GLENSTAL ABBEY SCHOOL

Foreign School Tour Policy

Version 1.1

April 2009

THIS PAGE IS INTENTIONALLY BLANK

Introduction
Glenstal Abbey School has a duty of care to all its students and to school personnel. We seek to safeguard the welfare of students while on foreign school tours and also to support school personnel who accompany students.

The Tour Leader must ensure that:

1. Every reasonable step be taken to ensure the safety of all tour members. Students must not be placed in situations which expose them to an unacceptable level of risk. Students should have EHIC cards well before departure.

2. There be appropriate and adequate supervision for each activity undertaken on the tour. Furthermore both students and those accompanying the tour must undertake appropriate training for each activity on the tour. Training and supervision are at the discretion of the Tour Leader.

3. Once the tour details have been approved, ask for a non-returnable deposit. Make it clear that the deposit is non-returnable and that students will not be taken if their behaviour is unacceptable or unsafe in the interval before the tour takes place.

4. All students must complete the Application form set out in Appendix 2 in full.

5. The ratio of adults to students be appropriate; a ratio of not more than 10:1, and if a higher ratio is proposed then this must be authorised by the Headmaster. If the Tour Leader brings a group without an Assistant, he/she must have back–up support available.

6. Child protection procedures are in place in line with the DES guidelines and the relevant child protection procedures put in place by Glenstal Abbey School. Please refer to Prudence Code attached in Appendix 3.

7. **Parental consent forms set out in Appendix I have been issued and returned signed; the onus is on parents to return all completed documentation and failure to do so may mean that a student may not be permitted to travel.**

8. Suitable arrangements have been made for the medical needs of all pupils.

9. He/she is in possession of the following information:
   a) Details of medical conditions.
   b) The student's GP's name, address and telephone number.
   c) Written details of any medication required (including instructions on dosage/times) and parental permission to administer same.

10. First aid provision is available. The medical kit should always include a thermometer and the medical histories of all participants, the information being acquired from the School Health Centre and Parents/Guardians.

11. Parents/Guardians are sent the following information:
    a) Dates and times of departure and return – parents/guardians must have agreed to meet their student on return.
    b) Details of accommodation such as hotel or exchange family name, address and telephone number.
    c) Names of Tour Leader, of other staff and of other accompanying adults.
    d) Standards of behaviour expected in respect of, for example, alcohol, smoking and general group discipline.
    e) Details of insurance taken out for the group as a whole, and whether parents/guardians need to arrange additional cover.
    f) Details on the cost of the visit including methods and deadlines for payments. All payments are to be considered non- refundable including the final payment.

12. A school emergency contact has been nominated and that the Tour Leader has these details. The Tour Leader should also ensure that all those accompanying the trip and school Contact Person have a copy of the agreed emergency procedures and the names of all members of the group, with emergency contact details of parents/guardians or next of kin. All those on ski trips should carry on their persons when skiing the name and address of their hotel, the phone number of the Tour Leader and a mobile phone that works. The working conditions and provision of credit in the phone are the responsibility of the student's parents/guardians. Students on a ski trip should wear helmets and are not permitted to do "off piste" skiing.

The Headmaster must ensure that all staff and others accompanying the tour are appropriately selected and accept that the Tour Leader is in charge. It would also be expected that all have appropriate experience of supervising students of the relevant age on the tour.

Information retained at the school

Full details of the visit should be retained at the school while the tour is in progress. This should include:

a. the itinerary and contact phone number/address of the group.
b. a list of group members and their details.
c. contact names, addresses and phone numbers of the parents/guardians.
d. copies of parental consent forms.
e. copies of travel documents, insurance documents, medical papers.
f. a copy of the contract with the tour company/hotel etc.

It is the Headmaster's responsibility to ensure that this information is available at all times, particularly if the tour takes place when the school is closed.

Prohibition

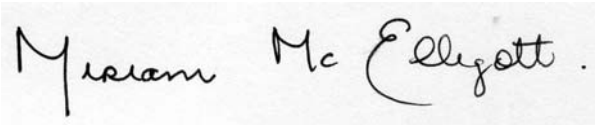
The consumption of alcohol by students under the Irish legal age limit is forbidden for all tours. Consumption of alcohol by students over the Irish legal age is at the sole discretion of the Tour Leader and these students must at all times obtain written permission from the Tour Leader before consuming alcohol.

Up to the time of departure it shall remain the prerogative of the Tour Leader to refuse a student participation on the tour without a refund should the student's
behaviour give cause for grave concern.

Parents/Guardians should be made aware of this policy and put in writing that they have become so, before making any payment.

Review
This policy will be reviewed on an annual basis.

This policy adopted by the Board

Signed: 

Chairperson Board of Management

Date: 28th April 2009

Appendix 1 Parental Consent Form

We, the parents of _____, a student in Glenstal Abbey School, agree that

our son may go on a school tour with _____ (the tour leader) on a School

Tour to _____.

We further accept that our son will abide by the terms of the School's Code of Conduct and also School Policy for Foreign School Tours whilst on this tour. Our son may not consume any alcohol or any other prohibited substance whilst on this tour. We further accept that the Tour Leader may send him home for such behaviour or for any other serious disciplinary offence. It shall be our responsibility to arrange for any travel so required and for our son's accompaniment on such travels as may be necessitated by our son's misbehaviour. We also give permission to the Tour Leader to take any necessary decisions for the medical treatment of our son.

Signed _____ Date _____
(Parent)

Signed _____ Date _____
(Student)

Appendix 2 Application Form to go on Tour

Name (as on passport): _____ DOB: _____

Passport No: _____ Issuing Authority: _____ Expiry Date: _____

Home Address: _____

_____

Email address: _____

Home Telephone: _____

Parents'/Guardians' Work Telephone Numbers: _____

Parents'/Guardians' Mobile Numbers: _____

Student's Mobile Number: _____

EHIC Number: _____

Private Health Insurance (if applicable) _____

GP's Name & Address: _____

_____

GP's Telephone Number: _____

Please securely attach any relevant medical details concerning allergies or medical requirements to this form

Deposit: _____

Appendix 3 Prudence Code for Foreign Tours

Students on their own

- A member of staff on his/her own should not be with an individual student on his own unless there is a window to the corridor or to a public place, others enter the room often or if it is a public room (e.g. a classroom or staff room) or they have told another member of staff that they need a private conversation there.

- If visiting students in rooms on their own, staff should leave the door open or tell another member of staff that they need to have a private conversation there.

- It is wise for members of staff on their own to avoid being in cars or on expeditions with students on their own unless another member of staff has been informed about it (e.g. visits to hospital).

Groups of students

- Staff should not feel that lavatories, changing rooms, dormitories and showers are off limits but they should avoid being there with an individual student and they should exercise caution and sensitivity in these areas particularly.

Complaint to a member of staff other than the Designated Liaison Person.

A member of staff other than the DLP[1] who is approached by an adult or a child who alleges neglect, emotional physical or sexual abuse by any person working in a voluntary or paid capacity in the school of whatever category shall;

Where the complainant is an adult:

(a) Listen carefully to that person;
(b) Explain the procedure put in place by the DES for dealing with complaints against school personnel including the policy of reporting to the civil authorities;
(c) Offer to accompany the person in bringing the complaint to the DLP;
(d) Make a careful written record of what the complainant has alleged.

Where the complainant is a child:

(a) Take what the child says seriously;
(b) Reassure the child;
(c) Listen carefully and attentively but under no circumstances ask leading questions;
(d) Check with the child to ensure that what has been heard and understood accords with what the child actually said;
(e) Make no promises which cannot be kept;
(f) Inform the DLP of what has occurred and provide the DLP with a precise written record of what the child has said.

In the event of an allegation being made the DDLP will report the allegation to the local police in the relevant country and he will also report the matter immediately to the DLP. The DLP will co-ordinate the response of the school thereafter.

[1] The DLP is the Designated Liaison Person. In Glenstal abbey School Br Denis is the DLP and Fr William is the Deputy DLP (DDLP). For the purposes of the foreign trips the tour leader shall be the acting DDLP and one other tour leader shall also be a DDLP.

Definitions

There are four headings in the definition of abuse which apply equally to children and to vulnerable adults.

Neglect

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults and medical care. The threshold of significant harm is reached when the child's needs are neglected to the extent that his or her well being and/or development are severely affected.

Emotional Abuse

Emotional abuse is normally to be found in the relationship between an adult and a child rather than a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms. Examples of emotional abuse include:

- The imposition of negative attitudes on children, expressed by persistent criticism, sarcasm, hostility or blaming.
- Conditional parenting.
- Emotional unavailability by the child's parent/carer.
- Unrealistic, inappropriate expectations of the child.
- Failure to show interest in, or provide age appropriate opportunities for the child's cognitive and emotional development.
- Unreasonable or over harsh disciplinary measures.
- Exposure to domestic violence.

The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/carer.

Physical Abuse

Physical abuse is any form of non-accidental injury or injury which results from the wilful or neglectful failure to protect a child. Examples of physical abuse include:

- Shaking a child.
- Use of excessive force in handling a child.
- Deliberate poisoning.
- Suffocation.
- Munchausen's Syndrome By Proxy.

Sexual Abuse

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others. Examples of sexual abuse include:

- Exposure of the sexual organs or any sexual act intentionally performed in the presence of a child.
- Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification.
- Sexual intercourse with a child, be it oral, anal or vaginal.
- Sexual exploitation of a child.

Similarly any form of sexual exploitation between a member of staff or adult and a vulnerable adult or another person shall be deemed to constitute a serious breach of duty, whether initiated by that person or not.

For the purposes of this policy a victim shall be deemed to be any minor, student of the school or vulnerable adult.