

# Wesley College, Dublin

## College Trips Policy

### 1. Introduction

It is school policy to organise outings for the benefit of students when this is deemed appropriate by the teaching staff, in consultation with the Principal. The College recognises the benefits of outings to complement normal school work, for educational or sporting purposes.

Some trips are organised as part of the course to be followed in a subject area. Other outings and trips are additional to the curriculum and are not deemed a core activity.

The lengths of trips may vary from a short local visit to a longer trip involving staying away for several days.

College trips, outings and tours are a privilege reserved for students who meet minimum standards of behaviour while at school. Students who do not meet minimum standards of behaviour, as decided by the Principal, may be refused permission to participate in a school outing. The Principal *also* reserves the right to disallow a student from participation in a school trip if, in his/her opinion, the health or safety of the student or other students or teachers is at risk.

All school rules and all school policies apply while on school trips. In particular, parents and students should be aware that permission to travel on a College related activity is conditional on strict adherence to the Code of Behaviour <sup>1</sup>

All students selected for sports teams and who travel as part of a class group represent Wesley College. The highest standards of behaviour and conduct are expected as a matter of course.

### 2. Procedures

In general, written permission is required from a parent/guardian of a student before they may go on a trip.

It is understood that students who are part of a team or group representing Wesley College have on-going parental permission to travel to all away matches or events that cater for an extra-curricular activity.

Parents should be aware of the tradition of support for school teams that the College wishes to promote. Pupils are encouraged to support teams at fixtures at home or

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<sup>1</sup> All parents and pupils have been sent a Copy of the College Code of Behaviour, acceptance of which is a condition of entry to Wesley College. Additional copies are available from the School Office

away that might be arranged at short notice. It is understood that pupils who sign up to support a team either in the College or travelling to an away match or extra-curricular event will have secured parental permission beforehand. Parents who do not accept this arrangement should inform the College at the start of the academic year.

While every effort will be made to adhere to arranged times on trips, in particular the arrival time back at the College, the College cannot guarantee such times, for example where circumstances arise which are outside the control of staff involved.

### **3. Special Needs, Medical Issues and Dietary Requirements**

It is the responsibility of parents/guardians to ensure that the organizer of any trip is aware of any special needs, medical or dietary issues. Such information that has been given to College medical staff is not passed to trip organisers as a matter of routine.

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

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

### **4. Supervision**

The number of staff which accompanies a group will be influenced by a number of factors including:

- The number of students travelling
- The age of the students
- 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 type of transport to be used

Certain trips may facilitate shopping or recreation which may not be directly supervised. This situation will usually arise for senior students and will be indicated on the permission slip, itinerary or information letter sent to parents/guardians.

The College expects that all students travelling on an extended tour will display a level of maturity commensurate with their age. Students on trips which involve an overnight stay in Ireland or abroad will not be supervised on a 24 hour basis and all extended school tours will involve periods of time without direct supervision. Parents who are concerned that such a level of supervision is inappropriate should not permit their son/daughter to take part in such trips.

## **5. School Tours Abroad/Exchanges/Overnight Trips**

In general, overnight trips/tours occur in addition to the normal academic and extra-curricular programmes of the College. There is normally an additional charge.

Students who withdraw from a trip after a deposit, or full monies, has been paid, will not be entitled to a refund. Similarly, a student who is prevented from travelling for disciplinary or safety reasons will not be entitled to a refund.

It is the responsibility of parents/guardians in conjunction with students to ensure that all documents necessary for travel abroad (eg passport, identity card) are up to date and in order. The College 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/guardians will receive a written overview/itinerary of overnight trips and will be required to give written consent to their son/daughter taking part on the trip. It will be the responsibility of parents/guardians to ensure that the organizer of a trip is aware of any special needs, medical or dietary issues.

Students will be informed, prior to going on the trip that College rules apply on trips. A student may be sent home, at their parents' expense, if the conduct of the student warrants it.

## **6. The Code of Behaviour**

Parents and pupils should be aware that the Code of Behaviour<sup>2</sup> applies on all school trips. 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. In particular, pupils and parents should note that the Board of Management reserves the right to remove from the school register any student who has possession of, uses or supplies illegal drugs or substances or who has possession of dangerous objects, weapons or harmful substances while on a school trip of any kind.

## **7. Health and Safety**

Health and safety of students and supervisors is a priority when organizing and taking a College trip or tour. Teachers taking any trip will exercise due care, common sense and judgement when issues of health and safety arise.

Parents of students who have special needs, a medical condition, or who are on medication of any kind, should notify the teacher/s in charge of this and any medication being taken.

In case of an accident, staff will normally apply basic first aid only. Expert medical attention will be sought should this be thought necessary.

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On return from, or during, any trip staff may advise a parent/guardian to seek medical advice, should they deem this appropriate.

Where a serious accident occurs, staff will seek medical assistance as a first priority and then inform the College. Parents will be contacted as soon as possible by the College.

Approved by the Board of Management  
Wesley College  
January 2017