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School Tour Policy

School Name: Rice College, Ennis, Co. Clare

Address: New Road, Ennis, Co Clare. V95 FV10

Details: Rice College 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 co-educational school.

School Management: The Board of Management of Rice College is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement:

Rice College is operated according to the religious and educational philosophy of the Edmund Rice Schools Trust Charter (ERST).

We strive to live up to Christian values and show genuine concern for our school community.

Our core aims are to provide a broad and comprehensive education and to recognise the needs and develop the talents of each person.

We strive to enrich all those with whom we are privileged to come in contact, we strive to succeed.

Ethos:

Inspired by the vision of Blessed Edmund Rice, the Christian Brother School gives priority to education in a living faith whereby students grow to appreciate the life and mission of Jesus Christ with a view to being committed to the world as he was. Has a special concern for the poor and underprivileged. His aim was to develop a curriculum which promotes the harmonious growth of the whole person.

Rice College School Tour Policy

School Tours and outings are an integral part of the school programme. Organising a school tour is a voluntary but invaluable contribution to the school. Prior permission should be sought from the school Principal before distribution of information to pupils.

A Tour for the purpose of this policy is any trip that involves an overnight stay with pupils. For tours of shorter duration some elements of this policy may not be relevant.

Application:

1. Parental consent must be given.
2. A completed application form and behaviour contract signed by the pupil and parent/guardian must be submitted by the stipulated closing date.
3. First deposits are non-refundable. On withdrawal, a student will receive a full refund if another student takes his/her place. Replacements are at the Group Leader's and Tour Company's discretion. Some companies keep first deposits.
4. Group leader reserves the right to refuse an applicant on the grounds of (a) school discipline, (b) where the supervision needs or personal needs of the applicant would place an excessive burden on the group leader or other supervisors, (c) the submission of an incomplete or dishonest application.
5. The tour leader must sign the tour information leaflets when giving them to pupils. This shows their responsibility for the tour and all its consequences.
6. School tours must be booked with a licensed travel agent.
7. A tour leader should ensure that the numbers taken on tour allow a reasonable duty of care to all pupils in their care.
8. A Request form or letter needs to be given to school Principal for BOM approval.
9. A risk assessment needs to be carried out for the tour.

Insurance:

1. Insurance has to be arranged by means of a policy with an appropriate Insurance Company, to fit all members of the group, including teachers.
2. An insurance information summary will be made available to all applicants and should be read in detail.
3. The insurance policy will be held by the tour operator. (An insurance summary given to parents). EHIC cards should be obtained from all students traveling to Europe prior to departure. If necessary E111 applications should be completed for all students.
4. Updated detailed health forms should be collected from all pupils going on tour.

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Discipline:

A parent's information night should be presented by the Tour Leader before departure. At this, parents should be informed of the tour rules.

- Appropriate school rules apply at all times.
- Students are not allowed to purchase the following items on the school trip.

1. Knives of any description.
2. Lasers of any description.
3. Fireworks.
4. Alcohol.
5. Drugs of any description. (The purchase of any prescribed or unprescribed medicines must be in the presence of a supervising teacher).
6. Any material of a sexually explicit nature.
7. Cigarettes or any form of tobacco/ E cigarettes/ Vapes.

(The Group leader reserves the right to confiscate any of the above i.e. 1-7).

- Pupils, while on tour, are responsible for the safety of their own property.
- Pupils will be held financially responsible for any damage they may cause.
- Misbehavior while on tour is subject to disciplinary action. In the case of any extreme breach of regulations, a pupil may be sent home, - in such circumstances the parents/guardians will be held liable for the cost involved.
- Under no circumstances are students permitted to leave their hotel room at night, (unless in the event of an emergency).
- No mixing of rooms is permitted at any stage during the trip.
- Students must follow their supervisor's instructions at all times.

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Supervision:

While on tour, the pupils' welfare is paramount. The teachers, while on tour/outings are responsible for the safety/welfare of the pupils and must ensure adequate and diligent supervision at all times. Supervision of overnight arrangements need careful attention. A "reasonable" duty of care must be evident at all times.

- Regular head counts of pupils will take place, particularly before leaving a venue.
- Group leader will establish rendezvous points and tell pupils what to do if they become separated from the group.

Financial Planning:

- The group leader will ensure that parents have early information about the costs of the trip.
- The cost of the trip will be spread out and payment will be in installments to the tour company directly. Pupils will receive a payment date schedule.
- The cost of the trip is to include all stated on the printed itinerary and insurance costs.
- Spending money for the pupils will be left to the discretion of the parents but guidelines will be given by the Tour Leader.
- A detailed financial breakdown of the tour will be kept by the Tour Leader and be available if necessary for audit purposes.

Emergency:

- Parent must sign an Injury Consent Form.
- The group leader will take charge in an emergency.
- Pre-arranged school home contact will be established.
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If an emergency occurs on a school visit, the main factors below will be addressed:

- a) Establish the nature and extent of the emergency as quickly as possible.
- b) Ensure that the entire group are safe and looked after.
- c) Establish the names of any casualties and get immediate medical attention for them.
- d) Parents will be notified at the first available opportunity.

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- e) Ensure that all the group members who need to know are aware of the incident and that all group members are following the emergency procedures.
- f) Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
- g) Notify the police if necessary.
- h) Inform the Principal and school contact.
- i) Details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom).
- j) Notify the insurers.
- k) Notify the tour operator.
- l) Keep a written account of all events.
- m) Complete an accident report form as soon as possible.

BEHAVIOUR:

While normal school rules/policy should be adhered to, the Tour Leader should apply the following discipline guidelines.

- Step 1: Pupil spoken to by teacher.
- Step 2: Pupil spoken to and given verbal warning by Tour Leader (Formally).
- Step 3: Inform parent and withdraw privilege/minor activity from pupil.
- Step 4: Inform parent and withdraw pupil from major tour activity.
- Step 5: More Serious Issue: Inform parent and inform Principal. Report issued on return and issue dealt with by Principal / Tour Leader / Parents.
- Step 6: In extreme case- Sending Home: Principal / Parent / BOM need to be informed immediately before such a decision is made.

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School Contact:

This information should be given to Principal before departure. Full details of the tour will be retained at school while the tour is in progress. This should include:

- ◆ The itinerary and contact telephone number/address of the group;
- ◆ a list of group members and their details;
- ◆ Contact names, addresses, telephone numbers of the parents and next of kin;
- ◆ Copies of parental consent forms;
- ◆ Copies of travel documents, insurance documents, medical papers;
- ◆ A copy of the contract with the center / hotel etc, if appropriate.

Special Identification

It is advisable for pupils to carry a note in the relevant foreign language for use if they get lost, asking the reader to re-unite them with the group at the accommodation/meeting point, or to take them to the police station. They should also carry the group leader's name and the duty contact's phone number.

If appropriate for the tour all group members should carry a small amount of foreign currency at all times e.g. money for telephone (or a phone card) or credit in their mobile phone.

Group members should be readily identified e.g. uniform, brightly colored backpack, cap or item of clothing, badges.

Group Leader

The Group Leader reserves the right to choose the supervising personnel to accompany the group.

Proposed School Tours for 2023-24

2nd Year February 2024 – Louis Mulqueen – Skiing. (Italy)

On occasions Capping of numbers on a tour may need to be examined.

All Tours should be based on Educational /Holistic /Physical Values.

Attempt that Tours be given out with at least 12 months notice -weekly payment option-less financial pressure.

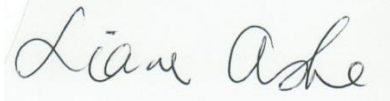
Choice for all –options to go or not. If no uptake then tour doesn't run.

Safety of pupil is crucial at all times.

Parental communication where necessary is crucial.

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Ratified by the BOM on the 14th of December 2023.

A handwritten signature in black ink that reads "Liam Ashe". The signature is written in a cursive style and is placed on a light grey rectangular background.

Liam Ashe,
Chairperson, Board of Management.

A handwritten signature in blue ink that reads "Louis Mulqueen". The signature is written in a cursive style and is placed on a light grey rectangular background.

Louis Mulqueen,
Secretary to Board of Management.