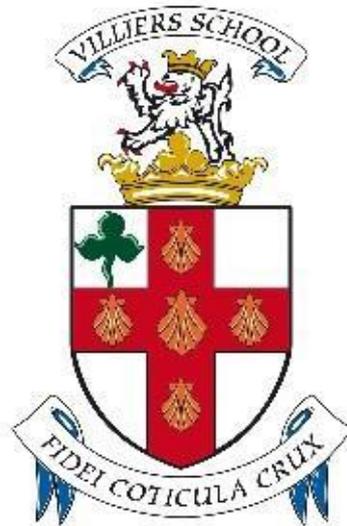


# Villiers School Policy on Trips Away



December 2022

## **1. Statement**

This policy is written in consideration of the strong ethos of Villiers School, which states that:  
*“Villiers aims to ensure that the educational, emotional, spiritual, psychological and moral welfare of each individual student is provided for, while encouraging at all times the co-operation and assistance of parents of the students”.*

### Villiers School EDI Statement

Villiers School is committed to promoting equity, diversity and inclusion (EDI) both within our school community and in the wider community. Villiers School strives to foster a safe and inclusive culture with equality at its heart so that diversity can flourish. We embrace our diversity as a strength, and we work with sincerity to enable all in our community to grow and flourish equally.

We place inclusive principles and practices at our core and are fully committed to understanding the challenges that exist for our community under the nine grounds for discrimination identified under the Equal Status Acts 2000-2018, namely, gender, marital status, family status, age, disability, sexual orientation, race, religion, and membership of the Traveller community.

We seek to proactively address these, to the best of our abilities, whether this be in respect of recruitment, the curriculum or school culture:

- Through an EDI focus in our policies, practices, and procedures
- Through appropriate training, development and experiences
- Through promoting these principles across the curriculum

Discrimination, in any form, is not accepted within Villiers School; we aim to be a leading voice for equity, diversity and inclusion in Irish education.

## **2. Rationale**

Villiers School recognises that trips away from School represent a valuable aspect of the learning process and contribute to the development of a rounded individual. Trips complement in-school learning and activities, and provide opportunities for students to broaden their horizons in ways that would not be possible within the school campus alone. Trips provide students with opportunities to explore and expand their gifts and talents. Trips assist in developing and enhancing friendships between students, as well as fostering positive relationships between

students and trip leaders in a non-classroom environment.

Parents (including guardians) must read this policy and agree to the terms and conditions in order for their students to be eligible to be considered for participation in school trips. In this policy the word 'parent' refers to parents and / or guardians.

### **3. Goals**

This policy aims to:

- 3.1. Provide the school community with a clear understanding of the role of trips away.
- 3.2. Ensure consistent approaches to the planning and implementation of trips away.
- 3.3. Enable students to take full advantage of trips away, with a full understanding of their educational value and their contribution to a rounded education.
- 3.4. Encourage parents to take an interest in, and share responsibility for, their student's overall development through support of school trips.
- 3.5. Provide teachers and trip leaders with assurance and guidance as to how their voluntary commitment to trips away benefits both the students and the whole school community.
- 3.6. Provide guidance to ensure safety for all those participating in the trip.

### **4. General Principles and Rules of Trips Away**

- 4.1. This policy is devised in accordance with Villiers School Child Safeguarding Statement to ensure the safety of all students, in line with the Department of Education and Skills Child Protection Procedures for Primary and Post-Primary Schools 2017.
- 4.2. Villiers School encourages the organisation of school trips for the spiritual, educational, artistic, sporting and social benefit of students.
- 4.3. The health and safety of students and staff is of paramount importance to the school. Therefore, Villiers School management, following consultation with parents and teachers / trip leaders, reserves the right to cancel a trip away, or to disallow a student from participating in a school trip where, in its opinion, the health and safety of the student or of other students or staff participating in the trip is at risk. Villiers School management's decision is final in these cases.
- 4.4. Trips away are a privilege and are reserved for students who meet expected and

- required standards of behaviour. Students who do not meet expected and required standards of behaviour, as determined by Villiers School management, may be refused permission to participate in a trip away.
- 4.5. All trips are organised in as cost-effective a manner as possible, taking into account safety, quality and value for money.
  - 4.6. Villiers School management will expect the professionalism, common sense and good judgement of teachers and trip leaders, who will exercise due care on trips away.
  - 4.7. All Villiers School rules and Villiers School policies apply while on school trips away unless expressly stated otherwise by the trip leader, for example mobile phones may be allowed on trips with teachers' and trip leaders' permission. In particular, parents and students should be aware that permission to travel on a School trip is conditional on strict adherence to the expected standards of the school's Code of Behaviour and other relevant policies including but not limited to the school's Anti-Bullying Policy .
  - 4.8. Any student who withdraws from a trip, or whose parents withdraw them from a trip, after a deposit or full monies have been paid, will not be entitled to a refund. This is because trip costs are normally calculated according to the numbers who have committed to it, and in the case of a withdrawal the other participants in a trip would be left to cover the costs incurred for students who have withdrawn from the trip. In addition, any student who is not allowed to travel for any disciplinary reasons which occur following payment of a deposit or full amount, will not be entitled to a refund.
  - 4.9. If a breach of discipline occurs on a trip away, the student may be sent home at their parent or guardian's expense. The decision to send a student home from a trip away will be made by the trip leader in consultation with Villiers School management. The teachers and trip leaders accompanying the students on a trip will not be in a position to travel home with a student who is being sent home. It is therefore the responsibility of the parent to ensure that appropriate supervision arrangements are in place for the student to travel safely home.
  - 4.10. Students are requested not to bring any unnecessary valuables with them on trips and to follow the advice of trip leaders in relation to spending money.
  - 4.11. All students selected for sports teams, who travel as part of a school group represent Villiers School, and therefore, the highest standards of behaviour and conduct are expected at all times on school trips away.
  - 4.12. In accordance with our *Fees Terms and Conditions*, students cannot be accepted for

participation in school trips if the fee account is not up to date.

## **5. Procedures**

### **5.1. Parental Consent**

In general, written permission is required from parents of a student before the student is permitted to go on a trip away. There are some exceptions to this. For example, it is understood that students who are part of a team or group representing Villiers School, have on-going parental permission to travel to all away matches or events that cater for an extra-curricular activity. Similarly, it is understood that boarding students have parental permission to participate in all trips organised as part of the residential boarding experience.

Parents who DO NOT accept this understanding must inform Villiers School Office of this at the beginning of each academic year.

### **5.2. Procedure for Special Needs, Medical Issues and Dietary Requirements**

It is the responsibility of parents to ensure that the trip leader is aware of any medical, social, emotional or dietary needs. Such information that has been previously given to Villiers School medical staff (or other staff members) is NOT passed to trip leaders as a matter of routine and therefore the responsibility lies with parents to ensure that trip leaders have this information. Parents must ensure that their students have sufficient supplies or any necessary medications or equipment and that trip leaders are aware of this and that mutually agreed arrangements are in place for its safekeeping.

If emergency medication has to be given for a specific condition e.g. anaphylaxis reaction or an epileptic seizure, etc., parents are responsible for making trip leaders aware of the signs and symptoms, what medication is required, and ensuring that trip leaders know how to administer this medication. (The school medical staff are not responsible for this and are not involved in the organisation of trips away.)

Similarly, parents of pupils who participate in routine extra-curricular trips away (whether sporting or other) are responsible for communicating directly with coaches or trip leaders about any condition that might require medical attention or special care.

In the event that a student is taken ill or injured during any trip so that surgical operation or serum injection becomes necessary, accompanying staff will sign appropriate consent forms for urgent treatment, where the delay caused by obtaining parental consent might in the best judgement of the staff member, endanger the student's health or safety.

Similarly, accompanying staff will use their best judgement when deciding, in the case of illness or injury, on whether to bring the student for medical attention whilst on the trip, or to travel home and return the student to parents' and / or school nurse's care.

### **5.3. The Code of Behaviour**

The Code of Behaviour applies on all school trips away. The Code of Behaviour states clearly that the possession, use, supply or any involvement with illegal drugs, dangerous objects, alcohol, or tobacco is seen as an extremely serious offence likely to lead to prolonged suspension or expulsion.

If deemed necessary, members of staff may carry out inspection of rooms or personal property (bags, suitcases, etc.) with the student present, or may ask a student to turn out pockets and/or personal belongings. This will only be done on reasonable grounds, including concern for physical safety or the suspected possession of or use of a banned substance.

If a breach of discipline occurs on a trip away, the student may be sent home at their own expense. This decision will be made by the trip leader in consultation with Villiers School management and parents will be informed. *(See Section 4. General Principles and Rules of all Trips)*

### **5.4. Mobile Phones**

Communication, using mobile phones, between teachers / trip leaders and students on the trip may be necessary, particularly on overnight and international trips. A list may be made of participating students' mobile phone numbers (as given on the Consent Form). Students may also be given (if appropriate) the mobile phone number of the teachers / trip leaders to retain while on the trip.

In some cases, a mobile phone may be supplied by Villiers School, as staff members are not required to give their personal mobile phone numbers to students. Staff members are also

required to delete students' personal mobile phone numbers when the trip has ended, and similarly, students are required to delete staff members' personal mobile phone numbers. Personal phone numbers should never be shared, unless absolutely necessary for health and safety reasons.

### **5.5. Personal Documentation**

Parents are asked to provide requested, relevant and necessary information in a timely fashion. It is the responsibility of parents, in conjunction with students, to ensure that all documents necessary for travel abroad (eg. passport, identity card, visa etc.) are up to date and in order. The school cannot take responsibility for a student whose personal documentation is not in order and who is prevented from travelling abroad as a result. (See also Section 7 below)

### **5.6. Cost**

Taking into account the cost of a trip, every effort should be made to ensure that there is sufficient time to allow for families to budget for the trip and to make the necessary arrangements to pay the costs.

## **6. Supervision**

### **6.1. General Supervision**

The number of staff accompanying a trip away will be dependent on the following:

- The number of students travelling
- The age of the students
- The specific needs of individual students intending to participate in the trip
- The destination of the trip
- Additional supervision which may be provided at the trip destination
- The division of students into smaller groups with each requiring supervision
- The duration of the trip
- The type of trip undertaken
- The type of transport to be used

Certain trips may facilitate shopping or recreational activities which, while overseen by teachers or trip leaders, may not be directly supervised. This situation will usually be indicated on the permission slip, itinerary or information letter sent to parents. If a trip leader is uncomfortable permitting this level of autonomy to a student they may refuse to allow it.

Villiers School expects that all students travelling on an extended trip away will display a level of maturity corresponding to their age. Students on trips which involve an overnight stay in Ireland or abroad will be overseen by teachers and trip leaders, however may not be directly supervised on a 24-hour basis. All extended school trips away will involve periods of time without direct supervision. In particular, supervising staff will not sleep in the same rooms as the students participating in the trip, but will endeavour to be within easy reach of the participating students. Parents who are concerned that such a level of supervision is inappropriate should not permit their students to take part in such trips and should express their concerns to school management.

## **6.2. Airport Supervision**

It is important that parents communicate to the trip leader if they foresee any issue passing through airport security, such as scanning machines. All students under the age of 18 must be accompanied by an adult as they go through airport security, therefore for ease of management, tour leaders may request that all students, regardless of their age, are accompanied through security by staff members.

If a student participating in a trip is unable to fly home for an unforeseen or unplanned reason, the school will attempt to have at least one supervising adult remain with the student until parents can make necessary arrangements. In exceptional circumstances it may be a requirement that an additional student as well as a staff member is asked to remain with the student who is unable to travel. This will be a judgement call for the accompanying teachers or trip leaders and will be made with due concern also being shown for the adequate supervision and safety of the travelling students. Parents will be responsible for any additional costs incurred.

## **7. Overnight Trips including Trips Abroad and Exchanges**

In general, overnight trips occur in addition to the normal academic and extra-curricular activities of the school.

It is the responsibility of parents, in conjunction with students, to ensure that all documents necessary for travel abroad (e.g. passport, identity card, visa) are up to date and in order. Villiers School will not take responsibility for a student whose personal documentation is not in order and who is prevented from travelling abroad as a result.

Parents will receive a written overview or itinerary of overnight trips and will be required to give written consent to their students taking part in the trip. Parents should have an understanding that trip itineraries may be subject to change.

It will be the responsibility of parents to ensure that the leader of a trip is aware of any medical, social, emotional or dietary needs.

Students will be informed, prior to going on the trip, that school rules apply on trips. A student may be sent home, at their parents' expense, if the conduct of the student warrants it. (*See Section 4. General Principles and Rules of Trips Away*)

In the case of trips being oversubscribed, priority is given to those students who are studying the appropriate subject or involved in the relevant activity. In some cases, priority will be given on a first-come-first-served basis. Villiers School reserves the right to refuse any student they deem unsuitable for any trip away. Those considered unsuitable include, but are not limited to:

- students who in the past have proved unruly or undisciplined on trips away
- students who have a poor disciplinary record within the school.
- students who would be unable to engage with core elements of the trips' activities

Before a student with a medical condition is accepted to participate in a trip away, the school must be confident that they can manage the needs of the student, within the reasonable capabilities of the staff present on the trip, without compromising the health and safety of the student in question, the other students participating, the accompanying staff members or the itinerary of the trip. Each case will be considered on an individual basis in consultation with parents.

## **8. Insurance**

All overseas trips will be booked through a bonded travel agent. All efforts will be made to ensure that there is adequate insurance in place for the trip, however, parents are required to ensure that the cover in place is adequate to meet the needs of their students who are participating.

Full details are available on the Schools Personal Accident insurance are available online on the 'schools' section of the Allianz website [www.allianz.ie/schools](http://www.allianz.ie/schools) where it is possible to access a copy of the Policy Document as well as frequently asked questions. There are no geographical limits on the Policy and Ski trips are not excluded. Please note this is a Personal Accident Policy and additional insurance will be required to cover illness, lost baggage etc.

Note that some trips, for example our ski trip, will have additional insurance in place.

If the trip is to another EU country parents should ensure that their participating students bring an up-to-date European Health Card. (Applies to eligible families.)

## **9. Other Policies**

This policy should be read in conjunction with, but not limited to, the following policies of Villiers School

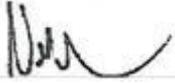
- Code of Behaviour
- Child Safeguarding Statement
- Anti-Bullying Policy
- Acceptable Usage Policy

## **10. Appendices**

Please see the attached appendices.

- Appendix 1 - Parental / Guardian Consent Form (Day Trip)
- Appendix 2 - Parental / Guardian Consent Form (Overnight Trip)
- Appendix 3 - Trips Away Medical Details Form
- Appendix 4 - Emergency Contact Details Form
- Appendix 5 - Student Contract for School Trips
- Appendix 6 - Parental / Guardian Consent to Travel on Overseas Trips and Passport Details

This Trips Away Policy has been ratified by the Board of Management on 8<sup>th</sup> December 2022 and is due for review in October 2024.

Signed:   
Chairperson, Board of Management

Date: 8<sup>th</sup> December 2022

Signed:   
Head of School, Secretary to the Board of Management

Date: 8<sup>th</sup> December 2022

## Appendix 1

### VILLIERS SCHOOL - PARENTAL AND GUARDIAN CONSENT FORM (DAY TRIP)

Trip: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name (*Block Capitals*): \_\_\_\_\_

Form: \_\_\_\_\_

I give my consent for my student to take part in on the above trip

I understand that the cost of the trip will be included on my student's fee statement

My student is in good health and I consider them capable of safely taking part in the trip

I will make participating staff member aware should my student require any additional care during the trip

I have read and agree to the terms and conditions of the [Villiers School Policy on Trips Away](#)

Signed (*Parent/Guardian*): \_\_\_\_\_

Name (*Block Capitals*): \_\_\_\_\_

Emergency contact mobile and email: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 2

### VILLIERS SCHOOL - PARENTAL AND GUARDIAN CONSENT FORM (OVERNIGHT TRIP)

**Trip:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

I accept the School's offer to take my student \_\_\_\_\_ on the above trip.

In return, I agree to reimburse any member of staff for any cost and expenses reasonably incurred and/or other sums reasonably disbursed by them on behalf of the above-named pupil during or as a result of the trip.

I accept that my student is bound by the rules and regulations of Villiers School and that they must comply with the directions of the teachers or trip leaders in charge. Failure to do so may result in them being sent home.

In the event of my student being sent home for disciplinary reasons, I agree to bear the additional costs or to reimburse the School for additional costs.

I agree to authorise members of staff, during the course of the trip, to approve such medical treatment for my student as is deemed necessary in an emergency and/or upon the advice of a qualified medical practitioner.

I attach a Medical Details Form, which gives details of any medical condition from which, to my knowledge, my student is suffering. Any special medical requirement (such as medications or other treatments) which may be required, are set out on this form or on a separate letter (please tick in the box overleaf to indicate if a separate letter is attached).

	YES	NO
Medical Details Form attached	..	
Letter with further medical details attached		
Emergency Contact Details Form attached	....	

I have read and agree to the terms and conditions of the Villiers School Trips Away Policy.

**Signed (Parent/Guardian):** \_\_\_\_\_

**Name (Block Capitals):** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix 3

### VILLIERS SCHOOL - TRIPS AWAY MEDICAL DETAILS FORM

Trip: \_\_\_\_\_ Dates: \_\_\_\_\_

I understand that my student \_\_\_\_\_ wishes to take part in the above trip away. My student is in good health and I consider them capable of taking part.

In the case of accident or illness whilst away from home, I consent to any medical treatment deemed necessary by a qualified medical practitioner.

**In your student's interest, it is vitally important that the trip leader be made aware of any illness or injury which your student suffers with, and which may affect their participation.**

Date of last tetanus:	
Allergic or non-effective medicines:	
Any complaints from which your student suffers:	
Special dietary needs:	
Name and Address of Home Doctor:	
PPSN:	
Medical Card / EHIC/ Medical Insurance Provider Number and details	

*Please attach a separate letter if you need to give further details*

Signed (Parent/Guardian): \_\_\_\_\_

Name (Block Capitals): \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 4

### VILLIERS SCHOOL - EMERGENCY CONTACT DETAILS FORM

Trip: \_\_\_\_\_ Dates: \_\_\_\_\_

PLEASE PROVIDE THE FOLLOWING INFORMATION SO THAT YOU CAN BE CONTACTED IN CASE OF EMERGENCY:

Student's Name:	
Parent(s)' Name(s):	
Home Address:	
Home Telephone No.:	
Parents' / Guardians' Mobile No.:	
Business Telephone No.:	
Emergency Telephone Nos: (if different from above)	
Parents' / Guardians' Email Address(es)	
Students' mobile number (Overnight and international trips only)	

## Appendix 5

### VILLIERS SCHOOL - STUDENT CONTRACT FOR SCHOOL TRIPS

Please complete the details below and return your signed contract to the Trip Leader.

Student name:	
Date of Birth:	
Class:	
Location of Trip:	
Organising Teacher:	

- I agree to participate in and to make a commitment to this entire Villiers School trip.
- I have read and agree to all the terms and conditions of the Villiers School Trips Away policy.
- I have read all documentation supplied by the trip leader, including rules regarding the trip, and I agree to follow all of the rules included in that list.
- I accept that any failure on my part to behave responsibly, at all times, to the teachers/supervisors/instructors/tour guides, etc. may lead to appropriate sanctions.
- I am also aware that a possible sanction for what is deemed as unacceptable behaviour could include 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 eligibility for selection on future trips.

**Signed (Student):** \_\_\_\_\_

**Name (Block Capitals):** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix 6

### VILLIERS SCHOOL – PARENTAL / GUARDIAN CONSENT TO TRAVEL ON OVERSEAS TRIPS AND PASSPORT DETAILS

To Whom It May Concern:

I \_\_\_\_\_ confirm that my student \_\_\_\_\_ has my permission to travel to and from \_\_\_\_\_ during the period of .../.../... to .../.../..., as part of a school trip.

My student's passport no is: \_\_\_\_\_

My mobile phone number is: \_\_\_\_\_

My email address is: \_\_\_\_\_

My home address is: \_\_\_\_\_

\_\_\_\_\_

I enclose, below, a copy of my passport.

Yours sincerely,

\_\_\_\_\_

Attach picture/photocopy of parents passport here

