

Woodbrook College Bray, Co. Wicklow



School Tours Policy 2017/2018

This policy was drafted in consultation with the education partners at Woodbrook College, Bray, Co. Wicklow and in accordance with the Health and Safety at Work Acts 1989 and 2005 and DES Circular M20/04 and PPT01/03 as well as best educational practice. This policy was ratified by the Board of Management on February 28th, 2013

1. Introduction

The organisation of out of school group activities has long been an integral part of school life. Such activities may include attendance at sporting activities, visits to appropriate exhibitions and longer-stay educational tours, either in Ireland or abroad.

St. Brendan's College believes that students can derive a great deal of educational benefit from participating in well planned school tours and field trips. Such activities give students the opportunity to engage in experiences not available in the classroom, and help develop a student's imaginative skills, encourage greater independence and enhance the student's social and cultural development. This Policy is designed to help principals, teachers, Board of Management members and others to ensure that students stay safe and healthy as they enjoy the educational experiences of school tours and field trips.

This policy aims to ensure that good planning and safety measures are in place to prevent accidents and incidents and lessen the seriousness of those that do occur. The Board of Management expects that all tours and field trips will be thoroughly planned. Reasonable care must be exercised in the nature of the trip that is chosen, the venue, the means of transport, the level of supervision, the demands on the physical resources of the students, having regard to their age and capacity and the potential dangers to which they may be exposed.

2. Objective and Scope

The objective of organising educational tours is to provide our pupils with opportunities to develop their educational, intellectual, cultural, spiritual and social skills.

Educational tours and field trips will include both mandatory and supplementary school trips and should:

- Reinforce classroom activities.
- Enhance the learning process of as many pupils as possible by providing educational experiences which the classroom alone cannot provide.
- Support the curriculum content of some subjects through field trips, tours, outings or other recreational activities.
- Develop interpersonal skills of the students.
- Encourage students to reflect upon and engage with the spiritual dimension of life.

While routine extra-curricular activities are covered under this policy, its main thrust is directed at events that entail a great deal of structured organisation such as residential, field and adventure trips as well as foreign tours. Permission for students to participate in team sports and other activities that take place on a regular basis throughout the school will be sought on enrolment.

3. Costs and Accountability

The overall cost of the trip should be agreed in advance and where possible will take into account the ability of parents to pay. The income and expenditure must conform fully with the accounting practices of the school. A full written account of income and expenditure will be recorded.

- If a trip is linked to a particular curricular or subject area the charge to be imposed may be compulsory.
- All non-curricular and optional trips shall be voluntary.
- Group leaders should be mindful of the social and economic status of families when charging for trips. Planning should be done well in advance and a procedure should be put in place whereby students can pay for the trip over a period of time at an agreed rate.
- When planning for a trip, group leaders should factor in all costs, including contingencies and should ensure that all charges are paid well in advance of departure.
- Monies paid in advance will be forfeit if a student withdraws from the tour, except where such funds are recoupable through an insurance policy.

4. Role of the Board of Management

The role of the Board of Management shall be:

- To approve any trip outside the State
- To ensure that the trip offers a worthwhile educational experience for the students
- To ensure, where feasible, that pupils who are not participating in the event are adequately catered for while their teachers are away, in accordance with **Circular PPT -1/03**
- To consider the timing of the event so that there is minimum impact on the normal work of the school
- To consider the number of proposed events to take place during the course of the year.

Permission

It is the responsibility of the organiser to request permission from the Board of Management to organise the school tour in question. No advertising or other steps should be taken until permission to do so has been requested to and granted by the Board of Management. Such requests should be given to the Principal in writing and addressed to “The Secretary, Board of Management”. The request should contain a summary of the following information:

- The nature of the proposed trip
- The dates and duration of the proposed trip
- The students groups at whom the trip will be aimed
- The proposed cost of the trip
- The name of the tour operator/travel agent being used and confirmation that they are a bonded operator
- The educational value of the proposed trip
- The maximum number of students and staff members who will travel

In considering each request, the Board will take the following into account:

- The number of school tours already authorised for the school year in question
- The educational value of the proposed trip
- Whether the trip interferes unduly with tuition time and whether it would be more appropriately run during holiday time.

- The impact the trip will have on the viability of classes for the students not travelling
- The level of relevant detail provided to the Board with the request.

5. Role of the Principal

The role of the Principal shall be:

- To complete Appendix 1 of Circular Letter M20/04, attached as Appendix 1 to this policy.
- To seek the approval of the Board for any trips outside of Ireland
- To appoint a tour leader, whose role will be to ensure that the tour is conducted according to agreed procedures and standards.
- To provide said tour leader with all relevant information on procedures.
- To ensure that the following information is available in the school:
 - a) A list of those taking part together with home contact details.
 - b) The itinerary to be followed.
 - c) Mobile contact number for tour leader and teachers.
 - d) Full details of all relevant medical conditions relating to those travelling.
 - e) Copies of parental consent forms.

6. Contact Information

In the case of overnight tours, the tour leader should have the contact details for school management and parents in the event of an emergency. The Tour Leader should also carry all relevant personal details regarding each member of the tour as supplied by parents. These may include:

- Health information.
- Home contact details.
- Approval for medical attention.

7. Pupil Teacher Ratio

The ratio of teachers to pupils should reflect the level of risk of the activity and should be increased as the degree of difficulty or danger increases. The following should be considered:

- The age and maturity of the pupils involved.
- The number of pupils travelling.
- The location of the trip.
- Additional supervision which may be provided at the destination point.
- The type of transport used.

The following ratios should be used as a general guideline:

- 1 to 10 for trips abroad
- 1 to 15 for other residential visits
- 1 to 20 for day visits
- 1 to 25 for short local visits

Judgement should be used for potentially hazardous activities, i.e., outdoor pursuits, etc. In all situations, best practice and recommended levels of supervision by tour operators, where these exist, should be adhered to.

8. Communication with Parents

All relevant parents/guardians will be informed of any forthcoming off-site activity or tour. A consent form will be given to each parent/guardian, the content of which will vary according to the type and duration of the trip. For most day trips including attendance at sports events, no consent form is required. At an appropriate time prior to any residential or overseas outing or trip as well as some adventure activities, parents/guardians will be informed of the full details of the proposed trip. This will normally be facilitated at a meeting of parents/guardians or may be communicated by

letter. Parents/guardians and students should attend all information meetings in school and co-operate in full with all requests pertaining to the tour.

Consent Form

A parental consent form should be completed for each pupil in the group. Included in this form should be the following:

- 1) Full details of any medication the student is taking.
- 2) Any recent illness suffered by the student.
- 3) Any special medical or dietary requirements.
- 4) If the student suffers from travel sickness.
- 5) The student's ability to swim.
- 6) Any other information the parent deems relevant
- 7) The parent's/guardian's mobile and home phone numbers and contact address for the duration of the trip.
- 8) An alternative contact phone number and address
- 9) Any special requirements relating to students with disabilities or special needs and which are relevant to the trip.
- 10) Any phobias or allergies the student may have
- 11) Name, address and telephone number of the family doctor

A 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 parents/guardians do not agree to this, the pupil will not be permitted on the trip – given the additional responsibility this would entail for the school. Doctors in another country may be reluctant to operate on a student unless assured of parental authorisation for such treatment.

- If a passport is required, a photocopy of the details section of the student's passport must be included with the final instalment. All passports must be 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 aware that students with non-EU passports may need visas for EU countries.
- Parents/guardians will be informed in good time if there are any mandatory or recommended inoculations for the destination. It is important that parents/guardians realise that the onus is on them to make arrangements for their child to receive all necessary inoculations.
- Students must have a current European Health Insurance Card for travel to EU countries and supply a copy of this to the tour leader prior to travel
- It is the responsibility of the parent/guardian to ensure that their child has all necessary up-to-date documentation well in advance of the tour.
- Parents/guardians should be aware that they are responsible for funding the immediate return of a student whose conduct gives rise for serious concern on a trip.
- Parents/guardians and pupils are advised that deadlines for booking a place on a tour may have to be adjusted if demand exceeds places. Students should always assume that places will be allocated on a first come first served basis (provided all conditions are satisfied).

Information to Parents/Guardians

Parents need to be made aware that teachers' and other adults supervising the trip will be exercising the same level of care as a prudent parent. The following information on matters relating to the proposed trip should be given to parents.

- Dates of the trip.
- Objectives of the trip.
- Times of departure and return – parents must agree to meet the student on return.
- The location where the students will be collected and returned.
- Modes of transport including the names of travel companies, etc.
- The size and gender breakdown of the group and the level of supervision, including times when remote supervision may take place.
- Details of accommodation with security and supervisory arrangements on site.
- Names of leader, of other staff and of other accompanying adults.
- Details of planned activities and how any risks will be managed.
- Standards of behaviour expected in respect of alcohol, sexual behaviour, smoking and general group discipline including prohibited items. This information may take the form of a code of conduct which parents may be required to sign.
- What students should not take on the trip or bring back.
- Details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents may need to arrange additional cover.
- Clothing, equipment and items of personal hygiene to be taken.
- Money to be taken.
- Information regarding parental consent.

Parents who cannot attend any information meetings will be sent all relevant documentation through the post.

The Principal should ensure that parents can contact their child via the group leader or the school contact in the event of a home emergency, and that they have a number to ring for information in the event of an incident during the trip or a late arrival home. Parents should therefore:

- Know the destination details.
- Be aware of the emergency contact arrangements at home (particularly during holiday periods when the school may be closed) and at the venues the group will visit.
- Provide contact numbers for day and night use in an emergency.
- In the event of an emergency, parents should contact the group leader/school contact who will then liaise with the student.
- In the event of an emergency on the trip, students should not contact home directly, before the group leader/school contact has done so or as directed by the group leader.

9. Preparing Students

Students who are well briefed about an activity will make more informed decisions and will be less at risk. Students should clearly understand what is expected of them and what the activity will entail. They must understand what standards of behaviour are expected of them and why rules must be followed. Students should be made aware of any potential dangers and how they should act to ensure their own safety and that of others.

- Students, whose behaviour is such that the group leader is concerned for their safety, or for that of others, should be withdrawn from the activity. On residential activities the group leader should consider whether such students should be sent home early. Parents and students should be told in advance about the procedures for dealing with misbehaviour, how a student will be returned home safely and who will meet the cost.
- For some students an overnight trip may be their first experience away from home on their own and in the close company of other students. They should understand:
 - 1) The aims and objectives of the trip/activity
 - 2) Background information about the place to be visited
 - 3) Basic foreign words and phrases where appropriate
 - 4) Relevant foreign culture and customs
 - 5) How to avoid specific danger and why they should follow rules
 - 6) Why safety precautions are in place
 - 7) What standard of behaviour is expected
 - 8) Appropriate and inappropriate personal and social conduct
 - 9) Who is responsible for the group
 - 10) If on a foreign trip, items not to be brought back to Ireland
 - 11) What to do if approached by anyone from outside the group
 - 12) Rendezvous procedures, including time keeping
 - 13) What to do if separated from the group
 - 14) Emergency procedures, including telephone numbers, etc.
 - 15) Pocket money and security of personal items
 - 16) Maps and town plans, as appropriate
 - 17) Limitations of movement, such as out of bounds areas

10. Code of Behaviour

The Code of Behaviour to be observed during the course of the tour will be the school's Code of Behaviour as adopted by the Board of Management of St. Brendan's College. All Students travelling as part of a school group represent St. Brendan's College. As already mentioned, when tours/outings are arranged, parents/guardians are notified and are required to sign the appropriate consent form. In this way, parents/guardians, students and teachers enter into a partnership promising good and appropriate behaviour at all times.

The school management reserves the right to refuse permission to travel to any student they deem unsuitable for the tour. Those considered unsuitable would include:

- 1) Students who in the past have proved unruly or undisciplined on tours
- 2) Students who have a poor discipline record in the school

In addition to the school's existing code of behaviour, other rules and regulations may be added as deemed appropriate for specific tours and outings. Such rules and regulations may include:

- Room inspections as well as inspection of personal property (bags, suitcases, etc.) may take place by the teacher(s) in charge. The students will be present during such inspections.
- The possession or use of tobacco, alcohol or drugs is forbidden.
- In the event of a serious breach of the school's Code of Behaviour the staff in charge must contact the school management immediately.
- The full participation by the students in all of the elements/activities of the tour/outing is expected.
- Students are permitted to bring digital entertainment items such as mobile phones, MP3 Players, digital cameras etc. on school trips. However the school's policy on the use of such equipment will apply. In this regard, the taking or sharing of images considered inappropriate is not permitted. Any unauthorised recording of staff or students, transfer of images of staff or students, or using a phone to harass others will be considered a serious breach of discipline. In addition, students are prohibited from posting images of staff/students on social networking sites. The Board will respond appropriately in the case of inappropriate equipment use and will have the full range of sanctions, including exclusion, open to them.

Regarding behaviour, students will also:

- Be addressed by the teacher in charge before departure
- Must follow the rules of the hotel/hostel/host family where they are staying
- Must be well behaved on public/private transport
- Are responsible for leaving their seats on buses, trains, boats and planes tidy
- Are responsible for leaving their hotel/hostel room tidy
- Should check the room upon entrance and report any existing damage to the teacher in charge

11. Supervision

Student's leaving on a day activity must have their attendance recorded on the roll prior to departure. On trips which involve an overnight stay in Ireland or abroad, students will not be directly 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 or insufficient should not permit their child to take part in such trips. Certain trips may facilitate shopping or recreation which may not be directly supervised.

- Students should not be brought swimming or on adventure type trips without a qualified lifeguard or other suitably trained personnel.
- It is not recommended that **personnel other than teachers** would be engaged to chaperone or supervise students. Sometimes this necessity may arise. In this regard personnel other than teachers should only accompany students if a suitably qualified teacher is also accompanying the group and if he/she has received Garda clearance with regard to working with young people.
- The group leader must ensure that all supervisors understand their roles and responsibilities at all times and that they are fully briefed as to the rules, regulations and requirements pertaining to the particular trip before departure.
- The group leader must ensure that all supervisors are made aware of their duties and responsibilities vis-à-vis student health, safety and behaviour prior to departure.
- All supervisors have a responsibility to act as positive role models for students in terms of their actions and behaviour and particularly in relation to smoking and consuming alcohol etc.

- Regular head counting of students should take place, particularly before leaving any venue. All supervisors should carry a list of all students and adults involved in the activity and their mobile telephone numbers. The group leader should establish rendezvous points and tell students what to do if they become separated from the group.
- Students should always remain in pairs/groups.

12. Health and Safety

In case of an accident, expert medical attention will be sought should it be deemed necessary. On return from, or during any trip, staff may advise a parent/guardian to seek medical advice. Where a serious accident occurs, staff will seek medical assistance as a first priority and contact the school to inform the school management of events. Parents will be contacted by the school.

13. Withdrawal from Trip

Students, who withdraw from a trip after a deposit or full cost has been paid, may not be entitled to a refund. Any pupil who is prevented from travelling or sent home for disciplinary reasons will not be entitled to a refund.

14. Uniform and Dress Code

Students will be required to wear the official school uniform on all trips unless otherwise notified in advance by school management.

15. Exchange Trips

The success of an exchange trip depends largely on good relationships and communications with the partner school. School exchanges differ from other trips abroad in that students will spend most of their time with host families and are, therefore, not always under the direct supervision of school staff. The group leader should ensure the following:

- They have a good personal knowledge of the host school and its environs.
- That there are satisfactory 'pairing' arrangements. The partner school should inform the host family of the age and gender of their guests and of any special, medical or dietary needs.
- Parents, students and the host school are clear about the arrangements for collecting and distributing students to families, and for transporting students throughout the exchange.
- The principal has a list of all the students involved and their host family names, addresses and telephone numbers.
- Students living with host families have easy access to their teachers, usually by telephone and are provided with a means of communicating with the teacher leading the exchange.
- Parents are made aware that their children will be living with host families and will not always be under direct teacher supervision.
- Students are made aware of behavioural expectations agreed with the host family.
- That host families are vetted by the host school. The group leader should, as a minimum requirement, seek assurances from the partner school as to host family suitability.
- That all the necessary insurance arrangements are in place.

16. Insurance and Indemnity

All those travelling on the tour must have adequate insurance. The school will arrange this by way of a group policy and the cost of this will be included in the price of the trip. Irrespective of any personal insurance policies under which the student may be covered, it shall be a condition of travel that all students are covered by the group policy and no requests for exclusion will be entertained. Parents should note any exclusions which apply to this policy.

All students but especially those participating in sporting events are advised to take out the pupil insurance offered through Allianz and available from the school at the start of each academic year. The school cannot accept responsibility for any costs associated with injury, accident or theft/loss of belongings occurring while on, or as a result of, a school outing or trip howsoever incurred by the student concerned.

Where educational tours/activities involve activity of a specialist or high risk nature e.g. adventure sports, skiing, horse-riding, ice skating etc., the organisers should ensure that the Centre providing the activity is a reputable provider and that evidence of their Public Liability Insurance including an indemnity to the school is obtained. The current recommended limit of indemnity is €9.5 million.

17. Legal Obligations

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

The Board of Management, Principal and Staff should carefully consider:

- The appropriateness of the proposed tour in terms of the Department of Education and Skills Circular M20/04.
- The legal requirements involved in the organisation of school tours going outside the State.
- The staffing arrangements for the tour and for the school.
- The financial controls in place for the tour and the need for accountability.

18. Emergency Procedures

Teachers and others in charge of students during a school trip have a duty of care to ensure that the students are safe and healthy. They also have a duty to act as a reasonably prudent parent. Emergency procedures are an essential part of planning a school trip. If an emergency occurs on a school trip, the actions of the school will be guided by the schools "Critical Incident Policy". The immediate priorities for those in charge of the school trip are as follows:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that the group is safe and looked after.
- Establish the identity of any casualties and get immediate medical attention for them.
- Ensure that all members who need to know, are aware of the incident, and that all group members are following the emergency procedures.
- Ensure that teaching personnel accompany casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
- Notify the police if necessary.
- Notify the Irish Embassy/Consulate, if abroad and if appropriate.
- Inform the school Principal who will ensure that parents are informed and in cases of minor injury will assist parents in making adequate arrangements where appropriate, to get the

student home.

The following details should be passed on to the school via the school contact:

- Nature of incident
- Date and time of the incident
- Location of the incident
- Names of casualties and nature of injuries
- Names of others involved so that parents can be reassured
- Names of witnesses

The following further action should also be taken:

- Notify insurers, especially if medical attention is required. This may be done by the school contact.
- Notify the Travel Agent or transport operator. This may be done by the school contact.
- Ascertain telephone numbers for future calls, both mobile and landline.
- Write down accurately and as soon as possible all relevant facts and witness details, and preserve vital evidence.
- Keep a written account of all events, times and contacts after the incident.
- Complete the school accident report form as soon as possible. Copies should be brought on residential and foreign trips.
- No one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to families. Media enquiries should be referred to a designated media contact in the home area.
- No one in the group should discuss legal liability with other parties.
- In the event of an emergency at home parents should contact the group leader/school contact, who will then liaise with the student.
- In the event of an emergency on the trip, students should not contact home directly, before the group leader/school contact has done so or as directed by the group leader.
- Appropriate first aid equipment should be brought on all trips, as well as a person who is competent to use the contents of the first aid box.

Appendix 1 – Forms

Form ST2

Local and one day Events and Activities

To be completed by the event organiser and retained by the school Principal.

Date of Tour/Trip: _____

Duration of Tour: _____

No. of Students travelling: _____

No. of Teachers travelling: _____

Year group/Age of students: _____

Mode of Transport: _____

Cost to each Student: _____

Destination: _____

Nature of Trip: _____

Any Other Information: _____

Signed:

Co-ordinator

Date: _____

(Attach itinerary here if applicable)

ST3

Educational Tour/Extended Field Trip

To be completed by the tour organiser and retained by the school Principal.

Tour Dates: From _____ to _____

Number of school days: _____

Brief outline of tour: _____

Number of students participating from each year group:

1st Year: _____

2nd Year: _____

3rd Year: _____

4th Year: _____

5th Year: _____

6th Year: _____

Number of students not participating from each year group:

1st Year: _____

2nd Year: _____

3rd Year: _____

4th Year: _____

5th Year: _____

6th Year: _____

Main reason for tour (Educational; Course Work; Class/Year social activity etc.):

Number of teachers accompanying the tour: _____

Names of teachers accompanying the tour:

1) _____

2) _____

3) _____

4) _____

5) _____

Cost of the Tour: _____

How will the tour be funded? _____

Signed:

Coordinator Signature:

Co-ordinator

Date: _____

(Attach itinerary here if applicable)

Checklist

Is adequate insurance in place to cover all risks while on tour?	Yes _____	No _____
Has parental permission been secured for each student who is participating in the tour?	Yes _____	No _____

ST4

APPLICATION FOR THE APPROVAL OF EDUCATIONAL TOURS/FIELD TRIPS BY THE PRINCIPAL/BOARD OF MANAGEMENT

Educational Tour/Extended Field Trip

To be completed by the organiser and retained by the school Principal.

Group: _____

Group Leader: _____

The group leader should complete this form as soon as possible once the preparations are complete. Approval in principle should already have been received and the Principal should have received regular updates on the progress of the preparations. Parental consent should also be sought (Form ST5).

When approval is given on Form ST4, one copy should be retained by the Principal and another by the group leader. The Principal should be informed of any subsequent changes in planning, organisation, staffing and he/she should inform the Board of Management of any such changes.

Purpose of the trip and specific educational benefits:

Destination and places to be visited:

Dates and times:

Date of departure: _____ **Time:** _____

Date of return: _____ **Time:** _____

Transport arrangements:

Organising tour company /agency:

Name and address: _____

Contact Name: _____

Telephone Number: _____

Proposed cost and financial arrangements:

Insurance arrangements for all members of the proposed party, including voluntary helpers:

Name of insurance company: _____

Address: _____

Telephone: _____

Insurance cover: _____

Policy Number: _____

Accommodation to be used:

a)

Name: _____

Address: _____

Telephone: _____

b)

Name: _____

Address: _____

Telephone: _____

Programme of activities:

Day 1: _____

Day 2: _____

Day 3: _____

Day 4: _____

Day 5: _____

Day 6: _____

Day 7: _____

Details of any hazardous activity and associated planning, organisation and staffing

Names, relevant experience, qualifications and specific responsibilities of staff accompanying the group:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Name, address and telephone number of the contact person in the home area who holds all information about the trip in case of an emergency:

Name address and telephone number of Media Contact Person in the home area (In the event of an emergency):

Existing knowledge of places to be visited:

Size and composition of the group:

Age range: _____ Number of students: _____

Adult to student ratio: _____

Information on whether the group leader has received all consent forms duly completed and signed

Form ST5

LETTER OF APPROVAL TO BE COMPLETED BY THE SECRETARY TO THE BOARD OF MANAGEMENT:

To the group leader: _____

Your application dated _____ has been put before the Board of Management and the Board is satisfied with all aspects including the planning, organisation and staffing of the trip. Approval is granted.

Please ensure that I have all relevant information including a final list of group members, final details on parental consent and a detailed itinerary at least 14 days before you are due to depart. Your report and evaluation of the trip including details of any incidents should be with me as soon as possible but no later than 28 days after your return.

Signed: _____ (Secretary BOM) Date: _____

A copy of the completed application form and details of any subsequent changes should be retained by the Principal.

Form ST6

PARENTAL CONSENT FOR EDUCATIONAL TOUR/FIELD TRIP (To be distributed with an information sheet giving full details of the trip)

Class /Group: _____

Details of Tour: _____

Dates of Tour: _____

I agree to _____ Date of birth _____
taking part in this tour/trip and have read the information document.

I agree to _____ participation in the activities described.

I acknowledge the need for _____ to behave responsibly and in accordance with the Code of Behaviour of the St. Brendan's College. I accept that any student who uses, supplies or is found to be in possession of drugs, alcohol, solvents, inhalants or other dangerous substances and/or who engages in behaviour or actions that are deemed to be a risk to the safety of any member of the group will result in the offender being sent home immediately and we the parents will bear the resultant costs.

Medical information about your child

a) Please list below any conditions requiring medical treatment, including travel sickness, and medication, prescribed or otherwise, required:

b) Please outline any special dietary requirements of your child:

c) To the best of your knowledge, please give details below if your child has been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

e) Please give details below of any allergies your child has and any medication including non-prescriptive medications which they have to take.

f) Has your son/daughter had a tetanus injection in the last four years? Yes No

I will inform the Group Leader/Principal as soon as possible of any changes in the medical or other circumstances of my son/daughter between now and the commencement of the journey.

Declaration

I/we agree to my/our son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Ability To Swim

Give details of your child's ability to swim: _____

Other Relevant Information:

Contact telephone numbers

Work: _____ Home: _____

Alternative emergency contact:

Name: _____ Telephone number: _____

Address: _____

Name of Family Doctor

Name: _____

Address: _____

Telephone Number: _____

Signed: _____ (Parent 1) _____ (Parent 2)

Date: _____

I have read and understand the meaning and implications regarding all aspects of this form

Signed: _____ (Student)

Date: _____

Full name (capitals)

This form or a copy must be taken by the group leader on the tour/trip. A copy should also be retained in the school.

Review

Review Date:..... _____