

ST. AUGUSTINE'S COLLEGE EXCURSIONS POLICY

The following is the Mission Statement of St. Augustine's College adopted by staff in May 2000:

St. Augustine's College is a caring community committed to offering all of its students and staff a happy and safe environment in which they can work, learn and play. We endeavour to facilitate the academic, personal, moral, spiritual and social development of each member of this school community. Our aim is to provide a balanced and well-rounded education for all of our students.

This policy was drawn up by staff of St. Augustine's College in consultation with and ratified by the Board of Management and circulated to staff and parents / guardians of the students. The purpose of the policy is to document current and future practice on school tours. The policy will be reviewed on a yearly basis.

Aims of the Policy

- (i) To benefit the educational, intellectual, cultural and social development of our pupils.
- (ii) To present the students with a new environment in which they can observe, investigate and relate their findings to their own environment,
- (iii) To provide school tours or trips taking into account the age and interest of the students.

This statement recognises that:-

School excursions are an extension of the educational programme operating in the classroom and intended to enhance and extend the learning experience of the students. They are conducted under the supervision of the school with attending students subject to the requirements of the school's code of conduct.

The organising teacher:-

- Undertakes school excursions on a voluntary basis with the principals approval in support of the learning programme in place at the school.
- Maintains the duty of care of students as exercised in the classroom.
- Has responsibility (delegated and approved by the Principal) for ensuring that the adult / student ratio on excursions meets duty of care requirements for the safe supervision of the students.
- Defines structure and limitations of excursion (approved by Principal) on excursion launch
- Ensures that all parties (Principal, students, parents and supervising adults) are informed and aware of excursion structure and limitations and any amendments made.
- Assumes responsibility (delegated by the Principal) for ensuring the suitability of any adult selected to supervise or assist.

CHECKLIST FOR EXCURSION MANAGEMENT PLAN

Purpose of the excursion.

The educational purpose of the excursion is described.

1. ASSESS THE RISKS

1.1 Assess the environment

The site has been assessed, where possible and appropriate, and is considered to be suitable for the excursion.

1.2 Assess transport arrangements

Arrangements have been made for the safe transport of excursion participants.

1.3 Assess the students' capacity

Excursion activities are suitable for the students' capacity.

All reasonable provision has been made for any student with special needs where this is possible.

Up to date information regarding student health and care needs has been obtained.

1.4 Assess the capabilities of the supervisory team

Collectively the supervisory team has the skills to:

- Identify and establish a safe environment
- Render emergency care where appropriate
- Monitor weather and environmental conditions before and during activities

1.5 Assess the involvement of external providers

Competence of external providers is established.

Staff responsibilities of the school and venue have been established.

*St Augustine's College Code of Conduct applies at all times

2. ESTABLISH SUPERVISION STRATEGIES

Supervision strategies have been established with management.

Students who are not participating in the tour (including students from other classes who will be affected by their subject teacher's absence) must be adequately catered for while their teachers are away on the tour.

3. PROVIDE INFORMATION AND SEEK CONSENT

Parents/guardians of students have been provided with full details of the excursion.

Students participation is subject to receipt of the signed consent form.

4. DEVELOP COMMUNICATION STRATEGIES

Appropriate means of communication such as mobile phones, contact points and times etc. have been developed.

5. COMPLETE EMERGENCY RESPONSE PLANNING

An appropriate emergency response plan has been developed or obtained. The teacher-in-charge has a list of the names of participating students and adults, contact telephone numbers, student medical information. And like kinda ask adults if there is 'anything you should know'.

6. BRIEF STUDENTS AND SUPERVISORS

Students and supervisors have been/will be fully briefed on responsibilities and obligations.

7. RETAIN EXCURSION RECORDS

Relevant excursion details will be retained where appropriate.

8. GAIN APPROVALS

Appropriate approvals have been gained.

Category	Category Description	Gender Balance	Minimum Supervision Ratios -
A	Vicinity of the school	Not required	1 teacher per class group
B	Day travel beyond the school	Mixed gender where possible	2 adults per coach
C	Overnight accommodation	Mixed gender	<ul style="list-style-type: none"> • 1 teacher per 15 students • Teachers must comprise at least half the number of accompanying adults
D	Water based excursions	Mixed gender	<p>Closed environment eg. Swimming pool, coastal area, river, dam</p> <ul style="list-style-type: none"> • 1 supervisor per 12 students <p>Open environment eg. Beach, flowing river, tidal coastal waters</p> <ul style="list-style-type: none"> • 1 supervisor per 10 students

St Augustine's College
Medical Information and Consent Form
Confidential

The following information is requested when your child is involved in a school excursion or activity. In the event of illness or injury, the staff member responsible will seek medical attention based upon the information provided and every effort will be made to contact you.

Excursion/Activity:	
Date(s) of Excursion:	
Student's Name:	
Date of Birth:	
Parent/Guardian Name:	
Parent's/Guardian Address:	
Phone Numbers:	Home Work Mobile
Emergency Contact:	Name: Phone Number:
Medical Insurance :	Yes / No
If yes: BUPA / VHI	Number:
Medication being taken at time of excursion:	
Special Diet:	No / Yes Details:
Allergic to :	
Treatment for Allergic Reactions:	
Known medical conditions relative to the activity:	
Family Doctor:	Name: Phone:
Tetanus Immunisation:	No/Yes Date of last booster
Other Information:	



1/2
EXCURSION _____

DATE ___ / ___ / ___

PARENT AND STUDENT CONSENT FORM

- I consent to my child’s participation in this excursion or activity. I have been informed by the school of the arrangements made for the conduct of this excursion or activity and I understand that the excursion or activity may include activities involving some risk.
- In the event of my son/daughter becoming ill or injured, I consent to the teacher/supervisor in charge arranging such medical or surgical treatments as deemed necessary.
- If necessary, in the event of injury or illness I agree to pay the cost of return travel home for my child or to collect them from the excursion.
- I agree to reimburse the school for any damage caused by my child.
- I agree to reimburse the school for any hospital, medical or ambulance expenses incurred by the school on behalf of my child.
- Students travelling on the excursion must avail of the school transport provided.
- I _____ agree to observe the rules of the excursion and to cooperate with my teachers/supervisors throughout the excursion or activity. I understand that non-compliance may result in being excluded or being sent home at my parents/guardians expense.

SIGNED

(Parent/Guardian)	(Student)
Date:	Date:



2/2

Excursion Code of Conduct.

Students are expected to enjoy themselves and have a happy experience with their friends on the excursion to _____.

Dates of excursion ___/___/___ to ___/___/___

This Code of Conduct is to ensure that every person on the excursion has a happy, safe and enjoyable time.

1. St Augustine's College 'Code of Conduct' applies for all school activities including all excursions
2. Students must be on best behaviour at all times. Including free time.
3. Smoking or the consumption of alcohol or substance abuse is absolutely forbidden for the duration of the excursion.
4. Students must consent to where deemed as necessary by 'Trip Leader' to take an alcohol breathalyser test.
5. Students must consent to where deemed by 'Trip leader' or any supervising teacher as necessary, to the searching of their rooms or bags.
6. Students must act in a responsible and safe manner and must not partake in any behaviour that may lead to injury or harm to themselves or others.
7. Students are not permitted to use their camera phones or videos in an inappropriate manner. e.g. Videoing of fellow students or staff without their permission or knowledge.
8. Students must be punctual at all times.
9. Students are responsible for cost of any damages that they may cause while on excursion.
10. Students must follow instructions as given by group leaders and act in a respectful manner to tour leaders and their fellow students.

Students who break this code or any subsequent amendments as issued during the trip may be subject to the following sanctions.

Loss of privileges, withdrawal from trip activities, Fines, and suspension.

Group leaders. Name 1. _____

Name 2. _____

I _____ agree to follow the above **Code of Conduct** and any other rules as given by group leaders during the excursion.

SIGNED

(Parent/Guardian)	(Student)
Date:	Date:

Contact phone no.1

Contact phone no.2

Excursion Approval Form.

Excursion Leader/s: _____

Excursion Title: _____

Purpose of Excursion:

Outline/Description of Excursion:

Cost of Excursion: € _____ per student Total € _____

Cost covered by students? Yes / No

Dates of Excursion: ___/___/_____ to ___/___/_____

Number of Students Travelling _____

Number of Teachers Travelling _____

Number of Non- Teaching Adult supervisor: _____

Do Non- Teaching Adult supervisors have Garda Clearance: Yes/No

Approval Sanctioned: Joseph Moynihan (Principal)

Signed. _____ Date ___/___/_____