



Glenstal Abbey
SCHOOL

School Tours and Trips Policy

Version 3.0

June 2025

Glenstal Abbey School, Murroe, County Limerick V94 HC84

Roll No: 64150F

Document Version Control

Version	Date	Description
1.0	May 2008	Original Version
1.1	April 2009	Several operational amendments
1.2	Jan 2010	Minor amendment to Appendix 2 - include Date of Issue
1.3	Jan 2011	Addition regarding health needs of those going on tours
2.0	May 2016	New revised version
3.0	June 2025	New revised version

1. Introduction

School tours and trips are an integral part of Glenstal Abbey School's educational experience, enhancing classroom learning and offering opportunities for the students' personal, cultural, and social development.

This policy complies with the provisions of DES Circular M20/04 in full.

This policy should be read in conjunction with the school's Critical Incident Policy and the Glenstal Abbey campus Vetting Policy.

2. Objective

The Board of Management recognises the many risks and hazards associated with travel. The purpose of this policy is to ensure the wellbeing, safety and safeguarding of the students and staff on the tour or trip.

3. Scope

Glenstal Abbey School currently provides the following types of Educational Tours and Visits both inside and outside the state:

- International tours for cultural and sporting pursuits involving road, sea and/or air travel, lasting from a few days to a month, e.g. Erasmus+ visits, Choir Tours, Sports Camps, Camino pilgrimages, expeditions, as well as overnight tours in Ireland including camping trips and cultural overnight tours
- International language or cultural exchanges in small groups or individually, e.g. German language exchanges, cultural exchanges to USA and Australia in Transition Year, often lasting several weeks (French TY Europe), day visits during the school week by groups of students to learning centres, museums, theatres, concerts, sites of historical interest, businesses, day visits to sports fixtures as participants or spectators
- Day visits by a small number of students to take part in a competition or quiz, for example IAMTA quiz, Young Scientist exhibition
- regular visits by groups of students to sporting amenities, e.g. swimming at UL or golf driving range at a local golf club
- social trips, usually on a Saturday afternoon for example, mountain biking, surfing, escape room, theatre, shopping, ice skating
- other social activities such as attendance at matches, bowling, restaurants, concerts, may take place during the evening

4. Parameters

Tours organised on days when students would otherwise be in class should conform to the following DES guidelines of Circular M 20/04:

- Educational visit involving an exchange of groups of students with another school
- Educational visit involving attendance at a course of instruction
- Educational visit involving active participation in a music or drama festival
- Educational visit to a conference or exhibition of clear educational value
- Educational visits should be appropriate to the age group/grade concerned
- Educational visits involving significant linguistic or cultural benefit

5. Approval and Planning Process

The Tour Leader must complete all protocols as set out on the school's management system, Compass, including:

- accurate recording of students attending the event
- communication with parents

Parental Consent

On enrolment at Glenstal Abbey School parents sign the following consent declaration:

I/We grant permission for our son to participate in extra-curricular activities, educational field trips, matches/tournaments and other events both on and off site. (Please note that specific consent will be sought for off site trips involving any overnight stay)

Tour Leader Responsibilities

The Tour Leader must:

- inform parents/guardians if students are involved in an event which takes them outside of the Glenstal site (including Murroe pitches)
- advise parents if there is a cost associated with the trip
- seek parental consent for an overnight stay
- ensure the Attendees list on Compass is accurate
- mark the roll on Compass

a. International and Overnight Domestic Tours

All international school tours must be submitted to the Headmaster and Board of Management for approval by the end of the prior school year, using the Tour Proposal Form (appendix 1), which covers objectives, outline itinerary, and suggested staffing.

Once the international tour is approved, the Tour Leader should send information to the relevant parents, including the full cost of the tour and an outline itinerary (appendix 2); parental consent must be sought using the digital *International/Overnight Trip Registration and Consent Form* (appendix 3). This form collects each student's passport details, dietary requirements, medical needs, allergies, mobile contact details, emergency contact details, etc. The event should be submitted for internal approval via Compass events.

All trips outside Ireland must be organised by a fully bonded travel agent with full travel insurance in place for all staff and students travelling, including a risk assessment for any accommodation or activities provided by the tour company.

The Tour Leader must make clear to parents the mechanism and deadline for paying for the tour, directly to the bonded tour operator. Additional expenses may be billed to the student account.

It is the parents' responsibility to organise any visa that may be required. Similarly, it is the parents' responsibility to ensure that any mandatory vaccination requirements are met.

EU students should have an EHIC (European Health Insurance Card) for travel to countries in the EU, which they should bring with them.

A detailed Risk Assessment must be submitted via Compass.

b. Day Tours

Domestic trips do not require Board of Management approval, but internal approval must be sought via Compass. All domestic events should be submitted to Compass at least two weeks in advance. The Deputy Principal will coordinate the provision for day visits, including sport fixtures.

Permission will be given after:

- assessment of the educational need of the proposal
- impact on the curriculum overall
- availability of staffing
- availability of substitution
- check of the risk assessment of the activity including on the day weather check

A detailed Risk Assessment must be submitted via Compass.

Students should not be added to tours or trips at the last minute.

Charges for day trips

Some activities such as matches for school teams are covered by school fees. Where there is an additional charge parents and guardians will be made aware in advance.

Late Notice Cancellations

School visits may be cancelled at short notice at the discretion of school management. This could be due e.g. to staff sickness or a weather warning.

IRFU Match Tickets allocated to the School

From time to time throughout the year the school is allocated tickets by the IRFU for certain international matches, usually at the Aviva Stadium in Dublin. If the school is not organising a school trip to the match, or the event falls outside of term time, the school may sell these tickets to parents for their son to attend the match independently. These students travel to and attend these events independently of the school. The school takes no responsibility for students in these instances.

6. Risk Assessment

All activities, including travel arrangements, should be risk assessed by the Tour Leader. If an agent is used, the agent should provide a Risk Assessment for any services and activities that they provide.

Activity providers such as Adventure Centres, Surfing Schools etc, should provide the Tour Leader with their risk assessment, which should be filed on Compass with the event details.

High risk activities

It is critical that specific Risk Assessment is undertaken for any trip which involves high danger sports such as rugby, extreme sports, expeditions in mountain terrain, swimming or water sports.

7. Eligibility Criteria for Students

To participate, students must abide by the school's Code of Behaviour (see Appendix)

The school reserves the right, both at the time of booking and in the period between booking and travel, to refuse permission to participate in a school tour to a student whose pattern of behaviour gives concern.

If the Tour Leader or another member of staff has concerns about a particular student's suitability for a tour these should be referred to the Headmaster for a decision. The Headmaster will communicate this decision to the student and his parents/guardians.

In the case of a student with a medical condition or other special needs, the school must be confident that the needs of the student can be managed during the trip without compromising his health and safety, that of the other students participating, or the itinerary of the trip. Each case will be considered on an individual basis in consultation with parents/guardians and the school staff. In the event of a dispute, the Headmaster will adjudicate.

8. Safeguarding

All adult leaders/supervisors must have current Garda Vetting and must be approved for participation in the particular tour in question by the Headmaster.

All adults in the group will have received Glenstal Abbey School Safeguarding training and must abide by the Glenstal Abbey School Safeguarding policy.

School safeguarding protocols should be followed at all times, including, for example:

- whilst staying at a hotel, prudence should be exercised by leaders when answering their door to students who come to their room for assistance or information
- when visiting student quarters for morning call, night-time lights-out and other relevant purposes, adults should be fully dressed, should knock before entering student rooms etc
- an adult leader or supervisor should not normally sleep in the same room/dormitory or tent as a student. In certain circumstances, however, this may be necessary, and permission should be sought from the Headmaster. Under no circumstances should one member of staff share a room/tent with one student.
- if a medical or other emergency arises necessitating physical contact with a student, except in situations where a delay could have material consequences for the health of the student, an adult leader should always ask another adult to be present.

Student Phones

During residential visits, the Tour Leader should ensure that students' phones are collected at bedtime for students in First to Fourth year. Older students may be permitted to have phones at the discretion of the Tour Leader.

Students may be permitted to use phones by the Tour Leader, e.g. to photograph sites, etc; however this is at the discretion of the Tour Leader.

Phones may be removed as a sanction, should this be necessary.

Exchange Visits

Prior to student exchanges all members of the host family in Ireland and in the destination exchange country, aged over 16, must be Garda vetted, in accordance with the Glenstal Abbey Campus Vetting Policy, or vetted by the local police service.

9. Health and Safety

The Tour Leader must ensure that accurate records of attendance are kept throughout the tour, including taking roll calls and headcounts as appropriate.

The Tour Leader is responsible for ascertaining and explaining health and safety details relating to tour accommodation such as emergency evacuation procedures, disabled access etc. Emergency procedures and contact information should be clearly communicated to staff and students.

At least one staff member must have an up to date First Aid qualification. One of the staff members on the tour should be responsible for carrying First Aid supplies appropriate to the tour with the group at all times.

Adult leaders need to be aware that their supervisory responsibilities continue throughout the entire tour, including night-time. Their consumption of alcohol should not be such as to impair their capacity to fulfil their duties or to respond to an emergency.

In hostels and hotels staff must be present to provide remote supervision and deal with emergencies at all times.

Medications

Prior to departure the Tour Leader should request information from the Health Centre on any specific medical needs and requirements of the students who are travelling. The Health Centre should provide the Tour Leader with any necessary medications. The Tour Leader is responsible for arranging the administration of medication to

students with specific medical needs for the duration of the tour. Students of any age are not permitted to carry medications themselves.

Student Free Time

If granted, student free time should be time bonded and not excessive, limited to a localised area clearly demarcated to students e.g. a shopping area or square.

- A meeting point and time must be clearly established
- Tour Leader to signal where a teacher may be found during the free time
- Students to stay in groups of 3+
- Advise caution e.g. looking after personal valuables etc

Emergency Medical Care

The Tour Leader or another member of staff must accompany a student to hospital should the need arise. International tours must include full insurance cover for all students. Students must carry their EHC (European Health Insurance Card) with them during international tours. The school will pay out of pocket expenses, which will subsequently be billed to the student account.

10.Contact with Parents and Guardians

- **International Tours**

The school will supply a mobile phone to the Tour Leader; this number will be circulated to parents.

- **Day Visits**

Parents should contact the school directly, as normal:

- Reception 061 621010 from 8.00am to 5.00pm
- Out of hours contact the Duty Manager on 061 621019. This line is manned by a housemaster, who will then relay any message to the group Tour Leader.

11.Code of Conduct on Tours

Students are expected to:

- Behave responsibly and respectfully at all times
- Follow instructions from staff promptly
- Abstain from the use of alcohol, nicotine products, drugs or any illegal substances

The consumption of alcohol, nicotine products, vaping etc is covered by Glenstal Abbey School's Substance Misuse Policy.

Breaches of conduct may result in disciplinary action on return to school, or immediate repatriation at the parents' expense.

12.School Management Back Up

Back up support from a member of the school Senior or Middle Management should be ascertained at the initial tour planning stage. This person should be available for remote back up in the event of a crisis or emergency. The Tour Leader should provide this person with all necessary information pertaining to students, parent contact details, insurance details, etc, prior to departure.

13.Review and Evaluation

The policy will be reviewed every two years by the Board of Management. This Policy was adopted by the Board of Management on 3 June 2025.

Signed: 
Chairperson of Board of Management

Signed: 
Headmaster/Principal

Date: 3rd June 2025

Date: 3rd June 2025

Appendices:

1. International Tour Proposal Form
 2. Standard Information sent out to Parents with request to Register
 3. International Tour Registration and Consent Form
 4. Student Conduct Form
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Appendix 1: International Tour Proposal Form

Destination					
Start Date		End date		No School days	
Tour Leader					
Other Leaders (if known)					
Number of Adults required					
Students: Year / Class					
Number of Students					
Number of students (in relevant group) not participating and reasons why					
Brief Outline of Tour					
Expected Benefit					
Why is the tour deemed to be necessary?					
Signed by Proposer				Date:	
BOM Approval				Date:	

Confirmations (Deputy Principal):

Have appropriate arrangements been made in accordance with Circular PPT 01/03 for those classes whose teachers are absent with the tour?	Yes / No
Is adequate insurance in place to cover all risks while on tour?	Yes / No
Has parental permission been secured for each student who is to participate?	Yes / No
Principal Signature:	Date:

Appendix 2: Standard Information sent out to Parents with request to Register



**International Tour to xxxxxx
dates
Information & Outline Itinerary**

Tour Leader Names	
Trip Destination	
Departure Date	
Return Date	
Flight Details	
Transport Arrangements	<ul style="list-style-type: none">••
Luggage Allowance	
Name, Address and Tel No of Accomodation	
Proposed Itinerary <i>Please note that the Tour Leader reserves the right to make minor changes to the itinerary</i>	
Cost of Trip <i>To be paid in advance</i>	

<p>Additional Trip Expenses <i>To be billed in arrears via parent expense account</i></p>	
<p>Visit/Destination Risks</p>	<p>Tour Leaders include qualified First Aiders.</p> <p>XXXXXX is a busy city and students will be reminded of the risks from traffic, street vendors and pickpockets.</p> <p>Please be aware that this tour includes the following high risk activities: xxxx xxxxxxxx</p> <p>For all school visits parents/guardians are advised to familiarise themselves and their son with the latest <u>Department of Foreign Affairs travel advice</u> for the destination.</p> <p>Parents of international students should check local government advice for travellers from their country of residence.</p> <p>Students are expected to observe the school's code of conduct and to follow the instructions of staff at all times.</p>
<p>Visa and Vaccination Requirements <i>The school does not generally schedule vaccinations appointments. Parents will be asked to provide proof of vaccination for mandatory vaccinations.</i></p>	<p>Parents are advised to check if there are any visa and/or vaccination requirements for their son for the destination country, and if so, to make the necessary arrangements.</p> <p>Parents of international students should check destination government advice for travellers from their country of residence.</p>

Appendix 3: International/Overnight Tour Registration and Consent Form

xxxxxxx - Registration and Consent Form

Destination:
Departure Date:
Return Date:
Tour Leader:

* Indicates required question

1. Email *

Student Information

2. Student: First Name (as appears on passport) *

3. Student: Last Name (as appears on passport) *

4. Date of Birth *

Example: 7 January 2019

5. Student Mobile Number *

PASSPORT DETAILS

6. Passport Number

7. Date of Passport Issue

Example: 7 January 2019

8. Passport Expiry Date

Example: 7 January 2019

9. Passport Country of Issue

Student Information

10. Does your son have any special Dietary Requirements

Mark only one oval.

None

Vegetarian

Vegan

Gluten Free

Other (please specify)

11. Does your son have any allergies we should be aware of?

If yes, please detail below, otherwise leave blank

12. Please list any current medical or other health conditions

13. Does your son take any medication on a regular basis? If YES, please list details (name, dosage, frequency). Otherwise leave blank.

14. GP Name *

15. GP Phone Number *

16. Please provide any other information about your son that you feel we may need

Emergency Contact Details

Please provide contact details in case we need to contact you while we are away

17. Emergency Contact 1 Name *

18. Emergency Contact 1 Mobile Number *

19. Emergency Contact 1 Relationship to Student *

Mark only one oval.

Mother

Father

Educational Guardian/Agent

Other:

20. Emergency Contact 2 Name

21. Emergency Contact 2 Mobile Number

22. Emergency Contact 2 Relationship to Student

Mark only one oval.

- Mother
- Father
- Educational Guardian/Agent
- Other: _____

Parental Consent

- I give consent for my son to participate in this School Tour
- I consent to all costs and expenses incurred during this trip, in relation to my (our) son, being billed to his Student Expense account
- I confirm that my son has promised to abide by the terms of the School's Code of Conduct and School Tours Policy
- I accept that students are prohibited from drinking alcohol, smoking, vaping or consuming any other prohibited substance while on the tour
- I consent to the Tour Leader using a breathalisher test on my son, should they consider a breach of conduct has occurred
- I accept that the Tour Leader may send my son home for such behaviour or for any other serious disciplinary offence. It shall be my responsibility to arrange and pay for any travel so required and for my son's accompaniment on any journey that may be necessitated by his misbehaviour
- I confirm that all relevant medical information regarding my son (including details of any allergies or necessary medication) has been included in this form.
- I give permission to the Tour Leader to make any and all emergency medical decisions during the tour. It is my understanding that the Tour Leader will attempt to contact me in case of emergency, but in the event that they are unable to do so, I authorise the Tour Leader or one of the other accompanying adults to travel with my son and to take whatever steps are necessary to secure appropriate emergency medical care.

23. Parent/Guardian Name *

24. Parent/Guardian Consent *

Mark only one oval.

- Yes
- No

Appendix 4: Student Conduct Agreement Form

Student Conduct Agreement - School Tour

School Tour:

Dates:

Tour Leader:

Glenstal Abbey School has very high expectations of Students' behaviour during School Tours, based on our core School values of Respect, Reverence and Responsibility.

I _____ (Student Name) agree to abide by the terms of the School's Code of Conduct, and to follow the instructions of the Tour Leaders at all times.

I accept that I am prohibited from drinking alcohol and from consuming any other prohibited substance while on the Tour. I acknowledge that the Tour Leader may send me home for such behaviour or for any other serious disciplinary offence.

I will carry my mobile phone with me at all times for the purpose of communication with the Tour Leaders as necessary. I will save the name and contact details of the Hotel and the mobile number of the Tour Leader on to my phone.

SIGNED: _____ **(Student)**

DATE: _____

RECEIVED BY: _____ **(Tour Leader)**

DATE: _____