

PRESENTATION SECONDARY SCHOOL

LISTOWEL



School Tours/Field Trips Policy

This policy was ratified

by the

Board of Management

Date: 24th August 2015

Reviewed in November 2017

Review Consultation Process

- This document was emailed to all staff on 6th November 2017, feedback requested

- Discussed at the Senior Management Meeting 8th November 2017
- Discussed at the Teaching and Learning Committee Meeting 8th November 2017
- Approval of staff before the BOM meeting on 21st November

To be approved by the Board of Management on Tuesday 21st November 2017

This policy is being published by the Board of Management and is the Policy of Presentation Secondary School Listowel.

It has the approval of CEIST Trustees.

Copies of the policy are available at all times in the school and a copy will be furnished to individuals who requests it.

Adopted by the Board of Management

Signed: Shay Downes

Chairperson of the Board of Management

Date: Tuesday 21st November 2017

Review Date: 2021

School Tours/Field Trips Policy

The policy is subject to the Health and Safety Act 2005

To ensure the safety of all participants through effective preparation and vigilant supervision so as to ensure the educational/cultural value to all concerned. When it is intended to take a group of students out of school on a school trip, visits to cinema/theatre, exhibition etc. Please note the following procedure should be followed.

Check list:

Seek approval from Principal/Deputy Principal using relevant forms.

Outline details of the activity, time of departure and return to management and students. Where written consent of parents is required such forms should be filed for record purposes.


Submit the following details to school management in advance of any planned overnight activity:






- List of participating students, address, phone details et. of venue. Details of activity/itinerary
- Name(s) of accompanying teacher(s)
- Transport arrangements
- Seek relevant data from students with known medical/dietary needs (issue template letter and medical information form)
- The trip/tour organiser should have contact details of parents/guardians on any students participating in our overnight/out of school hour's activities
- For overnight trips, ensure that organiser has mobile phone numbers of all students.
- Ensure pupil/teacher ratio is adhered to.

Procedures while travelling on buses with students

- All adults on the bus, both teachers and SNA's are legally responsible for the health and safety of the students on the bus.
- All students must be seated in their own seat and wearing a safety belt at all times.
- Students are not allowed to move around the bus at any time.
- Students are not allowed to sit in the aisle or on other student's lap.
- The teachers/SNA's must ensure when organising the trip that the bus has the appropriate number of seats for both teachers/SNA's and students.
- The Bus Driver and Bus Company have legal obligations regarding Health and Safety under the 2005 Health and Safety Act.

Procedures while on overnight out of school activity:

- Normal school rules apply
- Parents will be informed immediately of any serious incident of misbehaviour.
- Following gross misconduct students may be sent home at parent's expense.
- The following list of items may not be brought on nor purchased by students on a tour/overnight activity/fieldtrip:
 -  Alcohol

-  Cigarettes
-  Fireworks
-  Weapons
-  Exotic Animals
-  Illegal Substances

Parents must give the tour organiser permission to obtain medical treatment for the student if required. It is important to ensure frequent meetings with students while on day/overnight trips. Students should not be unsupervised for prolonged periods without meeting with or being checked by teachers.

Corridor supervision at night until students are settled down is essential.

Appropriate agreed sanctions will be applied during or after school tour, over-night trip etc. Such sanctions will be applied within the school Code of Behaviour and with the full knowledge and support of the Board of Management.

To the Management Authorities of all Post Primary Schools

Educational Tours by School Groups

(both inside and outside the State)

The objective of an educational tour should be that it should provide a significant benefit in the educational, intellectual, cultural and social development of the maximum number of pupils in the particular grade(s) taking part in the tour and which benefit cannot be provided by in-school activities alone. Where a Board of Management is satisfied that a school tour meets the above criteria, such a tour may be undertaken **without seeking prior approval from the Department**. However, the template attached as appendix 1 should be completed by the Principal in the planning of a school tour and should be retained in the school for examination by a Department Inspector in the course of normal school inspection.

Authorisation to grant approval for educational tours by school groups both inside and outside the State is hereby devolved to the school board of management subject to the following criteria...

- 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.
- Tours should be planned, in consultation with parents, well in advance of tour dates and preferably before the start of the school year. The full cost of the tour should be communicated to parents at the planning stage. This will have the added advantage of facilitating 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 from participating in the tour.

- By international standards, the school year in Ireland has long holiday periods. Educational tours of more than one days duration should be arranged to coincide with normal school holidays periods.
- Schools should ensure that adequate insurance covers is in place and that written parental approval is obtained for each pupil to take part in the tour. Such written approval must not seek to devolve any liability to the parent for any aspect of the tour. (Boards of Management of Comprehensive and Community Schools should refer to appendix 2 of this circular regarding State Indemnity cover for out-of-school educational activities)
- The Board of Management must ensure that pupils who are not participating in the tour (including pupils from other classes who will be affected by their subject teachers absence) are adequately catered for while their teachers are away on the tour. Appropriate arrangements should be made for the conduct of those teachers' classes in their absence in accordance with Circular PPT 01/03. Schools should on all occasions take into account the effect that the absence of accompanying teachers will have on the normal work in the school and numbers absent should be kept to the minimum level required.

Where school tours impinge upon the standards school year, the following guidelines are put forward as to the type of educational visit envisaged by the Department as acceptable for the purposes of regarding absence on such visits as school days:

- A. Educational visit involving an exchange of groups of students with another school.
- B. Educational visit involving attendance at a course of instruction.
- C. Educational visit involving active participation in a music or drama festival.
- D. Educational visit to a conference or exhibition of clear educational value (e.g. Young Scientist Exhibition, Higher Options Conference or Exhibition on Careers and Guidance Counselling)
- E. An educational visit should be appropriate to the age group/grade concerned (e.g. The Higher Options Conference would be more appropriate for senior cycle students than junior cycle students)
- F. Educational visits (inside or outside the State) involving significant linguistic or cultural benefit to the maximum number of pupils.

This list is given by way of example and is not intended to be exhaustive.

This circular supersedes and replaces Circulars M87/78, 12/79 and Circular Letter to the Boards of Comprehensive and Community schools entitled "Out of School Educational Activities within the State" and dated 19 February 1987.

Mathew Ryan
 Principal Officer
 Post Primary Administration

Appendix 1: Tour Template

Details of School Tour

Name of School	Address	Roll No:

Tour Dates		
From	To	Number of School Days
//____	_/_/____	

Brief Outline of Tour

Number of Students Participating	Total Number of students in relevant grade

If some students are not participating, outline the reasons why

Expected benefit to accrue from the tour
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Why is the tour deemed to be necessary
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Adults accompanying the students		
Class teacher	Number of other teachers	Number of other adults

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:
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Health and Safety Act 2005

What duties does an Employee have?

The duties of an Employee (Section 13 of the 2005

Act) are:

- (a) to comply with relevant Safety Law, both in the 2005 Act and elsewhere,
- (b) to take reasonable care to protect their safety and that of others affected by their acts or omissions,
- (c) not to be under the influence of alcohol or drugs to the extent that they are likely to endanger their safety or that of others,
- (d) if reasonably required, to submit to appropriate tests for intoxicants under the supervision of a competent registered medical practitioner, (yet to be introduced)
- (e) to co-operate with their employer to help in complying with safety legislation,
- (f) not to engage in improper conduct or behaviour that is likely to endanger safety or health. Violence, horseplay or bullying would come into this section,
- (g) to attend appropriate training and instruction given by their employer,
- (h) correctly use any article, substance, protective clothing and equipment provided for use at work (by their employer) to protect their safety or health,
- (i) not to misrepresent their level of training, upon entering into an employment contract,
- (j) to report to their supervisor, or other appropriate person:
 - (i) work being carried out in a manner, which may endanger health or safety
 - (ii) contraventions of the statutory provisions, which may endanger health or safety,
 - (iii) defects in the place, system or equipment at work, which may endanger Health or Safety.

What are the consequences?

Workers are prohibited (Section 14) from recklessly interfering with or misusing anything provided under law for securing health and safety, or place at risk the safety of people in connection with work activities. It is worth noting that this applies to persons and not just persons at work. As a result this Section could apply to pupils if they behaved recklessly in a laboratory, construction studies room or technology room for example or where pupils misuse Personal Protective Equipment (PPE) or remove / damage safety equipment such as fire extinguishers. Breaches of an employee's statutory duty may also lead to them having:

- (a) a criminal record,
- (b) trouble obtaining travel visas,
- (c) inability to serve on State bodies.

What penalties apply under the Act?

Section 77 states that a person having duties under the 2005 Act, is guilty of an offence if another person suffers a personal injury as a consequence of them breaching their statutory duties. This section sets out the full range of offences applicable under the Act.

Section 78 provides for a fine under summary jurisdiction not exceeding **€3,000** for a person guilty of an offence (Employers and Employees) under the first category of offences set out in Section 77(1).

A person found guilty of any other offence set out in Section 77 is liable, on summary conviction (in the District Court) to a fine not exceeding €3,000 and/or up to 6 months imprisonment. Charges brought on indictment (in the Circuit Court) may lead to a fine not exceeding **€3 million** and/or 2 years imprisonment.

Are Employees protected against penalisation?

An Employer may not penalise or threaten penalisation against an Employee (Section 27) for:

- (a) complying with legislation,
- (b) performing duties (such as safety rep or safety committee),
- (c) refusing to work in a situation of serious and imminent danger.

The term Penalisation includes suspension, demotion, transfer of duties, or change in working hours.

What about safety representation and consultation?

Employees should be consulted as they are most in contact with potential safety and health hazards and have a vested interest in effective protection programmes. In addition staff are more likely to support and use programmes in which they have input and research has also shown that staff who are encouraged to offer their ideas and whose contributions are taken seriously are more satisfied and productive on the job.

Staff are entitled to select and appoint a safety representative (Section 25 of 2005 Act).

A safety representative can:

- (a) investigate accidents and dangerous occurrences,
- (b) investigate complaints relating to safety health and welfare,
- (c) accompany a HSA inspector carrying out an inspection,
- (d) obtain as a right information from the employer in connection with the safety, health and welfare of Employees,
- (e) make representations to the Employer on any matter, relating to safety health and welfare at work.

Does the Act protect safety representatives against penalisation when carrying out their duties?

Safety representatives are protected against penalisation for carrying out their duties. Furthermore they are not responsible for safety standards in the workplace in their role as a safety representative.

Are Employers obliged to consult Employees in relation to safety, health & welfare at work?

Under Section 26 of the 2005 Act an Employer must consult Employees on any matter which substantially affects safety including:

- (a) the designation of Employees in respect of emergencies and serious and imminent dangers,
- (b) hazard identification and risk assessment,
- (c) the preparation of safety statements,
- (d) the appointment of competent persons,
- (e) the planning and organisation of the training,
- (f) planning and introduction of new technologies.

Supervision of Pupils

Overview

Supervision of pupils is by far the most difficult challenge facing schools and teachers and, it has to be said, is the single largest source of claims. The source of the liability of the Board and the teacher is incurred under Common Law, which is based upon judicial decisions and precedents in previous cases. The primary liability attaches to the person or persons in breach of that Duty of Care which is, in the main, the teacher.

Legal liability for accidental injury or damage incurred by the teacher is covered by the Custodian School Protection policy issued to the Board.

What is the extent of the teacher's duty of care?

The measure of duty placed on the teacher is “to take such care of his/her pupils as a careful parent would of his / her children”. This legal principle is known as “in loco parentis” (in the place of the parent). The degree of supervision required of the teacher will vary with the circumstances and especially the age of the pupil.

In other words, the nature of the activity being supervised and the age of the pupil will dictate the extent of the teacher's duty of care.

A higher standard of care is required for very young children and the law holds children of very tender years incapable of contributory negligence.

What have the courts said?

Some judicial comments:

- 1. If every teacher is to take precautions to see that there is never ragging or horseplay among his pupils, his school would indeed be too awful a place to contemplate.**
- 2. If a school teacher knows, or ought to know, that a game is being played in a dangerous manner, or in an unsuitable place likely to make it dangerous he is negligent if he does not take proper steps to prevent danger.**
- 3. Careful supervision is essential and the persons having charge of the school are bound to see that there is supervision of the playground during play intervals. It is the duty of the principal teacher to see that the playground is clear and not a source of danger to children playing there.**

Does the law require constant supervision?

The courts have held that constant and individual supervision is not necessary and the responsibility of the teacher is that of reasonable care.

The proper level of supervision in any particular instance will be a matter for the Board and / or teaching staff. In considering the proper level of supervision, the person responsible will have to consider the age, maturity and number of pupils under his/her control as well as the topography of the area in which supervision takes place.

How do the courts interpret the law?

The courts have, in recent years, imposed on the teacher a duty of care which is, in the view of many, in excess of the duty of care attributable to a parent.

Who should supervise?

It is essential that supervision is undertaken by a person trained to supervise in large numbers. This will in most cases mean a teacher. Parents, generally, have experience only in a small family unit and should not be used in either a teaching or supervisory capacity unless accompanied by and under the direction of a member of the teaching staff. Furthermore, pupils should never be left to supervise.

What then is the correct level of supervision?

There is no simple answer. In considering the correct level of supervision the age, maturity and number of pupils must be considered as well as the activity being undertaken and the topography of the area in which the supervision takes place.

The most common types of accidents, under this heading, are as follows:

- (a) One pupil injures another while a teacher is out of the room for a few seconds or minutes.
- (b) A pupil is injured whilst using a piece of equipment (woodworking or metalwork) whilst the teacher is not watching him/her. (In this regard explicit instructions must be given for the use of such equipment.)
- (c) A pupil is injured whilst 'playing' in the school playground during break or lunch time. Either the game is too robust and dangerous or there are not enough teachers to provide an adequate level of supervision. **Supervising through a window inside the school is inadequate** and indefensible in a legal action.
- (d) On wet days when pupils are confined to their classrooms, supervision should not be carried out on a random basis. **Each classroom requires supervision.**
- (e) Pupils should never be left unsupervised in a gymnasium or sports hall, particularly where there is equipment such as trampolines, trampetts and vaulting horses available. Strict instruction must be given to all pupils in relation to how and when such equipment should be used.

What about pupils leaving the school during lunch or on other occasions?

The general rule is that school authorities should know where all the pupils are at all times. If pupils go home for lunch, the parents should be asked to sign an authorisation note and the following wording is recommended:

“This is to acknowledge that we have requested the Board of Management and Teachers to allow our child (or children) (...name(s)...) to leave the school premises at lunch time. We are aware that some accident may befall the child on their way from or on their return to the school and we hereby absolve and release the Board of Management and Teachers from all claims of every nature and kind in respect of any injury or loss or accident which may be suffered by the child during lunch time.”

The form should be addressed to the school, indicate the names of the pupil or pupils, signed by the parents and dated.

What about games?

When considering indoor games such as indoor football etc., the number of players involved must be carefully considered so that pupils are not placed at any risk over and above the normal hazards of the sport.

Teachers should ensure that all pupils participating in sports use relevant safety equipment e.g. helmets should be worn when hurling and cycling, gum shields should be used when playing football, hurling or rugby etc.

Any other equipment which may reduce the likelihood or severity of injury must be recommended and used.

When considering swimming or any games played away from the school, ensure that transport is provided for all the pupils to and from the venue. Your responsibilities to supervise do not diminish because pupils are elsewhere than on home ground.

When does the school accept responsibility to supervise?

The school and teachers have a duty to supervise at all times when pupils are in their charge. If the school allows access to the school before official opening hours then the duty to supervise applies.

Likewise, whilst pupils are on the premises after hours a similar duty applies.

But surely the school cannot be responsible for pupils left by their parents early morning or after finish of school?

Yes it can. It is accepted that some parents drop their children at the school some time before school starts, and similarly collect them some time after school finishes, but that does not wholly absolve the school / teachers of their responsibility to supervise. This legal obligation produces a dilemma for school management. Do we lock the gates and refuse entry until ten minutes before school starts? To do so could expose pupils to the danger of passing traffic or to the inclement weather. It is, alas, a dilemma which holds little sway with the courts who

will argue that it is a practice known to the school for parents to leave pupils before hours or collect them after hours, and in that acceptance is the obligation to provide supervision. Where, in such circumstances, legal liability attaches to the Board, cover is provided under the Allianz Policy.

Can the school do anything about it?

As we have said, this is a dilemma which offers little relief for the school. However, there is some mitigation which can be made. We recommend that a note is sent to all parents at the beginning of term advising them of the hours at which the school can accept responsibility for their children. This is in the nature of a disclaimer which we have discussed earlier in Chapter 4 - Safety in the School. A recommended wording is as follows:

CIRCULAR

“The school will open to receive pupils at the hour of 8.45 a.m. No responsibility is accepted for pupils arriving before that time. Classes will commence each day at 9.15 a.m. No pupils should arrive later than 9.10 a.m.

Classes will end each day at 3.30 p.m.. Parents who wish to have their children escorted home should make their own arrangements to have them met at the school gate and the person to escort them should be at the school not later than 3.30 p.m. as the school cannot accept responsibility for looking after the children after that time.”

NOTE: The times shown are for the purposes of example only. When issuing such a circular you should insert the actual times which are in operation for your school.

What about the School Transport System?

Schools are not party to the School Transport System and the fact that the pupils are conveyed to or from school by bus does not impose any additional obligations on the school or teachers.

As we have stated, it is important that parents are aware that no arrangement exists for the supervision of their children who arrive at the school, whether by school bus or otherwise, before the official opening time. A similar situation arises in respect of pupils who remain after school hours awaiting collection by the school bus.

In situations where teachers voluntarily adopt the practice of escorting pupils to and from school or the bus, they could be held to be liable if, having established the practice, they miss out for some reason or another or fail to do so in a careful manner. In the interests of both pupils and the school, a letter along the lines as suggested above and adapted as appropriate to meet particular circumstances, should be sent to all parents at the beginning of each term. In respect of the School Transport System it is suggested that the letter should include the following paragraph:

“In the case of children travelling by the School Bus, the school cannot accept responsibility for escorting them from the bus to the school or from the school to the bus. Parents who feel that their children may need to be escorted in these circumstances should make arrangements to ensure that some escort is provided.”

Does this apply to special schools who employ bus escorts?

The simple answer is no. In providing an escort, the school is accepting responsibility for the pupils from the time of escort. As it is organised by the Board it is a School Related Activity and receives the full protection of the policy.

We would recommend that escorts are vetted in accordance with procedures and in addition they should receive full instruction and training in the performance of their duties. There should also be a contingency plan to provide substitute escorts (who should also be vetted and trained) should the escort be unavailable on a particular day or days.

What about school trips and tours?

The normal laws of negligence apply, i.e. school management must take reasonable care for the safety of the pupils. To avoid liability, Boards will have to address two key areas: planning and supervision.

1. Planning

Proper planning of a trip involves choosing an appropriate venue, mode of transport and type of activity having regard to the age and capacity of the pupils. For example, a rock climbing expedition for 8 year olds would place too rigorous physical demands on the pupils exposing them to risk of injury irrespective of the level of supervision and would well constitute negligence.

2. Supervision

Adequate supervision is vital. Children will be more exuberant outside the confines of the school environment and consequently will be harder to control. Therefore, a greater level of supervision will be required than that which is required on the school premises. Parents, as supervisors, should always be accompanied by a teacher as they may not have the necessary training to be effective and responsible supervisors and should be properly briefed on what is expected of them before the trip.

What about bullying and pupil to pupil assaults?

School management must now take a proactive approach to the issue of bullying. Under the **Education Welfare Act, 2000**, the Board must, in consultation with the principal, teachers, parents and the Educational Welfare Officer, prepare a Code of Behaviour which sets out the standards of behaviour which pupils are expected to observe.

The Code should also set out the school’s position on bullying, that it won’t be tolerated and the measures that will be taken when it arises. The Code should not then be left in a drawer and forgotten about. It should be applied every time a disciplinary matter arises. (See Chapter 8 - Liabilities of the Board of Management).

Where bullying does occur, school management must act immediately. However, fair procedures must be followed in every case.

The Code of Behaviour should also address school policy on internet and mobile phone usage and identify what is regarded as inappropriate usage.

Are there any restrictions on class numbers?

As we have pointed out earlier, Allianz does not seek to advise Boards what can and cannot be done in the educational process.

It is the responsibility of the Board to maintain classes at a level that allows effective supervision by a teacher. However, the Policy does not contain any restrictions in relation to class numbers.

What about pupils with disabilities?

It is considered that pupils with disabilities benefit from schooling with able-bodied pupils. There is no difference in the legal requirements for them but the Board and the teachers should be aware that the duty of care to disabled pupils may be increased as a result of their disability.

Teachers

Liabilities and Insurance

Many of the liabilities which are relevant to the Board are equally applicable to teachers. However, many claims arise where responsibility rests almost solely with the teaching staff and it is pertinent therefore to add some comments which have particular relevance to them.

We will deal with the Duty of Care of teachers and supervision in more detail in Chapter 7 - Supervision, and we recommend that you read this Chapter in conjunction with Chapter 7.

Are teachers covered by the policy?

As we have stated in Chapter 2 the Policy indemnifies the Board in relation to their legal liability to all persons - including teachers. In addition the policy also indemnifies Teachers in respect of their liability arising from their activities as Employees.

Are there any limits?

The Policy only provides protection in respect of accidental injury or accidental damage to property and, therefore any intentional malicious criminal or fraudulent act of a member of the teaching staff is not included. In this respect the cover is no different from that afforded to the Board.

What are the most common claims brought against a teacher?

The most common causes of action against teachers arise from inadequate supervision (see Chapter 7 - Supervision).

Is the liability of teachers covered when carrying pupils in his / her car?

No. Liability for passengers in a car in any capacity is a matter solely for the teacher's motor insurance. However, liability which attaches to the Board in the event that the teacher's insurance should prove defective, is covered by the Custodian School Protection Policy.

How should teachers arrange their motor insurance?

Like any individual, teachers are free to arrange their motor insurance with whatever insurer they wish. Bearing in mind, however, that teachers may carry pupils to sports matches or to hospital in an emergency, some advice is necessary.

It is quite common for insurers to offer insurance with use of the vehicle on what is known as a Class 1 basis. This provides cover for Social, Domestic and Pleasure usage of the vehicle. To include carrying of pupils, school equipment etc. in their own car, teachers are advised to

have the extended Class 1 usage of the vehicle which is Social, Domestic and Pleasure and by the insured in person for his / her business.

These additional words are important and will give the additional cover required only when the teacher insured is driving. In most instances NO additional premium should be required by insurers, however this does not apply to all insurers. The teacher should therefore check the position with his/her insurer **before** committing to any such arrangement with their school.

What if the teacher has an accident whilst using his / her car on school business?

The teacher's motor insurance will cover any liability arising out of the use of the car. If Comprehensive cover has been arranged then it will also cover damage to the teacher's car. But there will be an excess (or amount deducted from the amount of the claim payable by the teacher insured) and the possible loss of No Claim Bonus.

Why should the teacher have to suffer loss and lose No Claim Bonus when he / she is using the car on behalf of the school?

This problem has been recognised and we have extended the Custodian School Protection policy to include such financial loss suffered by a teacher in the event of involvement in an accident whilst using the car on behalf of the school. The limits any one claim provided are:

- (a) Loss of No Claim Bonus **€3,500**
- (b) Premium Loading **€3,500**

What if the teacher's motor insurance is not Comprehensive?

The policy cover has also been extended to include damage to a teacher's car in the event of an accident whilst using the car on behalf of the school for a limit of **€50,000**.

What about pupils on Work Experience Schemes?

Many second level pupils, particularly in the transition year, go out on work experience. This is an exceptionally beneficial experience for pupils in giving them a first taste of working life. For teachers, however, it can be a challenge to arrange placements of all pupils with employers.

Many employers are reluctant to take pupils and need to be persuaded to do so. For example an employer may say:

"I will take a pupil provided that the school picks up any liability which may arise".

In agreeing to such an arrangement it is important that you understand that:

- 1: you have entered a legally enforceable contract (a contract does not need to be written),
- 2: you have agreed to a liability arising totally outside of your control (you have no control of the state of the premises or the type of work carried out),

3: the standard policy excludes such contractual arrangements.

In recommending that schools and teachers never consciously accept such contractual liability, Allianz recognises that schools and teachers are sometimes obliged to do so in order to place pupils in work experience schemes. Consequently the policy has been extended to cover such liabilities, but schools and teachers are recommended to avoid such contractual liabilities unless essential.

The Health and Safety Authority (HSA) have issued a guidance note for teachers entitled "Health and Safety matters for students embarking on work experience - a short guide for teachers" and this is available on the HSA website www.hsa.ie

Monitoring of the Policy

The Policy will be monitored by the Principal, Deputy Principal, Senior Management Team, Teaching and Learning Committee and will be discussed at staff meetings.

Review of the Policy

The Board of Management will review the policy in 2021