

Coláiste Phobail Leamhcáin  
Lucan Community College



**School Tours and Trips Policy**  
**Ratified by the Board of Management**  
**16 June 2025**

Signed: 

**Dr Rose Dolan (Chairperson)**

## **Trips and Tours Policy**

### **1. Introduction and Overview**

Trips and tours are integral to the extra-curricular and educational experiences at Lucan Community College, enhancing students' personal, cultural, and academic development. Teachers voluntarily dedicate time during school hours and personal holidays to facilitate these opportunities. While most students display exemplary behaviour, all participants are expected to adhere to the highest standards of behaviour and cooperation on trips.

Lucan Community College organises a variety of trips as part of its extra and co-curricular programmes, including subject-related excursions, career/college visits, team-building activities and overnight/foreign exchanges.

### **2. Trip Procedures**

#### **2.1 Approval and planning**

- Staff must submit a detailed plan to senior management for initial approval.
- Proposals involving overnight stays or international travel should preferably be submitted at least one year in advance.
- International trips require prior approval by the Chief Executive of DDLETB.
- Required itinerary details which outline: objectives, educational value, departure/return dates, costs, payment deadlines, supervising staff, student list (or estimated numbers) and contact numbers for overnight trips.

#### **2.2 Parental Permission and Student Selection**

- Parents/guardians must provide consent via a permission form (paper or online) confirming trip details, agreement to the Code of Behaviour and disclosure of medical conditions, mental health concerns or other special requirements that the tour leader needs to know in advance to ensure the health and safety of all concerned and to plan for any support that may be needed.
- Students without signed consent forms will not be permitted to attend.
- An expression of interest will be elicited from students and the list will be reviewed by senior management and the tour leader.
- The inclusion of a student on a tour is at the discretion of the principal in consultation with the management team and tour leader. Disciplinary records, attendance and health and safety concerns will be taken into consideration during the review.
- If oversubscribed places will be allocated via a lottery system with a waiting list for unselected students. If a student does not get a place on the trip they will be prioritised for future school tours or trips.

### **2.3 Supervision and Behaviour Expectations**

- Staff, supported by SNAs or other garda-vetted adults as necessary will supervise trips. Accredited instructors may be engaged for specialised activities.
- Teachers must maintain a participant list and provide a copy to the school management.
- Students must stay with the group, follow staff instructions and remain in groups during free time.
- The school's Code of Behaviour applies at all times. Misconduct, including substance abuse or failure to follow safety protocols may result in removal from the trip (costs borne by parents/guardians) and further disciplinary action on return to school.
- For overnight and/or international trips room allocation is subject to the configuration of the accommodation, centre or hotel and students are not guaranteed to be in a room with all/or any of their friends.

### **2.4 Communication with Parents and Students**

- Educational objectives, costs, payment timelines and policies will be shared in advance.
- Participation guidelines and selection criteria will be outlined for students and parents.
- Parents will receive updates on departure/arrival times and any schedule changes.
- For International or overnight trips an emergency contact number will be available for the duration of the trip.

### **3. Health, Safety, and Special Provisions**

- Risk assessments will be conducted for all trips, considering medical needs, accessibility and safety.
- Emergency protocols including medical details and contact information will be established before departure.
- Parents/guardians must disclose medical conditions, mental health concerns or special needs as this will allow the tour leader to adequately plan for any support needed in advance.
- Arrangements, including SNA support where feasible, will be made in consultation with parents and staff.

#### **4. Financial Procedures**

- Costs will be communicated in advance. Payments must be made online through the school's payment system.
- For overnight/foreign trips full costs including contingencies will be shared upfront.
- Separate financial records will be maintained, reviewed by the principal, and retained for seven years for auditing purposes. Refunds will be governed by the travel company's or tour centre's terms and conditions.

#### **5. Overnight Trips within Ireland**

- A signed parental consent form is required for all overnight trips within Ireland.
- Payments for overnight trips must be made online.

#### **6. International Trips**

- A meeting will be arranged with parents/guardians to discuss travel arrangements, responsibilities, behavioural expectations and refund policies.
- Payments must be processed through a bonded travel agency.
- Individuals travelling are responsible for ensuring their passports and visas are valid and up to date and ensuring they do not need a special document to travel to the countries being visited or to return home.

#### **7. Oversight and Evaluation**

- The Principal and Board of Management will review this policy regularly to ensure compliance with Department of Education guidelines and incorporate feedback from staff, students and parents.
- Tours must adhere to Department of Education circulars and school-specific policies.

## Appendix 1: Day Trip Consent Form

Coláiste Phobail Leamhcáin  
Lucan Community College



Céide na hEascaí, Leamhcán, Co. Átha Cliath  
Esker Drive, Lucan, Co. Dublin, K78 TF67  
Guthán / Telephone: 01 6282077  
Idirlíon / Internet: [www.lucancc.ie](http://www.lucancc.ie)  
R-Phost / E-mail: [admin@lucancc.ie](mailto:admin@lucancc.ie)

### Educational Day Trip Parental Consent Form

Students Name \_\_\_\_\_ Tutor Class \_\_\_\_\_

Departure date \_\_\_\_\_ Involving a trip to: \_\_\_\_\_

Co-ordinating Teacher \_\_\_\_\_ (in charge of trip)

School mobile phone number (please contact only in an emergency): 08 \_\_\_\_\_

Dear Parents/Guardians,

Please sign below if you agree to the participation of your child on this trip. As you are aware, taking students on any trip is a responsible undertaking. To facilitate in making the trip an enjoyable and safe experience, parents and students are asked to agree to the following code of conduct:

#### Code of Conduct for Trips:

Students must abide by the school's **Code of Behaviour** and **Trips Procedure** including the following:

- Smoking, vaping, possession of or consuming alcohol or any illegal substance is strictly forbidden at all times on any school outing
- Students will be required to arrive strictly on time at any pre-arranged meeting points to ensure travel arrangements will not be altered.
- They must follow the rules of all centres that we visit and be respectful to staff and other visitors

Any infringement of the above rules will mean that the student may be subject to the normal school sanctions on their return from the trip. In particular if they disobey rules that put themselves and others at risk they will be sent home at their own expense and normal school sanctions will apply.

- "I/We consent to any medical treatment deemed necessary during the course of the trip."
- Please state and specify any medical conditions, mental health concerns, food allergies or dietary requirements that your child has \_\_\_\_\_

Signature of Parent/Guardian

Signature of Student

\_\_\_\_\_

\_\_\_\_\_

## Appendix 2: Foreign/Overnight Trip Consent Form

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Céide na hEascaí, Leamhcán, Co. Átha Cliath  
Esker Drive, Lucan, Co. Dublin, K78 TF67  
Guthán / Telephone: 01 6282077  
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R-Phost / E-mail: [admin@lucancc.ie](mailto:admin@lucancc.ie)

### PARENTAL CONSENT FORM FOR FOREIGN/OVERNIGHT TRIPS

Year trip to: \_\_\_\_\_ Year: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Tutor Class: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Co-ordinating Teacher (Leader): \_\_\_\_\_

School Emergency Contact: +3538 \_\_\_\_\_

Dear Parents/Guardians,

Please sign below to consent to your child's participation in this trip. Taking students abroad is a significant responsibility, and adherence to the following code of conduct is required:

#### Code of Conduct for Foreign/Overnight Trips:

- Students must follow the school's **Code of Behaviour and Trip Procedures**.
- **Strictly forbidden:** Smoking, vaping, alcohol, or illegal substances.
- Students must **stay in groups** and **arrive on time** at all meeting points.
- In the evening, students must **return to their rooms** and remain quiet and respectful of other guests.
- After the final check, students must **stay in their rooms** unless there is an emergency.
- Students are strictly forbidden to enter another guest's room or have other guests in their room or share their room number with individuals not in our school group.
- Students must respect all **centre rules** and be respectful to all staff and visitors.

#### Consequences for Rule Violations:

Violations will result in school sanctions. **Serious infractions** (e.g. endangering self/others) may lead to **immediate return home at parents' expense**.

Note: Room allocation is subject to the configuration of the accommodation, centre or hotel and students are not guaranteed to be in a room with all/or any of their friends

**Medical Consent & Emergency Contact:** "I/We consent to any necessary medical treatment during the trip."

- **Medical conditions, mental health concerns, allergies, dietary needs:**

\_\_\_\_\_  
\_\_\_\_\_

- **Parent/Guardian Emergency 24-hour Contact:** \_\_\_\_\_

**Signatures:**

Parent/Guardian: \_\_\_\_\_ Student: \_\_\_\_\_