexual behaviour, smoking and general group discipline including prohibited items.
- What students should not take on the trip or bring back.
- Details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation,
- medical cover, any exceptions in the policy and whether parents may need to arrange additional cover. Clothing, equipment and items of personal hygiene to be taken.
- Money to be taken.
- Information required from parents
- Parent contact details

- Designated alternative contact
- Name telephone number of family doctor
- Any long-term medical conditions, allergies/phobias the student may have.
- Any medication the student is taking, what the dosage is and who is to administer it, or
- whether the student can administer it.
- Any contagious or infectious diseases suffered within the immediate family during the
- preceding four weeks and any other recent illness suffered by the student.
- Any special medical or dietary requirements.
- Whether the student suffers from travel sickness.
- Any other information the parent thinks is relevant