
1. Background

1. Belvedere College, SJ, has a long tradition of supporting its students in participating in trips and tours outside of College with a view to providing a holistic education and in fulfilment of the College mission.
2. The College requires that all trips are planned and conducted in a safe and secure manner for the benefit and wellbeing of the participating students and in accordance with the principles of this policy.

2. Policy Statement

1. Trips, tours and pilgrimages are an intrinsic part of student life in Belvedere College, SJ. Whether they entail live-in retreats, student exchange programs or immersion experiences, trips and tours contribute significantly to the education of students and to the life of the College.
2. It is the policy of Belvedere College that all trips, tours and pilgrimages are conducted in such a manner as to ensure the health, welfare and safety of the participating students and to follow best practice guidelines in the planning and operation of all trips and tours.

3. Scope

1. The principles outlined in this policy extend to all trips, tours, pilgrimages and other outings (excluding day retreats) in which students participate during their time at Belvedere College.
2. Specific details and selection procedures in relation to individual trips or tours are set out in relevant Handbooks. They all reflect and are informed by the general principles set out in this Policy.

3. Policy Objectives

The objectives of this Policy are:

1. to outline the relevant principles involved in the organization of and allocation of places on a College trip or tour;
2. to recall the responsibilities and obligations of teachers and tour leaders who generously volunteer their time and energy to lead College trips;
3. to apprise parents of their responsibilities when consenting to their sons' participation in a College trip;

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4. to inform students of the conditions attaching to any grant of permission to participate in a College trip or tour;
 5. to apprise students of their responsibilities and obligations concerning the Code of Conduct that is required of them when participating in a College trip;
 6. to clarify the consequences of any breach of the conditions upon which their participation in a trip has been granted, including, any breach of the Code of Conduct; and
 7. to clarify the limitations of the College's liability in organising trips and tours outside of College.

5. Purpose of Trips and Tours

The purpose of supporting students in participating in co-curricular trips and tours is:

1. to provide students with opportunities to develop, holistically, as they progress through Belvedere College;
2. to develop the intellectual, cultural, social and spiritual dimension of the students in an environment external to the College;
3. to reinforce and enhance classroom learning; and
4. to promote interpersonal skills and to foster independence and maturity.

6. Selection of Students for College Trips

1. The selection of students for inclusion in tours and trips is based, to the greatest extent possible, on a process that is open, transparent and fair and seeks to ensure an equitable spread of student participation across a range of College programmes;
2. The relevant criteria, including, the rating scale deployed in selecting students for participation in specific trips and tours is available either from the Transition Year (hereinafter 'TY') Coordinator or the Director of Faith and Services Programme;
3. Students seeking to participate in a trip are required to complete a formal application process which may involve the submission of an application form, the writing of a letter and/or attending an interview;
4. Factors, including, any prior unruly or disruptive behavior of a student or any failure on his part to commit to his studies may be taken into account

in the selection process;

5. Final selection of students for participation in any trip is made in consultation with College management up to and including the Headmaster;
6. Where circumstances so require and having regard to the best interests of the students and the College, the Headmaster may, in his absolute discretion, amend the list of those selected to participate in any given trip; and
7. The list of those selected for a given trip is published and Form Tutors have procedures in place to manage the disappointment of students who have not been selected.

7. Procedure for Approval of Trips and Tours

1. Any staff member (hereinafter 'tour leader') who intends to organize a school trip or tour is required to apply, in the first instance, to the relevant Deputy Principal with a view to obtaining provisional approval for same.
2. Each application to the relevant Deputy Principal should be in writing and should include details of (i) the purpose of the trip, (ii) the proposed date or dates, (iii) the intended destination, (iv) the duration of the trip; (v) the projected budget, and (v) the proposed staff-student ratio.
3. In determining whether to submit an application, tour leaders should bear in mind the impact which the proposed trip is likely to have on class timetable and substitution cover and shall, to the greatest extent possible, seek to ensure that disruption to classroom learning is minimized.
4. No steps should be taken until provisional approval has been received.

8. Provisional Approval

Upon receipt of notification of provisional approval from the relevant Deputy Principal, the tour leader shall:

- ✓ Conduct a thorough risk assessment in the prescribed format in consultation with the Trips and Tours Manager and other staff members who shall accompany the students on trip;
- ✓ Consult with the Jesuit Identity Committee and the Director of Faith and Services Programmes in the event that any fundraising is associated with the proposed trip;
- ✓ Consult with the TY Coordinator in the event that the proposed trip is taking place during Transition Year;
- ✓ Consult with the Trips and Tours Manager in relation to reservations

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- and costs;
 - ✓ Liaise with the Accounts Manager concerning the return of all monies and receipts associated with the trip; and
 - ✓ Complete the relevant Checklist to ensure that all relevant information has been obtained for completion of the Risk Analysis form.

9. Final Approval

1. Final approval for a College trip shall be granted by the Headmaster.
2. Approval for a trip involving travel outside of the State shall only be granted by the Headmaster where prior approval for the trip has been sought and obtained from the Board of Management.
3. Upon receipt of final approval and in advance of the trip the tour leader shall furnish to the Headmaster:
 - ✓ The names of all students participating in the trip together with their home contact details;
 - ✓ The itinerary to be followed during the trip;
 - ✓ The address and contact details of the place where students will be accommodated for the duration of the trip; and
 - ✓ Contact telephone numbers for the tour leader and accompanying teachers.

10. Responsibilities of Parents

Parents whose sons are selected for inclusion in any College tour or trip are obliged to understand and accept the full extent of their responsibilities. In this regard, such parents must:

1. record and convey to the College their consent, in writing, to their son's participation in a College trip;
2. attend all information meetings and briefings organized in advance of the College trip;
3. complete all necessary forms required in advance of the trip and furnish any relevant medical and other information concerning their son to the tour leaders;
4. understand that the College tour leaders shall act *in loco parentis* for the duration of the trip and accept the scope and limitation of such responsibility;
5. acknowledge their acceptance of the fact that students will have periods of free time and that it will not be possible to provide direct and constant

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- supervision of the students on a 24 hour basis;
 6. decline to consent to their son's participation in a trip if they have any concerns about the absence of 24 hour direct supervision;
 7. consult with and prepare their sons for any such trip by explaining to them the responsibilities involved in joining a College trip;
 8. satisfy themselves that their son is aware of, understands and accepts the Code of Conduct and the behavior that is required of him for the duration of the trip; and
 9. make immediate arrangements for the transfer home of their son in the event of their being notified of a serious breach of the Code of Conduct on his part

11. Code of Conduct Required of Students

1. Students who participate in any school tour or trip shall understand and accept the full extent of their responsibilities. Poor conduct or behavior or lack of due diligence on the part of a student who has accepted a place on an upcoming trip may result in the forfeiture of that place.
2. All students travelling on a College trip are obliged to confirm that they shall:
 - ✓ accept that they are representing the College and ensure that its high reputation is upheld at all times;
 - ✓ comply with the College Code of Conduct that is required of students;
 - ✓ adhere strictly to the College Policy on Alcohol and its Policy on Substance Abuse;
 - ✓ comply with all College policies concerning the use of electronic video or recording devices and refrain from posting any materials on social media;
 - ✓ understand and adhere, strictly, to all instructions of the tour leader, without exception;
 - ✓ remain with the group at all times unless free time has been allocated and teachers have expressly granted permission to leave the group for short periods; and
 - ✓ inform the tour leader as to their exact location when granted permission to be apart from the group.

12. Serious Incidents Occurring on Trips

In the event of a serious incident occurring during the course of a College trip, the procedures set out in the College's Serious Incident Policy shall be followed.

13. Fund Raising for Trips

Any fundraising for charity conducted in connection with a College trip must comply with the requirements set out in the College's Fundraising Policy.

14. Insurance and Issues of Indemnity

Whereas insurance is in place in respect of all approved College trips and tours, a person who causes and/or contributes to any damage or injury to a third party during the course of a trip may be exposed to a claim for indemnity and/or contribution.