



School Policy on “Out-of-School” Outings/Trips/Activities

Rationale

St. Colman’s College provides a range of 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/activities require the presence of teaching staff as supervisors. To a large extent these teachers make themselves available to accompany and supervise outings/activities on a voluntary basis. Because of the desire by Management for this enormous voluntary contribution to continue, for the benefit of the school and the students, the highest standards are expected from students. Students taking part in outings/trips/extra-curricular activities are representatives of the school in the community and therefore a higher onus of responsibility rests upon them to behave in an appropriate fashion.

The School recognises the enormous commitment of students who take part in extra-curricular activities and acknowledge that they bring honour to themselves, their families, the school and indeed the whole student body. In light of this the school will make every effort to acknowledge and reward this commitment on a day-to-day basis and in all awards, recognitions, media briefings and references.

Policy

1. In this policy the term "parent" includes a guardian of the student and any [person](#) at law liable to maintain the student or entitled to his custody.
2. In this policy the term “son” includes any student whose guardian is any person other than the parent/s.
3. Access to and participation in outings/trips and disciplinary decisions will be in line with Equality Legislation and students will not be discriminated against on any of the nine grounds set out in the Equal Status Act 2000.
4. It is reiterated that the School’s Code of Behaviour and Responsibility and School Rules apply equally to school outings/trips/activities as it does on the school grounds.

5. Students with a poor disciplinary record may be refused permission to go on outings/trips at the discretion of Management, in consultation with the supervising teachers and general staff.
6. Students who have a prior history of serious misbehaviour (as instanced in the School Code of Behaviour and Responsibility) on trips/outings will be automatically excluded from taking part in future trips/outings except with the express consent of Management, the Year Head and the teachers who are to supervise the outing.
7. Teachers who are to supervise students on these trips are advised to consult with Year Heads and Management if they have any worries about a student's potential for misbehaviour.
8. Students going on outings/trips, and their parents/guardian, must sign a Contract to acknowledge familiarity and understanding of the Policy and Rules, to agree to be bound by them and to guarantee the student's behaviour during the course of the trip. The school also reserves the right to request parents/guardians and students to sign further such Contracts in relation to certain specific outings/trips/activities as they may occur during the course of the school year.
9. Serious misbehaviour will include that specified in the Code of Behaviour and Responsibility but specifically: the consumption of or otherwise being under the influence of alcohol and/or illicit drugs; having in one's possession alcohol or illicit drugs; being in the company of others who are consuming alcohol or illicit drugs; the possession or use of any offensive weapon; the use of any offensive, vulgar or threatening language; any threatening or violent behaviour; absenting oneself from the trip/outing and failing to keep important deadlines and failing to turn up at meeting points on time; the commission of a criminal offence; the physical or verbal abuse of a student, teacher or other third party; the destruction of property; the refusal to accept the authority of staff; the obstruction of any investigation of a disciplinary matter; any other conduct, which in the opinion of management, is likely to damage the reputation of the school and to threaten good order, discipline, health and safety.
10. Any costs incurred by the school or the supervisors/teachers in dealing with the disciplinary matter will be borne by the parents/guardians of the student or the student himself if he is over the age of 18 years.
11. Students are responsible for their own personal possessions and should report any theft, loss or damage, immediately on becoming aware of it. Students are also responsible for their rooms/accommodation where they are overnighting. Any loss or damage to a student's/students' rooms/accommodation and/or its fixtures and fittings will be regarded as the student's/students' responsibility.
12. In the event of accident, illness or any medical emergency supervisors reserve the right to seek medical assistance and advice which may include taking the student to a doctor or to hospital for medical assessment and/or treatment. Parents will be notified of any such incident as soon as is reasonably practical.

Procedure

- Supervising teachers have reasonable discretion to deal with any incident of misbehaviour. Where necessary and where possible they may consult with school management when coming to decisions about sanctions for students engaging in misconduct, or on any matter.
- Prior to any overnight trips/outings teachers should meet beforehand to discuss their expectations in relation to student conduct, standards acceptable and sanctions.
- At first instance misbehaving student/s should be reprimanded verbally and warned that his/their conduct, or any continuation of the conduct, may have very severe disciplinary repercussions.
- Supervising teachers may contact school management immediately if they feel that a more active approach is required.
- If in the opinion of the Supervisors the situation requires the student/s to be returned to the school or home in the interests of good order, discipline, health and safety the parents/guardians of the student/s may be contacted and arrangements made by them or the school management to have the student/s returned to the school or directly home if deemed necessary.
- If supervising staff feel that they are unable to reason with or control the student/s they may report the student/s to the local Gardai/Police.
- In the case of serious misbehaviour (as outlined in this Policy and in the Code of Behaviour and Responsibility) and in the interests of good order, discipline, health and safety within the school, a student may be suspended and returned home at the earliest possible opportunity pending a meeting with parents. In the event that it is not possible to have the student returned home, pending the meeting with parents, Management may, if possible, arrange to have the student separated from his peers and supervised outside the classroom/group situation.
- Prior to departure any student/s reasonably suspected of being under the influence of alcohol or other drug may be refused permission to travel and other penalties/sanctions imposed as deemed necessary.
- In the event that a reasonable suspicion exists that a student is in possession of alcohol, drugs or other dangerous or undesirable material supervisors may confiscate such. A refusal to hand over any such article or a refusal to cooperate with an investigation will result in the student/s being left behind prior to departure, or while on the trip, being sent/brought home, or whatever sanction the supervisors may reasonably decide. Obstruction of an investigation will be deemed to be serious misbehaviour in itself.
- Supervisors reserve the right to search the personal possessions of any student deemed to have in his possession drugs, alcohol or any dangerous or undesirable materials which are deemed to be a threat to health, safety, good order and discipline.

- Any student refused permission to travel or returned home early because of serious misbehaviour forfeits any right to be refunded his financial contribution to travel, accommodation, subsistence or other programme expenses.
- If a student or students engage in serious misbehaviour while abroad, the student/s may be brought back to Ireland by school staff or someone authorised to act on the school's behalf. The said student/s will be collected by his/their parent(s)/guardian(s) at the relevant port or airport or stipulated collection point. The cost of the escort's return fare will be borne by the parent(s)/guardian(s) of the student(s) concerned.
- If a student or students engage in serious misbehaviour while on a trip in Ireland, the parent(s)/guardian(s) may be asked to bring the student(s) home.
- In the case of serious misbehaviour teachers/supervisors should make a report of the incident to the Principal, the Deputy Principal or the Year Head.
- In light of the threat to good order, discipline, health and safety and the potential damage to the reputation of the school all such breaches of discipline may be referred to the Board of Management for the imposition of sanctions at the earliest possible opportunity.
- Where such serious misbehaviour is referred to the Board of Management and subject to the absolute discretion of the Board in its disciplinary function, students involved in such serious misbehaviour can expect the most serious of sanctions to be imposed.
- Parents, and students over the age of eighteen, are herein made aware of their right to appeal any disciplinary decisions to the Board of Management and/or to the Secretary General of the Department of Education and Science under the Education Act 1998 and the Education (Welfare) Act 2000.

Review

This policy will be reviewed regularly.

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St. Colman's College, Claremorris, County Mayo
Tel. (094) 9371442; Fax. (094) 9362170

FORM OF CONTRACT FOR OUTINGS/TRIPS/ACTIVITIES

Dear Parent/Guardian,

We enclose a copy of the policy of the school in relation to trips/outings and activities, which your son may, from time to time, become involved in over the course of the school year as part of our academic and extra-curricular programmes. We require that you and your son sign the attached form to acknowledge that you have read and understand the Policy, the School Code of Behaviour and Responsibility and the School Rules and to express your agreement to be bound by them. The school also reserves the right to request parents'/guardians and students to sign further such forms of consent/understanding/guarantee in relation to certain specific outings/trips/activities as they may occur during the course of the school year.

Name of Student: _____

Class/Year: _____

Student:

I acknowledge that I have read and understand the School's Outings Policy, Code of Behaviour and Responsibility and School Rules and I agree to be bound by them at all times while involved in curricular and extra-curricular activities inside and outside the school premises. I undertake to behave in a mature and responsible way in accordance with these Policies, Rules and Codes and will obey all the rules outlined and as explained to me by my parent/guardian and the school. I understand that any serious breaches of discipline during the course of such Outings/Trips/Activities will have serious disciplinary implications.

Student's Signature: _____ Date: _____

Student's Mobile Number: _____

Parent/Guardian

As the parent or legal guardian of the above student, I acknowledge that I have read and understand the School Outings Policy, The School Code of Behaviour and Responsibility and the School Rules and have explained them to my son. I undertake to ensure that my son will behave in accordance with the School Outings Policy, the Code of Behaviour and Responsibility and the School Rules and I understand that any serious breaches of discipline during the course of such Outings/Trips/Activities will have serious disciplinary implications.

In the event of accident, illness or any medical emergency I hereby authorize teachers/supervisors to seek medical assistance and advice which may include taking my son to a doctor or to hospital for medical assessment and/or treatment. I understand that I will be notified of any such incident as soon as is reasonably practical.

Please list any relevant medical conditions or allergies:

Parent's/Guardian's Signature: _____ Date: _____

Address: _____

Home Telephone: _____

Work Telephone: _____

Mobile: _____