

Belfast High School

SCHOOL TRIPS POLICY

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STAFF CHECK LIST

1. Speak to the Principal and obtain approval for the proposed trip. (The Principal's Secretary can confirm available dates in the school diary up to a year in advance. Dates for school exams, modules etc should be taken into account).
2. Discuss costs with the Registrar (including arrangements for staff cover etc).
3. Arrange a meeting for interested pupils and give information on destination, cost (including deposit, payments), travel arrangements etc.
4. Collect deposit from pupils – non-refundable?
What if oversubscribed – how does school choose pupils?
5. Fund-raising (discos etc). See Principal's Secretary regarding possible dates.
6. Arrange an information meeting for parents:
Code of Conduct
Passports
Itinerary
Medical Forms
Pocket Money
7. First Aid. See School Nurse regarding first aid kit and pupil medication etc.
8. Arrange cover and discuss with Mrs McNeill.
9. All staff involved in trip should leave work for classes (if trip is taking place during term time).
10. Collect from pupils:
 - Permission slips for swimming/shopping etc
 - Pocket money
 - E111 forms
 - Passports
11. Before departure a list of staff and pupils who are travelling should be left with the General Office (for attendance purposes) and the Principal's Secretary giving emergency contact details. A copy of the itinerary and hotel contact details should also be left. An e-mail should also be sent to all staff giving the names of staff and pupils involved in the trip.
12. Hold final meeting with pupils and parents to review final arrangements/behaviour etc.

BELFAST HIGH SCHOOL _____ TRIP

RISK ASSESSMENT

To be updated.

PUPIL SAFETY AND DISCIPLINE

General Behaviour

- A high standard of behaviour is expected at all times.
- Pupils must remember that they are representing their family, school and country and should therefore be courteous at all times.
- Some aspects of French/German/Spanish/Italian (delete as appropriate) life will be different but you must make the effort to adapt and learn from the experience.
- Badly behaved pupils may not be allowed to travel on future school trips and parents will be notified by telephone, if necessary.
- Any pupil guilty of serious misbehaviour will be sent home at their parents' expense.
- **Smoking and the consumption of alcohol or drugs are forbidden at all times.**

Travel to and in France/Germany/Spain/Italy (delete as appropriate)

During the school trip pupils must:

- Be punctual for all departures and briefing meetings.
- Be responsible for their own luggage at baggage check-in, baggage claim and transfer to the hotel.
- Listen carefully to all instructions given by teaching staff.
- Remember that vehicles drive on the right and so utmost care must be taken when crossing the road.
- Stay in groups of at least 4 when out shopping or when attending organised events.
- Carry medication (especially inhalers) with them during excursions and especially during travel to and from France/Germany/Spain/Italy (delete as appropriate).
- Carry the information card with the name and address of the hotel and the school mobile number at all times
- in case they become separated from the rest of the party.
- Keep rooms tidy.
- Adhere to all rules regarding bedtimes etc.

BELFAST HIGH SCHOOL _____ (insert as appropriate)
PARENTAL CONSENT FORM

Trip to:	
Date(s):	
Teacher in Charge:	
Pupil Name:	
Date of Birth:	
Home Address:	
Contact Address (if different):	
Home Telephone Number:	
Emergency Contact Name:	
Emergency Contact Number:	
Pupil's Mobile Tel Number:	
Pupil's Medical Number:	
Doctor's Name:	
Doctor's Telephone Number:	

Please let us know if your child has:

1.	Any health problems:	
2.	To take any necessary/regular medication:	
3.	Any specific dietary requirements:	

Agreement:

1. I have read all the information supplied by the school and consent to my child participating in all aspects of the above trip.
2. I agreed:
 - To pay for any damage caused by the misconduct or carelessness of my child to a third party or to property.
 - Not to hold the school or staff responsible for any loss of personal effects or money incurred by my child.
 - To authorise members of staff on the trip to approve such medical treatment for my child as deemed necessary in an emergency and/or upon the advice of a qualified medical practitioner.
 - To authorise members of staff on the trip to administer over the counter drugs to alleviate unforeseen minor ailments eg travel sickness, headaches etc.
 - To authorise members of staff on the trip to administer current medication.
3. Any medical condition from which my child is suffering to my knowledge is described in a separate letter attached to this form which also sets out any special medical requirements (such as drugs treatment) which may be required.

4. I authorise the school to use any photographic material from the trip for the purpose of school promotion. YES / NO (Please delete as appropriate).
5. I accept the established Pupil Code of Conduct for the educational visit and agree to the arrangements (including costs) relating to my son/daughter being sent home early from the visit.
6. I agree to my son/daughter receiving emergency medical treatment, including anaesthetic, as considered necessary, by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Signed: _____ (Parent/Guardian) Date: _____

Name: _____ (Please Print)

PUPIL CODE OF CONDUCT

1. Rules for Pupil Behaviour

- 1.1 The Principal wishes to make it clear that on educational visits pupils are under the school's jurisdiction at all times.
- 1.2 Breaches of the school's Discipline Policy or this Code of Conduct will not be tolerated; those who behave in unacceptable ways will be liable to disciplining as if they were on school premises.
- 1.3 The forms of discipline available are outlined in the school Discipline Policy but additionally include:
 - Confinement to accommodation area
 - Withdrawal from scheduled activities
 - Restrictions on movement together with increased supervision levels
 - Being sent home prematurely at the parent's expense
 - In extreme cases of misbehaviour the ultimate sanctions of suspension or expulsion on the return to school may be applied.
 - Not allowed to participate in future school trips.
- 1.4 In any case of illegal drug abuse among pupils the Principal and PSNI Drug Squad must be informed. A copy of any report made to the Principal should also be forwarded to the NEELB.

2. General:

- Always think about your own and others' safety.
- If you have a problem or are worried about something, always tell someone whom you trust. This may be your teacher or host parents – don't suffer in silence!
- If you have particular health or dietary needs, tell the supervising adults and/or the host organisation.
- Always follow the instructions of your Group Leader(s), including those at the venue of the visit.
- If you do get lost or separated, follow the procedures agreed for such an occurrence. If totally disorientated and confused, go to a public place where you will be seen by lots of people and where you can ask for directions.
- If approached by someone you don't know in a threatening or concerning manner, just walk away.
- If travelling on a bus or train and someone makes you feel unsafe, move to a different seat, preferably closer to the driver or other passengers.
- Personal travel arrangements should be carefully planned. Ensure you are familiar with whoever is transporting you and never travel alone in vehicles with strangers.
- Be aware of situations which may cause you harm or injury and where necessary inform a responsible adult (eg leader) about your concern.
- Dress and behave sensibly and responsibly.
- Be sensitive to local codes and customs.
- Think things through carefully before you act and do not take unnecessary risks.
- Never smoke, take cigarettes on a trip or offer cigarettes to others.
- Never consume alcohol, take alcohol on a trip or offer alcohol to others.
- Never use illegal drugs or mind altering substances or offer these to others.
- Never break the agreed rules with regard to bedrooms.

3. When Participating in Visits Abroad:

- Always pack your own suitcase and never carry items for anyone else.
- Learn the telephone numbers of the emergency services in the country you are visiting before you leave and make sure that you keep them handy.
- When out and about always carry details of where you are staying eg address, telephone number and contact details.
- Always keep enough money to make a telephone call.
- If personally carrying essential documentation, money or valuables, keep them secure in either an inside pocket, bum-bag, money belt or something similar – choose whichever is comfortable for you.
- NEVER travel on a moped, motor scooter or motorbike during your visit.

4. Ski Trips:

- Be punctual for all lessons.
- Listen to ski instructors, follow the rules of the slopes.
- Take care of all equipment, ski poles, boots etc.
- Do not ski alone (if this is disobeyed ski pass will be confiscated).
- Do not lose ski pass for the lifts – a new one will cost £80 at least!
- Do not free ski (this is when accidents happen).
- Attend all lessons (unless genuinely sick).
- Return boots, skis and poles to the boot room at the end of each day.
- Be responsible and act sensibly!

I agree to abide by these rules:

Signed: _____

Please Print: _____

Date: _____

**BELFAST HIGH SCHOOL
LETTER TO PARENTS REGARDING MEDICAL DETAILS**

Date _____

Dear Parent/Guardian

Please complete the attached Medical Form which will be retained by the staff during the trip to _____. Please complete the form in detail as this information could be useful or necessary should medical treatment be required.

Do not rely on your child to tell us that they have to take tablets or that they are allergic to something because in an emergency they may forget or be unable to convey the information to us.

Some pupils require the use of inhalers /epipens and most of them will carry their own. **Please ensure that their inhaler/epipen is in a bag which will be carried with them at all times and not in a suitcase which may be unavailable during the journey.**

It will also be necessary to know if your child is taking any medication on a short term basis for the duration of the trip eg a course of antibiotics. In many cases the child will be able to manage on their own but the staff would need to check or remind them. In other cases staff are willing to hold the medication or administer it **provided that clear written instructions are given prior to travelling.**

We need to have your permission to authorise dental, medical or surgical treatment in the event of an emergency and also a telephone number at which you may be contacted in an emergency. This may be your home telephone number but if you plan to be away during the trip we will also require an emergency contact number/mobile number as well as the home number.

Please complete the attached forms and return to me as soon as possible.

Thank you for your assistance.

Yours sincerely

Mr/Mrs _____
Teacher in Charge

Enc

MEDICAL FORM

BELFAST HIGH SCHOOL TRIP TO _____ ON _____

Pupil's Name: _____

Form: _____

1. Is your son/daughter a vegetarian? **YES / NO**
If 'Yes' please give details:

2. Is your son/daughter allergic to any foods? **YES / NO**
If 'Yes' please give details:

3. Is your son/daughter allergic to any medicines? **YES / NO**
If 'Yes' please give details:

4. Does your son/daughter suffer from any other allergies eg nuts/feathers etc? **YES / NO**
If 'Yes' please give details:

5. Please sign to give or not to give your permission for staff to administer medication for:

Travel Sickness (medication Milk of Magnesia/Sea Legs)

I give / Do not give my permission _____

Continental Tummy (medication Immodium)

I give / Do not give my permission _____

Painkillers (medication Paracetamol)

I give / Do not give my permission _____

Sore Throat (medication Merocets)

I give / Do not give my permission _____

6. Special medical or physical conditions. Please give details:

7. Your son/daughter's medical number: _____

8. The telephone number of your child's GP: _____

9. Contact telephone numbers:

Home: _____

Business: _____

Mobile: _____

Emergency: _____

10. Authorisation:

I give / do not give permission for a member of staff to authorise dental, medical or surgical treatment for my son/daughter _____ in the event of an emergency:

Signature: _____ Parent./Guardian

Name: _____ Please Print

Date: _____

POCKET MONEY GUIDE FOR PARENTS

For reasons of safety we organise a bank for all pupils.

A bank will be organised every morning after breakfast/after tea (delete as appropriate) so that pupils can withdraw enough spending money for that day.

The money is kept in the hotel safe.

Pupils will require money for the following:

Example:

Day 1	Breakfast/lunch etc	8-10 Euros
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Day 2

Day 3

Day 4

Day 5

Please note that pupils will require money to purchase drinks at the hotel.

Presents for parents?? How much are you worth?!!

GENERAL CONSENT FORM

Please delete and sign as appropriate.

Pupil's Name: _____

Form: _____

I give / do not give permission for my son/daughter to go shopping in a group of 4-8 persons with supervising staff in the immediate vicinity:

Signed: _____ Parent/Guardian

I give / do not give permission for my son/daughter to swim under supervision:

Signed: _____ Parent/Guardian

PASSPORTS

Pupils travelling on their own passports:

1. Check that your passport is valid during the dates of travel _____.
2. Give the passport to Mr _____ / Mrs _____ before _____.
3. During our stay in _____ the passports will be kept in the hotel safety deposit.

INFORMATION ON ACCOMMODATION

We are staying in the _____ hotel.

The hotel telephone number is _____.

It would be greatly appreciated if parents only phoned in the case of an emergency.
Otherwise, we may get complaints from the hotel administration.

The address of the hotel is _____.

AT THE HOTEL - INFORMATION FOR PUPILS

1. On arrival check the room and report any existing damage to a member of staff.
2. Report any damage which occurs during your stay as soon as it occurs.
3. Keep your room tidy (periodic checks will be conducted by staff).
4. Follow all hotel rules.
5. Be courteous to hotel staff and guests at all times.
6. Be punctual for all meals.
7. Adhere to the '**No Noise After 11.00 pm**' rule which will be strictly enforced by staff.
8. Do not leave valuables, passport or money in your room at any time. These should be kept in the hotel safety deposit box which the school will rent.
9. **Do not use the balconies** (if there are any) in the hotel.
10. Do not use any of the hotel facilities without seeking the permission of a member of staff first.
11. Do not leave the hotel at any time without permission.
12. Make sure that you familiarise yourself with the fire exits.
13. Do not smoke, drink alcohol or take illegal drugs.
14. Do not play loud music.
15. No slamming doors or running around corridors.
16. Once pupils are checked into the bedrooms at night no-one is allowed to leave the hotel.

SUGGESTED LUGGAGE LIST

HAND LUGGAGE:

Limited amounts of liquid will be allowed through the security search point provided that:

- It is in a container with a capacity no greater than 100ml
- It is carried within one transparent, **re-sealable** plastic bag with a capacity not exceeding 1 litre; the dimensions for which must not exceed 20cm x 20cm (8" x 8")
- The contents of the plastic bag must fit comfortably and the bag must be completely closed
- The plastic bag must be carried separately from hand baggage
- The passenger is responsible for providing their own plastic bag. Plastic bags that do not meet the correct criteria will be required to be packed into hold baggage at the time of check in

Liquids Include:

- Cosmetics, gels, pastes, lotions, liquid/solid mixtures and the contents of pressurised containers, e.g. toothpaste, hair gel, drinks, soups, syrups, perfume, deodorant, shaving foam, aerosols etc
- Essential medicines in liquid form sufficient for the trip as long as they are verified authentic
- Baby milk/food sufficient and essential for the trip (the contents of each bottle or jar must be tasted by the accompanying passenger)

You may be required to dispose of liquids which do not meet the above requirements.



Medication (inhalers/epipens should be kept on your person at all times if required)

Book or magazine

Walkman

Mobile and camera (disposable)

Snack for the journey (no drinks will be allowed through security but you will be able to purchase a drink at departure area)

Money should be in a money belt kept on your person.

SUITCASE - ESSENTIAL ITEMS:

Toiletries

Sun cream

Sun hat

A warm sweater or cardigan

One pair of comfortable shoes for walking

An anorak

Trousers or jeans

Shorts

T-shirts

A swimming costume (note – boys must have trunks, not shorts) and towel

Underwear

Hair drier etc and travel plug

Plastic bag to hold wet clothes

Alarm clock

EXTRAS FOR SKI TRIP:

Ski jacket

Saloppettes/trousers

Warm hat/cap

Ski socks

Ski goggles (in case it snows) and sunglasses (for glare)

Thermal polo necks (cotton)

Warm and protective ski gloves

Lift pass holder

Bum bag/rucksack

Après ski boots/moon boots/sturdy boots

Fleece jacket

Casual warm evening wear

Velcro tabs to keep skis together

Mini chocolate bars for the slopes

Plasters with your name written on them to identify skis and boots

BELFAST HIGH SCHOOL
EDUCATIONAL VISIT/TRIP INCIDENT RECORD FORM
(Please return to the Principal's Secretary)

Trip: _____

Group Leader: _____

Date, Time and Location of Incident: _____

Name(s) of Witness(es) _____

Please state in your own words what happened (including details of names and status of those involved):

Describe what action was taken (eg details of first aid, police or medical involvement):

Signed: _____

Date: _____

Designation: _____

BELFAST HIGH SCHOOL POST VISIT/TRIP REVIEW FORM

(Please return to the Principal's Secretary)

Group Leader: _____

Visit to: _____

Dates: _____

Please comment on the following:

Was the venue suitable?	
Was the accommodation/food/equipment of a suitable standard?	
Were the venue staff competent?	
Were the travel arrangements appropriate?	
Were the educational objectives met (if appropriate)?	
Was the content of the programme relevant to the group?	
Were the pupils effectively briefed prior to the visit/trip?	
Were agreed procedures followed by all in a supervisory capacity?	
Are there any specific issues which need to be addressed as a result of this visit/trip?	
Any other comments?	

Signed: _____ **Group Leader**

Date: _____

DEPOSITS FOR SCHOOL TRIPS

These are normally non-refundable.

If the Principal has to withdraw a pupil from a planned school trip for any reason it is unlikely that the deposit will be refunded.

If the behaviour of any pupil is such that it might adversely affect a forthcoming trip the pupil may be withdrawn from the trip at the Principal's discretion. Depending on the date of the withdrawal from a trip, the full cost of the trip may be lost.