



SALESIAN COLLEGE
SCHOOL TOURS POLICY
20-04-2026

Introduction

This policy has been framed in the Department of Education and Science Circular M20/04 and has been developed to be consistent with the Salesian College's Mission Statement.

Salesian College acknowledges that students can derive immense educational benefit by taking part in off-site visits.

Taking part in problem-solving, decision-making, and residential experiences both at home and abroad can enhance personal and social skills. The knowledge and experienced gained beyond the classroom can consolidate and extend the taught curriculum within it. This policy seeks to establish a framework from which students can benefit in a safe, healthy and secure environment.

An off-site visit is defined as students going 'beyond the school gates' to pursue an activity organised through the school.

Activities may occur during or after the school day, at weekends or in school holidays and will be educational, curricular or recreational based. All off-site visits must have an educational purpose and pre-determined clear educational objectives.

All participants in activities will be identified as group members associated with Salesian College.

This Salesian College policy recognises that every student should have full access to each visit appropriate to their class, year or option subject, regardless of their abilities, therefore developing "the whole child".

Responsibilities of School Management

School tours and educational trips both inside and outside the State involve collecting, processing, and spending significant amounts of money. For this reason, the Board of Management recognises its responsibility to ensure that a licensed and bonded tour operator is used for the organisation of school tours.

The Board of Management shall:

- Formally sanction and formally approve each out of state tour
- Ensure financial controls and accountability are in place for the tour
- Safeguard the interests and good name of the school
- Provide a framework for the protection of all concerned
- Ensure all staff are aware of their roles and responsibilities concerning the Child Protection Procedures – DEY2026 as mandated persons

The Board of Management, Principal and staff will carefully consider:

- The appropriateness of the proposed tour in terms of the Department of Education and Science Circular M 20/04
- The legal requirements around the organisation of school tours going outside the State
- The staffing arrangements for the tour and for the school
- For each school tour, the Board of Management and Principal ensures that the tour organisers formally request permission for the organisation of any overnight national or international tour in writing to the Board of Management

Purpose of the Policy

The purpose of this policy is to support teachers in the organisation and running of school trips and tours which will ensure a safe, enjoyable and educational experience for all travelling students and staff members.

This policy seeks to establish a framework from which students can benefit in a safe, healthy and secure environment.

School Management and personnel will ensure that pupils are under the supervision of responsible adults and that the appropriate adult/student ratio* in relation to age, gender, and activity is in place in advance of the trip.

It also ensures that trips and outings take place efficiently and smoothly and that the standard of supervision is firmly within guidelines and standards.

The school takes its 'duty of care' while acting 'in loco parentis' extremely seriously and will make adequate provision to ensure that it is discharged at all times in the best interest of both the pupils and school personnel.

That the health, safety and welfare of our students is safeguarded by ensuring that reasonable care has

been taken in the nature of the trip chosen, the level of supervision provided, the venue, the means of transportation, the demands on the physical resources of the students, having regard to their age and capacity, and the dangers to which they may be exposed.

That students gain maximum educational benefit and enjoyment from all trips/outings.

This policy applies to all members of the staff of Salesian College who take students off site.

It also applies to the students participating in the activity and to their parents/guardians.

The Code of Behaviour of Salesian College applies to all students and relates to all school activities both during and outside of normal school hours; it applies both on and off school grounds. The Code of Behaviour also applies to all outings and to trips, whether or not they involve an overnight stay.

Before a student is accepted for a trip, his previous behaviour will be taken into consideration.

A student's attendance record will be taken into consideration.

Students and parents/guardians shall be acquainted in advance with the school's Code of Behaviour and with the rules, regulations and special requirements of that tour.

Unless informed to the contrary it is policy on all day tours that full school uniform is worn. Failure to do so may result in the removal of the student from the tour.

Types of School Tours

Educational tours organised by schools take place both inside and outside the State.

The nature and type of school tour organised include the following:

- Those which are determined by the particular curriculum subject (such as field trips).
- Those which inform and help build awareness of possible career and educational opportunities.
- Those that enhance the student's participation in or at sporting events.
- Those which deepen the student's knowledge and understanding of the cultural, social and physical aspects of the areas or countries visited. (Student tours to develop linguistic skills are a good example of the latter).
- Educational day trips for school groups within the State of Ireland
- Educational visits involving student exchange
- Educational visits and trips involving instruction
- Educational trips involving cultural, religious or linguistic benefit to students
- Trips and exchanges of a sporting nature organised with schools abroad
- Ski trips

- Tours to holiday resorts
- Trips and tours of various types for transition year students

Aims

The Board of Management of Salesian College supports and encourages school tours. It concurs with Department of Education & Youth guidelines which state that: “the objectives of educational tours for schools should be that they be of benefit in the intellectual, cultural and social development of the pupils taking part in them and any activity, in connection with the tour, which is in conflict with this objective is to be avoided” (Circular letter M20/04).

To reflect a world which is developing and changing, current educational philosophy recommends that students have first-hand experience wherever possible. School tours allow learning to extend beyond the walls of the classroom and as such are an integral part of a balanced educational process.

School tours require good preparation and organisation to optimise the learning experience for students.

The Board has an expectation that all school trips and tours would have a beneficial effect on pupils, enhancing student development both academically and socially.

Department of Education and Youth Regulations

Regulations governing organised tours by school groups both inside and outside the State are outlined in Circular M20/04. This circular supersedes all previous circulars.

The circular assumes that all tours organised for school groups are educational.

The circular states that:

"the objective of an educational tour should be that it should provide a significant benefit in the educational, intellectual, cultural and social development of the maximum number of students in the particular grade(s) taking part in the tour and which benefit cannot be provided by in-school activities alone."

A school tour should only occur if it meets this objective and is formally sanctioned by the Board of Management of Salesian College.

Criteria that should be satisfied before authorisation for a school tour is granted by the Board include the following:

- A school tour should enhance students' learning process by providing educational experiences that the classroom cannot provide.
- The full cost of the tour should be communicated to parents at the earliest opportunity.

- A school tour should be arranged to coincide with normal school holiday periods. Exceptions to this requirement are single-day tours and activities listed in the circular such as student exchanges or attendance at a music or drama festival.
- Proper insurance cover must be in place, and written parental approval received for each student participating in the tour. Students not participating in a tour during school time must be adequately catered for while teachers are away.
- Appropriate arrangements must be made for the classes of any absent teachers in line with Circular PPT 01/03 (Supervision and Substitution Scheme). The absence of accompanying teachers during school time must be kept to an absolute minimum.

Legal Requirements for using Licensed Tour Operators

It is obligatory under this legislation for schools to use a licensed tour operator or travel agent when bringing any group of students or adults outside the State.

The Commission for Aviation Regulation was set up under the Aviation Regulation Act 2001 and is now the licensing authority for Travel Agents and Tour Operators in Ireland. Also, it has the power to prosecute illegal travel agents or tour operators selling travel to destinations outside Ireland in its name in the District Court.

It is an offence to sell or buy on behalf of another holiday packages involving travel abroad. Similarly, it is illegal to organise for sale to another holiday packages or trips abroad without a license.

The primary purpose of the legislative requirement to have a licence is to protect consumers. Accordingly, licensed traders have a bond in place equal to a percentage of their annual turnover. This money is then available to the Commission to refund or reimburse consumers in a Tour Operator or Travel Agent collapsing event. This protection is not available to persons dealing with illegal operators.

Therefore, any financial issues / liabilities arising from the tour operator's failure to organise the school tour will not be that of the Board of Management of Salesian College. The Board of Management is not liable for any reimbursements/refunds in such cases.

Responsibilities of Organising and Accompanying Staff on the Tour

School tours are organised by staff voluntarily to enhance the educational experience of our students.

The school reserves the right within its discretion to refuse a student permission to travel on tour.

The school reserves the right to withdraw permission for a student to go on a school tour, even if payments have been made to the school or an external travel agency/organisation.

The school is not responsible for any loss of monies in such events.

The student forfeits such payments.

Salesian College is not responsible for reimbursements / financial compensation if a student is not allowed to go on a school tour.

Trips within Ireland

Members of staff who wish to take students on trips must make their request to the Principal. As much notice as possible should be given.

Trips may take place during the school day or may extend beyond normal school hours and may include weekends.

Specific written parental permission is required for all trips and should be kept on file by the organising teacher.

Students who have a history of inappropriate behaviour may be excluded from trips by the Principal.

Once the Principal has approved a trip, the organiser should:

- Forward brief details of the trip to the Principal for inclusion in the calendar.
- Inform parents/guardians of the details of the trip in writing. This should include cost, travel arrangements, all arrangements and other relevant information. Parents/Guardians must sign and return the permission slip attached.
- Record the list of students participating in the trip on VS ware.
- On all school organised trips students will be accompanied by supervising staff members.
- There must be an appropriate ratio between the number of students and the number of staff travelling.
- This ratio will vary depending on the nature of the trip and the age of the students traveling.
- The Trip Organiser will decide on the allocation of personnel to supervise students on trips.

- Trips may involve a financial cost to the student. For example, a fee may be charged to cover the cost of transportation to/from events or entry fees.
- The school will always have the mobile/contact numbers of the Coach Company and accompanying staff involved in case of delays or any other occurrences.
- A headcount should occur before leaving school (or on the coach) and at regular intervals throughout the whole visit.
- On occasion it may be suitable for Senior Cycle students (TY, Fifth and Sixth Year students) to travel independently to and/or from an event.
- For trips that extend beyond normal school hours, it is the responsibility of parents/guardians to ensure that arrangements are in place for their son's journey to/from the school.
- Organising teacher must check if any students require medication, all student medication is stored in the staff room and should be taken by the organising teacher.
- First Aid should be accessible either through an appointed person with the visit or venue facilities. Copies of information containing emergency contact/medical/allergy details should be available at all times.
- A member of staff should only travel alone with a student in exceptional circumstances agreed by school management, and where possible when written parental permission has been obtained.
- An Incident Report Form must be completed for all accidents or incidents which have occurred on school trips.
- In cases of a breach of school rules, teachers are required to follow the code of behaviour. School sanctions as outlined in our Code of Behaviour will apply.

At the end of each visit, the group leader may review the trip to plan similar tours in the future.

Information by letter to parents about the proposed educational visit should, in the case of visits abroad lasting more than two days, be complemented by a parents' meeting at which issues can be clarified, questions answered, etc.

Arrangements must be made for clear lines of communication between tour leaders, parents and students, i.e. mobile phone/contact details

Accompanying staff must accept responsibility for their groups' good behaviour both on the journey and while abroad.

Accompanying staff will take reasonable steps to avoid exposing students to foreseeable dangers and beyond those, they can reasonably cope with. Staff have the right to consider stopping the visit or the activity and notify the group leader if s/he thinks there is an unacceptable risk to the health and safety of the students in their charge.

Appropriate staffing ratio levels must be maintained throughout the visit and to be aware of child protection issues. All members of the Salesian College staff are fully informed of their duties and responsibilities concerning child protection.

First Aid should be accessible either through an appointed person with the visit or venue facilities. Copies of information containing emergency contact/medical/allergy details should be available at all times.

A headcount should occur before leaving school (or on the coach) and at regular intervals throughout the whole visit.

Transport should not be allowed to depart until two adult members of the party have independently counted and agreed that all students are present.

Toilet facilities must be provided at regular intervals.

Where applicable, meeting points should be pre-designated and specific times arranged for party assembly. There should be strict adherence to these times.

Where applicable, the transport must be fully insured, the driver's documentation valid, and all seats should be forward facing and have seat/lap belts fitted. The maximum seating capacity of the vehicle must not be exceeded, and students must never travel standing.

The Code of Behavior applies to all school tours organised by Salesian College.

Students should be informed of any rules and regulations relating to the visit.

All adults should know which students they are responsible for, and likewise, the students should know to whom they are accountable. Where necessary, written guidance should be issued to students and parents.

Activities undertaken under the supervision of instructors when visiting organised centres will be the responsibility of the centre.

At the end of each visit, the group leader may review the trip to plan similar tours in the future.

Overseas Trips

Members of staff, who wish to take students on an overseas trip, must submit their request for approval to the Board of Management at least 1 year in advance of the proposed tour.

Included in the proposal, should be the educational or other benefits that the students will derive from the trip.

The number of students participating varies depending on the nature of the trip and the staff/student ratio will be appropriate to the age group and as recommended by the travel agency.

In the case of trips being oversubscribed, priority is given to those students who are studying the appropriate subject, if applicable.

The school reserves the right to refuse any student who has a poor discipline record in the school.

Before a student with a medical condition is accepted to participate in a trip the student must be covered by individual travel insurance. The school must be confident that they can manage the needs of the student without compromising the health and safety of the student in question, the other students participating or the itinerary of the trip. Each case will be considered on an individual basis in consultation with school management, parents/guardians and staff members.

A general information letter and permission slips will be issued to parents/guardians. This must be signed by parents/guardians and returned to organising teacher. The initial letter to parents/guardians will, where available, contain a draft itinerary, the deadline for registering and details of the non-refundable deposit. Parents/guardians must be made aware that the organiser reserves the right to make minor changes to the itinerary.

If a passport is required, parents/guardians should ensure that passports are valid for at least six months following the trip.

Visas may be necessary for the destination and some countries require them to be processed together. There may be an additional cost to secure a visa. Parents/guardians should be informed that students with non-EU passports may need visas for EU countries.

Any costs for additional visas / travel documentation rests with the student/parent.

Students must have their E111 or European Health Insurance Card for travel to countries in the EU.

It is important to impress upon parents/guardians that the onus is on them to ensure that their son has all necessary up-to-date documentation well in advance of the trip.

Parents/guardians should be informed in good time if there are any mandatory or recommended inoculations for the destination. It is important that parents/guardians understand that the onus is on them to make arrangements for their son to receive all necessary inoculations.

Students and parents/guardians must attend all information meetings and co-operate with all requests pertaining to the trip.

Appropriate and well supervised sleeping arrangements will be put in place.

Organising teacher must check if any students require medication, all student medication is stored in the staff room and should be taken by the organising teacher.

First Aid should be accessible either through an appointed person with the visit or venue facilities. Copies of information containing emergency contact/medical/allergy details should be available at all times.

A member of staff should only travel alone with a student in exceptional circumstances agreed by school management, and where possible when written parental permission has been obtained.

An Incident Report Form must be completed for all accidents or incidents which have occurred on school trips.

In cases of a breach of school rules, teachers are required to follow the code of behaviour. School sanctions as outlined in our Code of Behaviour will apply.

At the end of each visit, the group leader may review the trip to plan similar tours in the future.

Financial Guidelines for School Tour Activity

Salesian College will only use an external bonded travel agency for the organisation of over-seas / out of state tours such as the annual Ski tour/ Cultural Educational tours.

Payment of the tour price is solely organised through this agency.

Salesian College may authorise monies' collection from students for incidental costs /evening activities/ entrance fees. This list is not exhaustive, for costs not covered in the tour price.

At least two teachers are to be involved in the financial administration of a school tour. Two teachers' minimum involvement is an important protection for all concerned where money is collected from students.

The school tour leaders will liaise with the school Bursar to arrange to collect monies not included in the tour operator costs through our "Payzone" on-line payments system.

A full record for the use of / spending of these monies must be presented before and after the tour.

The school is not responsible for paying any other costs accrued during the school tour that were not previously notified and/or authorised.

Separate financial records will be maintained for each school tour. A detailed record of all participating students and the amounts paid is to be retained.

Parents/Guardians should be informed as early as possible of the full cost associated with the tour.

It is school policy that the school charge €130 (2026-2027) and other school fees such as the Transition year fee and ICDL fee. This list is not exhaustive. It must be paid in full before students will be offered a place on any school tour.

Written permission should be received from the parents/guardians of all tour participants, and a receipt for all money paid is to be issued.

Proper and full insurance cover must be in place for all school tours.

Students and teachers will not be allowed to travel without proper and full insurance cover.

In the event of a ski / activity-based tour, these activities must also be included in the type of insurance cover arranged.

Responsibilities of Students

Salesian College has an excellent record, history and reputation for its school tours, including daily tours and national and international tours.

As previously stated, the school Code of Behaviour and all relevant school policies apply to all students and all school-related tours and trips.

Students remain under the jurisdiction of Salesian College during the visit and must follow the tour leader's instructions and all staff with responsibility during the trip.

Students are expected to be punctual and polite at all times during the tour.

Students remain responsible for their belongings and valuables while on tour.

Students will not be allowed to smoke, use, possess or purchase drugs defined as illegal under Irish Law.

Salesian College will also refer to the Suspension and Expulsion policies for breaches of the Code of Behaviour on school tours.

The Board of Management may consider all available sanctions up to and including suspension and permanent exclusion due to a reported breach of the school Code of Behaviour.

Students should never take unnecessary risks and should strive to be aware of anything that may cause themselves or others harm.

Students should have available an emergency contact number for a member of staff for the duration of the tour.

If lost, students should go for help to a public building (e.g. shop/museum) or find a person in uniform and not approach passers-by in the street.

Any damage incurred/caused by students will be the financial responsibility of parents/guardians or the student himself as appropriate.

Students must always be considerate of all guests/staff in all residential venues and should not do anything to inconvenience them. Students will be expected to maintain their room reasonably and leave it in an acceptable condition.

Whatever the student's age, a clearly stated curfew will be given, and a time to be in the student's bedroom will be given. Lights out and silence will be insisted on at a given time. Staff must be able to trust students in their rooms when instructed to do so.

Students will not be allowed into rooms of other students/guests and vice versa.

No student is to leave the residential venue without permission or on their own. This rule is to support student safety.

Please note that further rules of conduct may apply to specific trips, and any supervising staff members will expect their instructions to be followed. Where this is the case, these rules will be made clear to students, staff and parents/guardians as necessary.

In an extreme case of misbehaviour, parents/guardians will be contacted. If this results in the students being sent home, parents will be required to bear any extra expenses and arrange an escort if necessary. If a student is extremely homesick, and parents/guardians request a return, additional financial liability will also arise.

Any student who breaches the Code of Behaviour risks his place on tour and threatens the school's future organising of tours.

Responsibilities of Parents/Guardians

Parents/guardians will be notified, in advance, of all tours, and both parents and student should sign the appropriate information, medical and consent forms.

The Board of Management reserves to right to refuse permission for a student to go on a school tour if the school tour organisers deem any relevant and appropriate information that was not initially disclosed to them on application for a place on tour is subsequently notified to them.

The Board of Management reserves to right to refuse permission for a student to go on a school tour after a place has been offered, in the event of a breach of the school Code of Behaviour which may, in the school's opinion, influence the health and safety and safe operation of the school tour. The Board of Management retains the ultimate right to assess such situations.

Parents/guardians must inform the organising teacher of any medical conditions their son may have and provide all medications necessary for the trip.

When students go on a residential trip, the parent/guardian must supply an emergency contact name and telephone number. This contact must be available for the duration of the trip.

Parents/guardians must ensure that their son has the appropriate medication with him on all school trips.

Recording Accidents

Accidents are 'unplanned events' and, therefore, not every eventuality can be accounted for in the risk assessment.

Should an accident occur, it must be, if applicable, reported and recorded at the venue /location of the incident.

Salesian College staff and representatives will behave in the manner of a responsible adult and/or parent concerning their duty of care to the students on tour.

If the accident resulted in a major injury, i.e. fracture, concussion, hospital treatment, etc., it is advisable to obtain witness statements.

Upon return to school, a full incident report should be completed by the tour organisers. This report should be shared with the relevant Year head and senior management team, Principal & Deputy Principals.

Critical Incident on a School Trip

The Designated Group Leader will inform the Principal as soon as possible.

The Principal will convene a meeting of all available members of the CIMT. The Principal and/or other members of the CIMT will make contact with families of all staff and students on the tour.

The Principal will keep in regular contact with Group Leader and if necessary the Principal or another member of the CIMT will travel to the location of the tour.

The Principal and/or another member of CIMT will stay in regular contact with Tour Organiser and Department of Foreign Affairs if relevant.

The Critical Incident Plan as outlined in the Critical Incident policy will be followed as appropriate.

Mobile Phones

Parents/guardians will be required to give details of phone numbers for contact in the event of an emergency on a 24 hour basis for the duration of the school tour.

A mobile telephone will be supplied to the tour leader(s) for school tours.

The number of this phone will be given to parents/guardians and students prior to departure for use only in case of emergency.

Students are allowed to bring their mobile phones on overseas trips.

Mobile phone communications between teachers and students on the trip may be necessary. A list should be made of participant's mobile phone numbers and will be kept only for the duration of the trip.

The trip organiser will have two emergency contact numbers; usually this will be the Principal and one of the Deputy Principals.

Recording, videoing or photographing staff or students without permission is an invasion of privacy and is strictly prohibited. In addition, downloading, viewing and/or distributing inappropriate or offensive material is strictly prohibited and if done will result in serious sanctions up to and including expulsion.

Garda Vetting

Salesian College complies with the National Vetting Bureau (Children and Vulnerable Persons) Act 2016.

Summary

Salesian College supports daily trip/tours and overnight events, such as our Transition Year Gaisce tours and our overseas cultural, ski, activity-based, and educational tours.

Salesian College retains the right to refuse a student permission to go on a school tour.

All parents, guardians and students are advised of this in advance. All parties should understand that a sanction, such as a refusal to go on a school tour, is possible if the school Code of Behaviour is breached.

This School Tours Policy was reviewed and ratified by the Board of Management 20th April 2026

Salesian College has a published Data Protection Policy which was ratified by the Board of Management 20-05-2020. Copies of all school policies are available on request from the school office.

**SAMPLE TOUR FORMS / AUTHORISATION REQUESTS– NAME OF TOUR / DATES/
COSTS AND OTHER RELEVANT INFORMATION**

- Introduction / outline of tour:
- Please complete this form and return it to at the school.
- Please note that any information given below will be treated with the strictest confidence.
- The following may be included on a school information form
- Student's full name:
- Address:
- Telephone Number:
- Date of Birth:
- Place of Birth:
- Does the student currently hold a passport?
- Passport number & expiry information
- Does your son have to take any medication or pills?
- Is there any food he cannot eat?
- Does he suffer from any allergy or disability such as travel sickness, asthma, diabetes, epilepsy? If so please give some details:
- In the case of emergency are you willing for your son to have an anesthetic?
- Any other information you consider important:
- In the case of an emergency please state person to contact:
- Name:
- Address:
- Telephone Numbers

Medical Condition:

- How often does your son have a medical checkup for above condition?
- Name of Medication and dosage:
- Has your son had any hospital treatment in the last year:
- Is your son waiting for any tests for his condition?
- If yes give details:
- Travel Dates:
- Tour Operator:

Tour Authorisation – Information for the Board of Management of Salesian College

- Details of School Tour
- Name of School
- Address
- Roll No
- Tour Dates From - To
- Number of School days
- Brief Outline of Tour
- Number of Students Participating
- Expected benefit to accrue from the tour
- Adults accompanying the students
- Number of other Teachers/Number of others adults
- Supervision and Substitution arrangements during school time
- Parental permission has been secured for each student who is to participate on the tour