



Cnoc Mhuire Secondary School

School Outings, Trips and Tours Abroad Policy

School Contact Details

Principal: Jennifer McCabe

Board of Management Chairperson: Niall Flynn

School Phone Number 043 6686 231

Introduction

Cnoc Mhuire is committed to the broad educational development of all our students. Cnoc Mhuire's School Outings, Trips & Tours Abroad policy is formulated within the context of our Mission Statement, Circular M20/04 and in line with our school's Code of Positive Behaviour, Bí Cinéalta policy, Substance Misuse policy and Mobile Phone policy. It operates within a legislative framework and adheres to Government regulations and directives.

School Trips (day, overnight, overseas and field trips) and tours abroad are categorised under two headings: those which are demanded by the particular curriculum subject, such as field trips and those which deepen the student's knowledge and understanding of the cultural, social and physical aspects of the areas or countries visited. Students and parents/guardians shall be acquainted in advance of the tour with rules, regulations and special requirements of that tour. This policy applies to all staff taking students on a school trip, the students attending the trip and the parents/guardians of the students that have been given permission to attend.

Mission Statement

Cnoc Mhuire is a Voluntary Catholic Secondary School under the Trusteeship of CEIST. We are committed to creating a learning environment which is Christian in outlook and which emphasises the holistic development of our pupils. We respect the dignity of each person with his/her unique background, ability, tradition and beliefs, giving particular attention to the disadvantaged. We, as a staff, in collaboration with parents, try to communicate and foster values which will help young people to mature as Christian adults and develop a sense of responsibility towards church, society and the environment.

Rationale

Cnoc Mhuire recognises that exposure to a range of experience and culture is part of a holistic education. This Policy is designed to establish protocols and procedures to effectively monitor and manage school trips, outings and tours. DES Circular M20/04 states "School tours should be an extension and reinforcement of classroom activities and should be designed to include the maximum number of pupils in a class. The tour should, accordingly, enhance the learning process of as many pupils as possible by providing educational experiences which the classroom alone cannot provide."

School trips, outings and tours (day, overnight, overseas and field trips) assist in:

- supporting the curriculum content of some subjects through extending and reinforcing classroom activities;
- enhancing the learning process by providing educational experiences which the classroom alone cannot provide;

- fostering independence, maturity and team-building;
- improving language acquisition and skills;
- promoting greater understanding among cultures.
- School tours require good preparation and organisation to optimise the learning experience for students.
- The Board endeavours that all school trips and tours would have a beneficial effect on pupils, enhancing both their academic prowess and their social and interpersonal skills.

Once a school trip/tour abroad has been approved by the Board as per circular M20/ 04 and on completion of associated Templates the following procedures shall be implemented.

Aim

- To ensure the health, safety and welfare of our students is safeguarded by ensuring that reasonable care has been taken in the nature of the trip chosen, the level of supervision required, the venue and the means of transportation.
- To ensure that students gain maximum benefit and enjoyment from all trips/outings e.g. broadening their cultural and intellectual experience; fostering independence/ maturity/ team building; enhancing communication and social skills; improving language acquisition skills; creating positive memories of school; promoting a greater understanding between different cultures; encouraging travel/ studying abroad and promoting involvement of all students.
- To assist staff in the planning of tours and outings so that they are aware of all necessary precautions to provide for the health and safety of staff and students.
- To ensure that tours and outings are organized efficiently and that the standard of supervision is firmly within guidelines and standards set by the Department of Education & Youth.
- To clarify expectations of behaviour for all trips/ tours abroad and to outline the conditions whereby a student may be refused permission to be included on a trip/ tour abroad.

School procedures for organising school trips/ fieldtrips/ outings

- ❖ The curriculum content of some subjects requires field studies/trips/outings/recreational activities, which take place off school grounds. It is advised that a full schedule of events be known and approved at the beginning of the school year in which they take place if possible.
- ❖ Where and when possible, a minimum of two teachers/ staff members must travel. Other staff will be released from timetable duties depending on the numbers of students travelling and the type of outing/trip/tour. This will be arranged in consultation with the Principal.

- ❖ Before a student is accepted for an outing/trip/tour their previous behaviour will be taken into consideration.
- ❖ Prior notice of games/matches/activities must be given to the principal. ❖ The organising teacher will book the bus and establish the cost. Payment must be arranged at the school office on the school app and be paid for in advance.
- ❖ An accurate list of students provided in advance of the event.
- ❖ Roll call must be taken and list amended prior to departure from the school and students attendance as “School Activity”
- ❖ Each supervising teacher is responsible for taking a properly equipped first-aid kit to his/her match/ trip.
- ❖ If a minor accident occurs the teacher will treat it on the spot. In the event of a serious accident the teacher will contact an ambulance, the school and parents/guardians or other mode of transport directly and act in accordance with our First Aid policy. ❖ An Accident Report Form will be filled for all accidents that occur.
- ❖ Students are expected to abide by the school’s Code of Positive behaviour/ Mobile phone policy, Substance Misuse policy and any other relevant policy.
- ❖ A Student Behaviour Referral form must be completed for any incidents which have occurred.
- ❖ Parents/ guardians will be notified, in advance, of all outings and both parents/guardians and students will be required to sign the appropriate consent form in either physical or digital form. In this way, parents/guardians, students and teachers enter into a partnership promoting good and appropriate behaviour at all times.

School procedures for organising overnight trips/school tours abroad

- Members of staff, who wish to take students on an overnight/overseas tour, must submit their request for approval to the Principal, by completing the Tour Proposal form. Included in the proposal, should be the educational or other benefits that the student will derive from the tour. The organising of a school trip is a voluntary activity and relies on the good will of the organising teacher(s) and their accompanying colleagues to ensure excellence in the development of their students' educational and social skills.
- The tour shall not be deemed to have been authorised until the Principal has formally approved the tour by signing the proposal form. A copy of this form is attached to the policy. Tours should be planned well in advance of tour dates and preferably before the start of the school year. The Principal reserves the right to refuse the organisation of any school trip if it does not meet the objectives of the circular M20/04.
- The full cost of the tour should be communicated to parents and management at the planning stage. This will facilitate financial preparation with a view to allowing maximum pupil participation. Every effort should be made to ensure that the cost involved does not

prevent any pupil or group of pupils participating in the tour. The initial letter to parents should contain a draft itinerary, the deadline for registering and payment of deposit, details of a parent's information night and also a copy of the school tour policy. It should also state that payment would be in installments over a period of time. Parents must be aware that the organiser reserves the right to make minor changes to the itinerary up to and including on the trip.

- For day trips/ outings within Ireland, payment is made via school App.

Documentation for Trips Abroad

- All students attending tours abroad must have a valid passport for at least 6 months following the trip. The onus is on parents/guardians to ensure that their child has all necessary up-to-date documentation well in advance of the trip.
- Non- EU passport holders may need visa documentation for EU countries. There may be an additional cost to secure a visa which is the parents/ guardians responsibility.
- Students attending tours travelling outside of Ireland but within the European Union are required to have a European Health Insurance Card (EHIC). It is the responsibility of the parent/guardian to apply for a EHIC
- Parents/Guardians are advised that it may not be possible to cater for students whose documentation (Passport/Visa etc.) gives rise to circumstances at points of entry. This may preclude the student's participation in a trip.
- Parents/guardians should be informed in good time if there are any mandatory or recommended inoculations for the destination. The onus is on parents/ guardians to make arrangements for their child to receive all necessary inoculations.
- Students must have all documentation required with them and are responsible for the same. The school may decide to organise staff to handle this documentation on behalf of students.
- In the case of school tours abroad, Boards of Management/ School Management may not rely on the state indemnity and thus appropriate insurance cover should be obtained.
- In the case of tours being oversubscribed a lottery situation will apply. Following on from this a waiting list will be formed.
- School trips, outings and tours are a privilege reserved for students who meet minimum standards of behaviour while at school. Students who do not meet minimum standards of behaviour, as decided by Senior Management, may be refused permission to participate in a school trip/ tour.
- The right to exclude a student from a tour is reserved to a committee composed of the Principal, Deputy Principal, relevant Year Head and organiser of the trip.
- Those considered unsuitable would include: students who have a poor discipline

record in the school. The payment of a deposit or of the full cost does not constitute a contract, as a severe breach of the school's Code of Positive Behaviour may result in the student being excluded from the tour.

- The number of students participating varies depending on the nature of the tour and the staff/student ratio will be appropriate to the age group and as recommended by the travel agency.
- On all school trips, students will be accompanied by supervising staff members. There must be an appropriate ratio between the number of students and the number of staff travelling. This ratio will vary depending on the nature of the trip. The ratio of staff and students travelling on school tours will be decided by school management in consultation with the organising staff member. SNAs may be required to travel with students that have additional learning needs or a disability.
- At least one supervising teacher will always be on any bus travelling to/from a school trip. Adequate supervision will be provided so that a teacher is available to accompany a student to emergency services if necessary, allowing adequate supervision of the remaining students should an emergency arise. Supervision, as required, will take place at night.
- The organising teacher will establish meeting points and advise students what to do if they become separated from the group. Remote supervision may take place on occasion, e.g. if students are on shopping trips, for certain adventure activities, during parts of school exchanges, etc.
- Students are advised to stay in groups of at least 3 or 4 students. Adequate arrangements will be made regarding checking in with supervising teachers at certain times. Students are reminded of the importance of careful time keeping.
- A member of staff should only travel alone with a student in exceptional circumstances agreed by school management, and where possible when written parental permission has been obtained.

Roles and responsibilities of students and parents/guardians on school trips

- Teachers and other designated adults supervising the trip are in loco parentis and, therefore have the responsibilities and rights of a prudent parent.
- Students are expected to abide by the Cnoc Mhuire Positive Code of Behaviour at all times, to behave in a courteous, co-operative and considerate manner. They must abide by the teacher's directions and decisions in all matters. Any breach in trust may result in parents being contacted and requested to arrange and finance the return of their son or daughter.
- Students are responsible for respecting the environment, law, traditions, local customs and unfamiliar family norms (in case of students staying with host families) which pertain to the location in which they are staying.
- All students who travel as part of a class group representing Cnoc Mhuire must show the highest standards of behaviour and conduct while representing the school's name. ●

Students are responsible for being true to the school ethos and ensuring that all members of the travelling party are included and involved. It is the student's responsibility not to engage in behaviour which is unsafe for themselves and for others.

- Should a teacher suspect breaches of the school's regulations, he/she has the right to ask the student to empty pockets/baggage/containers/items of apparel to ascertain if illicit substances are present. Two members of staff, one of whom must be female may carry out an inspection of rooms or personal property (bags, suitcases etc) with the student present. This will only be done for good reasons based on reasonable grounds, such as concern for physical safety, suspected possession or use of a banned substance or other concerns.
- Students possessing, consuming, passing or promoting the use of alcohol, drugs, solvents, vapes, fireworks, cigarettes, weapons, aerosols or other such dangerous substances, while participating on the school tour render themselves liable to severe penalties including suspension or expulsion and reportage of the offence to An Garda Síochána An Accident/Incident Report Form must be completed for all accidents or incidents, which have occurred.
- The following is a list of activities that constitute serious misbehaviour. The list is not exhaustive and other behaviour/incidents may constitute unacceptable or serious misbehaviour.

❖ Use or possession of alcohol/illegal substances / cigarettes / vapes.

❖ Blatant disregard for Mobile phone policy

❖ Misuse of legal substances (solvents etc).

❖ Students in areas that are out of bounds at night

❖ Serious and consistent disregard for the directions of the tour leaders.

❖ Disruptive behaviour on plane, boat, coach or in the hotel/hostel.

❖ Theft/criminal damage to property of others.

❖ Engagement in sexual activity

- The school reserves the right to implement its regulations as necessary .In the event of a serious incident, parents/guardians and school management will be notified at the earliest opportunity. By signing the permission slip, parents/guardians acknowledge and accept these regulations and undertake responsibility for ensuring that their son or daughter is fully aware of the expectations and the consequences of any breach. This includes the understanding that, should a student seriously breach the Code of Positive Behaviour, including involvement in any prohibited behaviour, he/she may be sent home at the expense of the parent/guardian.
- For trips that extend beyond normal school hours, it is the responsibility of parents/guardians to ensure that arrangements are in place for their child's journey

to/from the school.

- Students are responsible for ensuring appropriate clothing for trip activities eg. rain jackets /sunscreen/ clothing for outdoor activities. Each student is responsible for their own property, luggage, money, etc. All personal belongings should be clearly marked. The school cannot accept responsibility for a student's lost property.
- Students are advised to remain seated facing forward, wearing their seat belt and to refrain from unnecessary movement during the journey on a coach/bus. Central aisles and access exits should be kept clear.
- Students are responsible for ensuring that they leave all transport vehicles, accommodation and other facilities as tidy as they found them.

Medical

- It is the responsibility of parents/guardians to make the school aware of any medical issues, dietary requirements, prone to travel sickness, etc., their child has before a school outing which may impinge on the student's ability to fully participate in all aspects of the trip and their enjoyment of the same.
- Supervising teachers should be aware of any medical condition(s) of students attending the trip.
- The management of the school reserves the right to require a student to produce a medical certificate of fitness to travel before being allowed to go on a trip.
- Students and parents/guardians will be notified in advance of the tour with rules, regulations and special requirements of that tour. Failure of students to meet these rules, regulations or special requirements will result in them not being able to partake in the school outing.
- Students and parents/guardians must have signed the consent form (Appendix 2) for their child to attend a school trip abroad. Failure to do so will result in the student not being allowed to attend that school trip.
- Where a student requires constant or regular medication specific written details must be given to the tour/trip leader, see Appendix 2. Parents/guardians may request a private meeting to inform the tour/trip leader about the condition and the way the medication should be administered.
- Any student with specific medical needs will be responsible for administering and managing their own medication. It is the responsibility of parents/guardians to ensure that a student has medication sufficient to last the entire tour/trip.
- In the event of a medical emergency or dental emergency while on the tour/trip it may be necessary for a member of the tour/trip team to act in loco parentis. The agreement in Appendix 2 should be issued to all parents/guardians and must be signed prior to the tour/trip.

Payment for Trips/ Tours Abroad

- It is desirable that all students of Cnoc Mhuire have the opportunity to participate in school trips if they wish to do so. Costs will be indicated to Parents/Guardians at the earliest possible opportunity in order to allow for planning. Clear instructions for the payment of monies due will be issued by the organising teacher.
- Under the JMB/FSSU Financial guidelines (2016) "Any school wishing to organise a school tour abroad must do so using a licensed tour operator or travel agent to arrange the travel package including accommodation and other services. All monies must be paid directly to the tour operator or travel agent, not to school staff or event coordinator." All monies for overseas trips are paid directly from parents/guardians to the tour operator, not to the school.
- All overseas trips are organised by teachers in collaboration with licensed tour operators. Any query over costs if cancellation of an overseas trip were to occur remains between the parent/guardian and the tour operator.
- The school has no responsibility for the repayment of deposits to students who are unable to travel once the designated date for recovery of deposits has passed.
- Students may be invited to bring spending money on trips. Parents/Guardians are asked to allow a reasonable, not excessive amount of spending money.
- In the event that a student is required to return home from an overseas trip early e.g. if a student is in serious breach of the school's Code of Positive Behaviour, or in need of early return due to a family emergency, the family is advised that it is responsible for costs incurred for the student and for an accompanying adult, should it be agreed that an accompanying adult is required.
- The Parents/Guardians of students who incur costs for excess baggage, damage to property are advised that they will be responsible for these costs.

Communication on Trips Abroad

- The organising teacher will meet with Parents/Guardians in advance of trips abroad and will provide relevant materials which may come from a tour provider.
- Students may be permitted to use their own mobile phone in order to contact parents. This will be communicated to students and Parents/Guardians in advance. Parents may contact their son / daughter while on a trip at allocated times of the day, depending on any given daily itinerary.
- In case of emergency, the organising teacher will contact parents when the situation requires of him/her to inform them of developments.
- Mobile phone communication between teachers and students on the tour may be necessary. A list should be made of participants' mobile numbers (as given on the permission form) and students shall have the school mobile number to be carried with them at all times while on the

tour.

- Mobile phone communication between teachers and students on the tour may be necessary. A list should be made of participants' mobile numbers (as given on the permission form) and students shall have the school mobile number to be carried with them at all times while on the tour.
- The organising teacher will have the school mobile phone. This number will also be given to parents. This phone is only to be used in emergency situations. The organising teacher should have two emergency contact numbers: usually this will be the Principal and the Deputy Principal.
- In every case, Parents/Guardians will be required to give written permission for their son to attend the trip. The written permission (Appendix 2) implies acceptance of this Policy and agreement to adhere to the school's Code of Positive Behaviour/ Mobile Phone policy and other relevant policies.

Inclusion of Students with Additional Educational Needs and Specific Additional Needs

- The school recognises that AEN students can benefit greatly from school trips. We promote the inclusion of AEN students and endeavour to facilitate all our pupils' needs. The enjoyment, health and safety of the student are of paramount importance.
- Where AEN students are going on a school trip/ tour, it may be necessary for parents/guardians, school management and the organising teacher to discuss arrangements in advance, to ensure the enjoyment, health and safety of the students and the whole group, mindful of the specific strengths and vulnerabilities of the students.
- Students who have access or shared access to a Special Needs Assistant (SNA) during the school day will be facilitated with SNA care as far as is practicable. Where possible, the designated SNA or a member of the school SNA team will accompany the student for the full duration of a trip.
- The school is not obliged to provide SNA care on overnight trips. Where a student with access or shared access to SNA care wishes to participate in an overnight trip, the school is willing to consider alternative solutions proposed by Parents/Guardians. These proposals should be made to the organising teacher, school management and the organising teacher in conjunction with the student's care team in school.

Roles and responsibilities of a trip organiser / teachers travelling with students on a school trip

- The organising of a trip is a voluntary activity and relies on the good will of the organising teacher and his/her accompanying colleagues. The organising teacher takes responsibility for the organisation of the trip and is "in charge" while on the trip.

- All teachers will adhere to the Teaching Council Code of Professional conduct.
- The organising teacher will ensure that all accompanying teachers are aware of their duties and responsibilities during the trip in relation to Child Protection. The DLP for Cnoc Mhuire Secondary School is the School Principal and the DDLP is the Deputy Principapl.
- Other accompanying teachers assist the organising teacher and share the tasks associated with the running of the trip.
- The organising teacher has a responsibility to ensure that activities are not arranged which are prohibited by the school's insurers. Queries will be clarified before the trip occurs. ● The organising teacher will ensure that the dates of a proposed trip do not clash with other events of importance in the school calendar.
- Trips will be planned with adequate lead in time, to enable students/families to plan financially.
- Mindful of the DES guidelines regarding Child Protection 2025, teachers will act in a responsible manner having regard to the fact that they are in the company of and responsible for the care of students. Teachers will maintain the same standards of care as apply in a school situation.
- A brief outline of the Code of Positive Behaviour should be discussed with students and appropriate behaviour before the trip.
- A roll call and head count should be taken each time students return to the bus. Teachers will carry a list of all students and adults involved in the trip.
- On arrival to the designated destination the students should be reminded of the return time to the bus.
- The organising teacher will establish rendezvous points and advise students what to do if they become separated from the group.
- Remote supervision may take place on occasion, e.g. if students are on shopping trips, certain adventure activities, during parts of school exchanges.
- Students are advised to stay in groups of at least 3 or 4 students. Adequate arrangements will be made re checking in with supervising teachers at certain times. Students are reminded of the importance of careful time keeping.
- Any students with school banned or illegal substances will not be allowed to travel and their parents/guardians should be contacted by the tour organiser. Our school's Acceptable Internet Usage Policy/ Mobile Phone policy must be adhered to on all school trips. If it is an overnight trip, mobile phones may be collected to allow for students' wellbeing at night.
- If there has been a breach of school rules, supervising teachers are required to follow the COPB and impose appropriate sanctions on return to the school. Depending on the severity of the breach, senior management and the students' parents/guardians may be contacted at the time of the incident. This could result in a student being sent home.
- In the event of a serious accident/incident the supervising teachers should come together and agree the details and decisions of the incident/accident and record it in the incident report form as soon as possible. If it becomes necessary to question a student about a potentially serious matter, another adult should be present.

- Teachers have a responsibility to ensure that students are behaving safely at all time including at night (on overnight trips) and in all locations (including in bedrooms, changing rooms etc.) Should checks on bedrooms and changing rooms or similar be necessary, teachers will work in pairs.
 - Students are bound by the house rules of the accommodation providers, including those of host families, B&Bs, hotels, entertainment venues etc.. Activities undertaken under the supervision of instructors when visiting organised centres will be the responsibility of the centre.
 - In the event that a student is required to return home from a trip abroad early e.g., if the student is unwell or injured, is in serious breach of the school's COPB, or is in need of early return due to a family emergency, the family is advised that they are liable for costs incurred. Where a student is required to return from a tour separately from the rest of the group, parents/guardians are advised that it is their responsibility to arrange for an accompanying adult, if it is agreed that an accompanying adult is required.
 - Loco Parentis: A teacher may act in loco parentis where parents or guardians have signed the relevant consent form authorising a teacher to do so for the duration of the tour.

Implementation of the School Tour Policy

- Management and all members of the school staff who are in charge of students on a tour will monitor the implementation of this policy.
- The full co-operation of students and parents/guardians is expected for all tour activities.
- Parents/ guardians must encourage their son/ daughter to uphold the standards of behaviour required on all tours.

Please note: All relevant school policies and Department circulars will apply to all trips and tours undertaken in the school's name.

Signed: *Niall Flynn* Chairperson

Signed: *Jennifer McCabe* Principal

Date: 2/3/2026

APPENDIX 1: Request form for Tour/ Trip to be submitted to Principal

Tour Dates		
From	To	Number of School Days

Brief Outline of Tour

LINKS TO CURRICULUM

Subject	Number of Students Participating
Year Group/ Class	Total number of students in relevant year group (s)
Approximate cost per student	
Organising Teacher	
Names of other staff attending	

Confirmations		
That appropriate arrangements are made in accordance with circular PPT 01/03 for those classes whose teachers are absent with the tour.	Yes	No
That adequate insurance is in place to cover all risks while on tour.	Yes	No
That parental permission has been secured for each student who is to participate on the tour.	Yes	No

Signature of Principal: _____

Date: _____

APPENDIX 2: Parent / Guardian Permission Slip and Medical Form - To be signed by students and parents prior to attending a trip.

Permission Slip for School Tour abroad/ Code of Positive Behaviour Agreement

I, the undersigned, give permission for my child to participate in the Cnoc Mhuire school trip to_____. All students attending the trip are required to follow the **Cnoc Mhuire Code of Positive Behaviour** at all times. This includes, but is not limited to:

- Showing respect for staff, peers, the public, and property
- Following all instructions given by teachers and supervisors
- Acting responsibly and representing the school in a positive manner

I understand that if my child seriously breaches the Code of Positive Behaviour, including involvement in any prohibited behaviour listed below, they may be sent home at the expense of the parent/guardian.

Prohibited Substances & Behaviours

The following are strictly forbidden for all students during the trip:

- Alcohol consumption
- Use or possession of prohibited substances (including illegal drugs)
- Vaping or possession of vaping devices
- Smoking or possession of cigarettes or tobacco products
- Leaving the hotel bedroom/ visiting the rooms of other students or any other part of the hotel once teachers have indicated that it is time to retire for the night. The only exception is the need to contact one of the teachers or in the case of an evacuation.
- All student mobile phones will be collected by staff at 11:00pm each night and returned the following morning. This is to ensure adequate rest and wellbeing during the trip. Any breach of these rules will be considered a serious disciplinary matter by the school.

Parent/Guardian Declaration: I confirm that I have read and understood all of the above information. I understand that failure by my child to follow the rules may result in disciplinary action, including being sent home.

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

Student Medical & Consent Form: This form must be completed by a parent or legal guardian prior to travel.

1. Student Information

- Full Name: _____
- Date of Birth: _____ ●
- Nationality: _____ ●
- Passport Number: _____

2. Parent / Guardian Information / Emergency Contact

- Contact 1: Name: _____ ●
- Relationship to Student: _____ ●
- Phone Number: _____ ●
- Contact 2 Name: _____ ●
- Relationship to Student: _____
- Phone Number: _____

3. Medical Information

- **Allergies:** List any allergies (food, medication, insect stings, environmental, etc.):

No known allergies

- **Dietary Requirements:** Please indicate any dietary needs:

No Dietary Requirements

- **Medical Conditions** Please list any existing medical conditions (e.g., asthma, diabetes, epilepsy, anxiety, severe motion sickness):

No known medical conditions

- **Medications**

Please list **all medications** the student is currently taking:

Medication Name	Dosage	Frequency

Will the student carry and control their own medication? Yes No

Student is not taking any medication

4. Special Considerations- Please note any additional information organising teachers should be aware of (mobility needs, phobias, learning needs, recent injuries, etc.):

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5. Consent for Medical Treatment

‘The organising teacher (s) will act on medical advice presented to us in the event of an accident or emergency and if it is not possible to contact parents/ guardians or next of kin either by phone or due to time considerations. Before the tour/trip leaves parents/guardians must specify in writing the person/s they wish the organising teacher to contact in the event of parents/guardians being unavailable. In the event of an emergency (where the situation allows) parents/guardians will be contacted first.’

6. Travel Declaration

I confirm that the information provided in this form is accurate and complete to the best of my knowledge. I understand that incomplete or inaccurate information may place my child at risk while traveling abroad.

- **Organising Teacher(s)** _____
- **Student Signature:** _____
- **Parent/Guardian Signature:** _____ ●
- Date:** _____