

Polasaí Thuras Scoile



School Tour Policy

Aguisín 1 - Tá an polasaí seo mar chuid de Chód Iompair an Choláiste.

Is é atá i gceist le turais scoile ná turais eagraithe ag an gColáiste, ina mbíonn scoláirí ag taisteal lasmuigh den Choláiste. Dréachtaíodh an polasaí seo i gcomhréir **An t- Acht um Shláinte is Sábháilteachta 2005 agus Ciorclán M20/04, 2005 an ROS.**

Baineann an polasaí le:

Scoláirí, tuismitheoirí, an príomhoide, foireann riaracháin, múinteoirí an Choláiste, An Bord Bainistíochta agus an comhlacht árachais.

Cúis

- Ionas go ndéanfaí turais scoile a réachtáil go sábháilte agus go héifeachtach.
- Go mbeadh an t-eolas cuí, ag an am cuí ag an bpríomhoide, ag múinteoirí agus ag tuismitheoirí.

Aidhmeanna

- Go mbeadh feidhm oideachasúil ag baint le gach turas.
- Go mbeadh líon turais scoile, a thiocfadh le spriocanna oideachais an Choláiste, á dtairiscint do scoláirí.
- Go gcinnteofaí, chomh mór agus is féidir, nach gcuirfeadh na turais as do dhul chun cinn acadúil scoláire ar bith.
- Go mbeadh turais eagraithe ar chaoi go mbeidís sábháilte agus éifeachtach.
- Go mbeadh an t-eolas cuí in am ag na páirtithe cuí.

Gnáthamh na Scoile ag Pleanáil Turais

Beidh **Cód Iompair na scoile** i bhfeidhm ar gach turas scoile.

- Beidh gá faomhadh a fháil ó údaráis an choláiste do gach turas scoile agus cead an Bhoird Bhainistíochta do gach turas thar lear.

Appendix 1-This policy is part of the Code of Conduct of the College.

A school tour is regarded as a trip organised by the College, where students travel outside the College. This policy is drafted in the context of **The Health and Safety at Work Act 2005 and Circular Letter M20/04 issued by DES 2005.**

This policy concerns:

Students, parents, the principal, the administration staff, the teachers of the College, The Board of Management and the insurance company.

Purpose:

- In order to organise tours in a safe and effective manner.
- That the relevant information is given in time to the principal, the teachers and parents.

Aims:

- That every tour has an educational purpose.
- That the school tours being offered to the students be in accordance with the educational aims of the college.
- That it be ensured, as much as possible that tours do not interfere with the academic attainment of any student.
- That tours be organised in a safe and effective manner.
- That all relevant parties have the relevant information in time.

School Procedure in Planning Tours

The **School's Code of Behaviour** will be followed on every tour.

- Permission must be sought from the school's authorities prior to any tour and permission from The Board of Management for every foreign tour.
- The cost of every tour will be pre decided and

- *Socrófar costas gach turais roimh ré agus cuirtear srian leis an méid airgead póca gur féidir le daltaí a bhreith leo.*
- *Eagraítear turais scoile ar bhealach nach gcuireann as do dhul chun cinn acadúil scoláirí. Ní bhíonn mórán turais eagraithe do ranganna scrúduithe.*
- *Beidh cead scríofa roimh ré ó thuismitheoir/caomhnóir ag teastáil chun páirt a ghlacadh in aon turas scoile. Iarrfar orthu Foirm Ghilactha Cóir Leighis a shíniú roimh thurais agus sonraí sláinte s,rl a p(h)áiste. Tá an fhreagracht ar thuismitheoirí/caomhnóirí aon eolas a chur ar fáil do cheannaire an turais roimh ré a chabhródh chun sláinte agus sábháilteacht scoláire a chinntiú.*
- *Beidh cead scríofa ó thuismitheoir /caomhnóir ag teastáil má bhíonn gá ag scoláire cógas leighis a thógáil. Caithfidh na páirtithe ar fad, tuismitheoirí, múinteoirí, ceannairí agus an dalta féin deimhin a dhéanamh de go bhfuil aon leigheas speisialta á dtógaint ag an ndalta ina s(h)eilbh ar an dturas.*
- *I gcás turais eachtraíochta iarrfar ar thuismitheoirí an múinteoir i bhfeighil an turais a chur ar an eolas faoi nithe ar nós: cumas snámha, aon fhadhb sláinte nó fisiceach s.rl.*
- *Beidh discríd iomlán ag an gcoláiste i dtaobh cén daltaí a bheidh páirteach i dturais scoile. Bítear ag súil go bhfuil dea-chuntas comhoibrithe léirithe ag gach dalta ag iarraidh a bheith rannpháirteach ar aon turais scoile. Más gá dalta a tharraingt as turas ar bhonn drochiompar tar éis dó/dí íocaíocht a dhéanamh ní thabharfar an t-airgead sin ar ais.*
- *Má tharraingíonn dalta as turas tar éis sprioc dáta íocaíocht éarlaise nó lán íocaíochta ní bheidh ar chumas na scoile aisíoc a thabhairt dó/dí.*
- *Ar thurais thar lear agus turais thar oíche iarrfar cead scríofa ó thuismitheoirí /caomhnóirí go ligfí do lucht leighis/ospidéal cóir éigeandála ar nós ainéistéisigh, fuiláistrithe a chur ar a bpáiste, sa chás go mbeadh gá lena leithéid, ag dul le cinneadh an dochtúra. Mura dtoilíonn na tuismitheoirí /caomhnóirí cead scríofa ní féidir an dalta a ligean ar an dturas.*
- *Is gá Pas chun dáta ar feadh 6 mhí tar éis an turais agus Cárta Leighis Eorpach a bheith i seilbh gach dalta ar thuras Eorpach.*
- *Is é/í an múinteoir i bhfeighil an turais a bheidh freagrach as na socraithe uile, le comhairle ón bpríomhoide.*

also the amount of spending money that each student takes.

- *Tours will be organised in a manner that will not interfere with the academic progress of students. Very little tours are organised for examination classes.*
- *Written permission from parents/ guardians will be needed prior to going on any trip. They will be asked to sign An Administration of Medication Form before travelling and medical details etc of their child. It is the duty of parents/ guardians to provide any information to the leader of a tour before travelling in order to help ensure the health and safety of the student.*
- *Written permission from parents /guardians will be needed if any student needs to take any medicine. All parties, parents, teachers, leaders and the student must ensure that any special medicine that the student is taking is in his/her possession on the tour.*
- *On adventure tours parents will be asked to provide the teacher in charge of the tour with information such as: ability to swim, any medical or physical condition etc.*
- *The college will have total discretion regarding what students partake in school tours. Students wishing to partake in any tour are expected to have a good record of cooperative behaviour. Should it be necessary to withdraw a pupil from a trip due to bad behaviour after he/she paying this money cannot be refunded.*
- *If a student withdraws from a tour after the deposit or full payment deadline a refund cannot be granted.*
- *On foreign and overnight trips written permission will be sought from parents/ guardians that medical /hospital personnel be permitted to administer emergency aid such as anaesthetic, blood transfusion to their child if the case should arise, pending the doctor's decision. If the parents/ guardians don't grant this permission the student cannot be permitted on the tour.*
- *All pupils must have a passport valid for at least six months following the trip and a current European Health Insurance Card for travel to EU.*
- *The teacher in charge of the tour will be responsible for all the arrangements with advice from the principal.*

Beidh an múinteoir i bhfeighil an turais freagrach as:

- Cinntiú go bhfuil táille an turais réamh- íocta don oifig ina iomlán ag gach dalta agus ráiteas ar chaiteachas a thabhairt don oifig ina dhiaidh mar aon le hadmhálacha . Tá coinníollacha ar leith ann a bhaineann le turais thar lear i gcomhréir treoracha an JMB .
- Socraithe a dhéanamh i dtaobh ranganna a bheidh le clúdach agus do scoláirí nach mbeidh ag taisteal. Ba cheart obair a fhágáil do ranganna atá le clúdach.
- Is gá dó/dí uimhir teagmhála a bheith aige/aici do bhainistíocht na scoile agus tuismitheoirí chomh maith le sonraí na ndaltaí i dtaobh leighis, sonraí teagmháil bhaile agus cead cóir leighis s.rl.
- Sonraí an turais a chur ar fáil do bhainistíocht an choláiste, d'fhoireann an choláiste agus don Bhord Bainistíochta roimh ré.
- Liosta a chur ar fáil sa scoil de na scoláirí atá ag taisteal agus a sonraí pearsanta.
- Plean imeachtaí leagtha amach roimh ré agus ar eolas ag an scoil agus ag tuismitheoirí.

Gnáthaimh na Scoile le linn Turais

Leanfaidh gach múinteoir i bhfeighil turais an dea-chleachtas seo a leanas le linn gach turas:

- Bosca chéad chabhrach a thabhairt nuair is cuí agus aon leigheas ar leith riachtanach do dhalta sa ghrúpa.
- Daltaí a chomhaireamh ag teacht/ag imeacht de bhus s.rl.
- Daltaí a eagrú i ngrúpaí.
- Amanna agus ionaid a leagadh amach le bualadh le chéile.
- Cinntiú go mbíonn sonraí teagmhála an mhúinteora agus a p(h)áirtnéirí ag gach dalta.
- Rachaidh fear agus bean ar gach turas ina mbíonn cailíní agus buachaillí ag taisteal.
- Beidh cóimheas múinteoirí/ daltaí ag brath ar an gcineál imeachta ar bun agus méadófar ar líon na maoirseoirí de réir leibhéal an riosca ar an dturas .
- Ar thurais thar oíche nó níos faide ní fhéadfaidh múinteoirí maoirseacht 24 uair a dhéanamh ar dhaltaí, sé sin le rá beidh tréimhsí gan mhúinteoir leis na daltaí. Féadfaidh sé seo tarlú freisin ar thurais ina mbeidh tréimhse siopadóireachta ceadaithe. Má bhraitheann tuismitheoirí nach bhfuil an leibhéal maoirseachta seo sásúil moltar dóibh gan scaoileadh lena bpáiste ar an turas.

The teacher in charge of the tour will be responsible for:

- Ensuring that the cost for the tour is pre-paid in full to the office by all students and following the tour providing a statement on expenditure with receipts to the office. There are specific conditions regarding foreign tours in compliance with the JMB guidelines.
- Making arrangements for classes to be covered and for those students not travelling. Work should be left for classes needing cover.
- The Tour Leader must have contact details for school management and parents as well as relevant personal details regarding each member of the tour i.e. health information, home contact details, approval for medical attention etc.
- Provide the details of the tour to the school's management, the staff and The Board of Management prior to departure.
- Provide a list in school of the students travelling and their details.
- An itinerary for the tour provided to the school and to parents.

School Procedure During Tours

Every teacher in charge of a tour will follow the following good practice during every tour:

- Take a first aid kit when appropriate and any specific medicine required by a student.
- Count students arriving and departing buses etc.
- Organise students in groups.
- Designate meeting times and places.
- Ensure that each student has teacher and partners contact details.
- A male and female will travel on every tour where boys and girls travel.
- Teacher/ student supervision ratio will depend on the type of activity involved and supervision will be increased according to the risk level involved.
- On overnight trips or longer periods away teachers cannot possibly supervise pupils directly on a 24-hour basis which means there will be periods of time without direct supervision. This can also happen on a tour with shopping allowed. Parents who are concerned that such a level of supervision is inappropriate or insufficient should not permit their son/daughter to take part in such trips.

- Má dhéanann aon dalta sárú tromchúiseach ar na rialacha mar atá leagtha amach i gCód Iompair an Choláiste, le linn an turais, déanfar iniúchadh géar air agus breithmheas i gcomhairle leis an bpríomhoide agus d'fhéadfaí cinneadh a dhéanamh an dalta sin a chur abhaile láithreach, ar chostas a t(h)uistí.
- Má bhíonn amhras faoi alcól / drugaí / tobac / aon substaint mhí-dhleathach a bheith i seilbh dalta beidh cead ag an múinteoir nó caomhnóir seiceáil a dhéanamh ar mhalai an dalta sin. Iarrfar ar dhaltaí agus tuismitheoirí/caomhnóirí ráiteas glactha ina thaobh seo a shíniú roimh thurais.
- I gcás timpiste cuirfear cóir leighis ar an dalta má bhíonn gá leis.
- Ar fhilleadh ó thuras nó le linn turais d'fhéadfadh an múinteoir comhairle a chur ar thuismitheoir /caomhnóir cóir leighis a lorg dá p(h)áiste.
- I gcás timpiste dháiríre lorgófar cóir leighis láithreach agus ansin cuirfidh an múinteoir údarás na scoile ar an eolas faoi. Déanfaidh údarás na scoile teagmháil leis na tuismitheoirí faoi.

Turais Thar Lear

Tá sé mídhleathach turais thar lear a eagrú do ghrúpaí mionaoiseacha gan cheadúnas. Tá sé éigeantach do scoileanna, de réir reachtaíocht eitlíochta, úsáid a bhaint as seirbhísí de chuid Tionscnóra Turas Ceadúnaithe nó Gníomhaire Taistil ag breith daltaí lasmuigh den Stát. Más mian le grúpa scoile taisteal thar lear, ní foláir go mbeadh an eagrú agus íocaíocht déanta tríd Gníomhaire Taistil nó Tionscnóir Turais. Má ghlacann duine seachas sealbhóir ceadúnais airgead ó dhuine ag súil le taisteal thar lear, beidh siad ag sárú na reachtaíochta.

Cur i bhfeidhm

Beidh an polasaí seo curtha i bhfeidhm ag an bpríomhoide, foireann riaracháin, múinteoirí, scoláirí agus tuismitheoirí. Déanfar na cleachtais i dtaobh turais scoile a phlé agus a leasú ag cruinnithe foirne nuair is gá.

Glactha agus faofa ag cruinniú an Bhoird Bhainistíochta i Mí Dheireadh Fómhair 2015.

- If any student makes a serious breach of The School's Code of Behaviour during a tour the case will be carefully investigated and judged in consultation with the principal and the decision could be made to send the pupil home at the expense of his/ her parent(s).
- If there is suspicion of alcohol / drugs / tobacco / any illegal substance in the possession of a student the teacher / guardian will have permission to check the student's bags. Students and parents will be asked to sign an acceptance form regarding this prior to travelling.
- In the event of an accident the student will be given medical treatment if needed.
- On return from, or during any trip, staff may advise a parent/guardian to seek medical advice.
- Where a serious accident occurs, staff will seek medical assistance as a first priority and contact the school to inform the school management of events. Parents will be contacted by the school.

Foreign Tours

It is illegal to organise group trips of minors leaving the Republic without a licence. It is obligatory under aviation legislation for schools to use the services of a licensed tour operator or travel agent when bringing any group of students outside the State. If a school group wish to travel abroad for an event, they must organise and pay for it through a Travel Agent or Tour Operator. If a person other than a licence holder is taking money from a person proposing to travel, then they will be in breach of the legislation.

Implementing the Policy

This policy will be applied by the principal, the administrative staff, teachers, students and parents. School practice on tours will be discussed and amended at staff meetings as deemed necessary.

This policy was agreed and accepted at a Board of Management meeting in October 2015.