**DRAFT:**

**Coláiste Pobail Acla**

Polranny

Achill

Co. Mayo

School Roll Number: 76150V

**Procedures for**

**Out of School Activities:**

**Development of Policy**

* 2012/13: Initial draft developed by Kevin Egan as part of JCSP Policy
* Nov./Dec 2013: Further development of draft – B. O’Brien
* March 2014: Consultation with staff involved in Out of School Activities – Dermot Ginty, Catriona Campbell, Conall McNamara, Therese Connolly, & Lisa McGowan
* 5 Dec 2014: A. Gallagher & D. Ginty
* 19th Dec 2014: A. Gallagher, B. O’ Brien, D. Ginty
* 20th Dec. 2014: Whole staff consultation workshop
* Feb. 2015: Draft finalised and prepared for BOM
* Feb. 12th, 2015: Ratified by BOM

**Procedures for Out of School Activities:**

Coláiste Pobail Acla provides a range of co-curricular and extra-curricular activities which complement the academic work of the school. In line with the school ethos, these activities assist the growth and development of the whole person. To facilitate these activities, certain outings and activities are organized which will necessitate students travelling outside the school in groups, and on occasion staying overnight at other locations. These outings require the presence of staff members as supervisors. To a large extent, teachers make themselves available to accompany and supervise outings/activities on a voluntary basis.

Individual teachers may organise out of school activities with the permission and at the discretion of school management. **If a school activity is to take place outside of the Mayo Sligo Leitrim ETB area, notification must be given to MSLETB CEO and permission sought.**

Every care should be taken when planning out of school activities or trips. Where practicable, the group should be involved in the preparation of the trip. **The school on behalf of Mayo Sligo Leitrim take every measure to ensure the safety of students at all times. Therefore the following procedures should be adhered to when teachers are accompanying students on school activities outside of the school grounds.**

***PLANNING AND PERMISSION***

1. At the earliest opportunity, the lead teacher organising a trip will inform the principal about the date, time and location of the intended activity, and the students who will be away from class for the planned time.
2. Out-of-school activities require the consent of the Mayo, Sligo, and Leitrim E.T.B. in order to be covered by insurance. Further insurance may be required depending on the nature and destination of the trip.
3. For insurance purposes, **all** residential trips must be notified to the Board of Management well in advance. This involves asking the Principal to raise the issue with the Board. As the Board of Management usually meets twice a term, teachers need to make themselves aware of the timeframe necessary for timely notification.
4. Costs to the school in relation to the activity should be discussed with the Principal.
5. Costs to the student should be made clear to the students in advance of the activity, and clear deadlines given for the payment of monies.
6. Some students may not be able to afford the costs involved. There may be school funds that may be of help. These must be secured well in advance of the trip. Secure these funds as early as possible, and preferably at the beginning of the school year; the trip can then be planned for the appropriate time of year.
7. Decide, in consultation with the principal, how many teachers are required for supervision. It is not advisable for one teacher to undertake supervision, other than for a very small number of students. **Normal best practise is that two adults would accompany a class group on sporting and general activities.** **The ratio of teacher to pupil should reflect/be appropriate to the level of risk of the activity and the group involved.**
8. Parents are invited to indicate to the Principal if they are willing to help out with supervision of Out of School Activities – steps will be taken to facilitate garda vetting and ETB approval in advance of any parent participation.
9. **As far as is practicable, when groups of mixed gender are away from the school on activities a male and female teacher will accompany the group.**
10. If a bus is required, book well in advance. Make sure the destination, date, time of departure and arrival back, are clearly understood. Confirm the bus a few days in advance.

***HEALTH & SAFETY***

1. A Risk Assessment **must** be carried out for each out of school activity undertaken. Teachers/staff members may use any appropriate Risk Assessment Grid they wish. See Appendix 1 for a template you are welcome to use.
2. It is important that the teacher has first hand knowledge of the location of the activity, as far as is practicable, so that all risks can be fully assessed. If there is an element of risk, ensure that one of the supervising teachers/instructors **has a reasonable level of expertise in** that area.
3. If safety equipment or clothing is required, e.g., on a factory visit, ensure that this is explained and that equipment is worn.
4. Ensure that clear Health & Safety instructions are given at all times.
5. Ensure appropriate First Aid is available.
6. Ensure that at least one of the leaders has a mobile phone in case of emergency. **Alternatively the lead teacher may bring the school mobile phone (086 669 7143)** The school Office and Principal should have this number in case they need to contact a member of the group/lead teacher during the trip.
7. It is the responsibility of the parent to inform the lead teacher of any relevant health or medical information relating to a participating student. The lead teacher must carry all relevant personal details regarding each member of the tour, i.e., health information, home contact details, student contact details. In case of an accident, expert medical attention will be sought should it be deemed necessary.

***NOTIFICATION AND CONSENT***

1. If the activity involves entry onto private property, e.g., on a farm or a shopping centre, ensure the owner’s consent is obtained. Be prepared to explain the purpose of the activity. Proof of insurance cover may be required. Consider whether a follow-up letter of thanks would be appropriate.
2. **Parents must be informed by letter or text of all activities out of school. Parents should be informed of the following:**

* **date, time of departure and estimated time of arrival back in the school**
* **cost**
* **recommended clothing and footwear**
* **lunch arrangements**
* **if there is an element of risk involved make sure this is explained to parents.**
* **A contact number for the lead teacher**
* ***Seek* information on whether any student has medical conditions which might require special arrangements.**
* ***Seek* consent if the student is joining or leaving a school group at a location other than the school grounds.**

1. Before residential visits or when pupils travel abroad or engage in adventure activities parents/guardians may be invited into school to attend a briefing meeting.
2. If a passport is required for the trip a photocopy of this must be supplied before the trip and the passport should remain in date for six months after the trip.
3. Medical consent will form part of the parental consent form for foreign and residential trips. Parents/Guardians will be asked to agree in writing to the pupil receiving emergency treatment, including anaesthetic or blood transfusion as considered necessary by the medical authorities. **If the parent/guardian does not agree to this, the decision to permit the student to travel on the trip may be reviewed. Every effort by the lead teacher and accompanying staff will be taken to communicate directly and in a prompt manner in the event of a medical emergency.**
4. **Written parental consent may in some cases, be required, e.g. where students are under 18 or involved in school activities outside of normal school hours or in the instance of an overnight trip.** **Parents must give notice to the school if they intend to collect students early/en route back to school.**

***CONDUCT AND UNIFORM***

1. Pupils will be required to wear official school uniform on all trips unless otherwise decided by school management.
2. **There is a direct relationship between the tick/detention system and the ability of student to be allowed travel on trips away from school. Furthermore the Code of Behaviour of Coláiste Pobail Acla should be adopted during the course of all school tours or trips.**
3. Students travelling abroad will be made aware of any legal and/or cultural differences that impact on expected behaviour in the destination country, and are expected to behave in accordance with these the legal/cultural requirements/expectations
4. In the event of a student suffering an injury or requiring medical attention.

* One teacher (Teacher 1) will accompany that student to the medical centre.
* The remaining staff will accompany the rest of the group.
* Teacher 1 will contact the parent/guardian and then the school of the event. If Teacher 1 cannot reach a parent/guardian. The school will continue on their behave to contact them, thereby allowing Teacher 1 to focus on the injured student.
* The group may return by bus or otherwise to school.
* Additional staff may leave the school to assist Teacher 1 or to meet the group.

***REVIEW AND EVALUATION***

1. Once completed, the lead teacher should consider whether an evaluation of the activity would be necessary or useful. At every opportunity, relevant educational outcomes should be revisited in the classroom.

This policy has been made available to school personnel, is readily accessible to parents and pupils on request, and has been provided to the Parents’ Council. A copy of this policy will be made available to the Department and the patron if requested.

This policy and its implementation will be reviewed by the Board of Management.

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

(Chairperson of Board of Management)

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

(Principal)

Date of next review: February, 2016

**LINKS WITH OTHER SCHOOL POLICIES**

* Code of Behaviour
* Health & Safety Plan