



## **Educational Outings and Tours Policy**

### **Introduction**

This policy is agreed following a consultative process involving a staff working group initially, followed by the whole staff, Student Council, Parents' Council and Board of Management of Presentation College, Carlow. The policy is written in the context of Circular Letter M20/04 issued by the Department of Education and Skills which states that:

*'The objective of an educational tour should be that it should provide a significant benefit to 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'. In this policy the term 'parent' is taken to include the term 'guardian'.*

### **Scope**

This policy applies to all staff members of Presentation College who take students off site, whether in the Republic of Ireland or abroad. It is also applicable to the students participating in the activity and to their parents.

This policy is formulated in the context of the school's Code of Behaviour but also takes account of the school's Acceptable Use Policy, Anti-Bullying Policy, Data Protection Policy, GDPR Requirements, Special Educational Needs and Inclusion Policy, Substance Use Policy, Safety and Health Policy, and other relevant school policies. These apply to all students and to all school-related activities which take place during or outside of normal school hours, whether or not an overnight stay is involved.

The policy applies both on and off the school grounds and anywhere students are clearly identified or identifiable as students of Presentation College.

### **Rationale**

The school is committed to the holistic education of our students. We recognise that exposure to a range of experience and culture is part of a holistic education.

The curriculum content of some subjects requires field studies/trips/recreational and sporting activities which take place both on and off the school campus.

There are many benefits to school outings and tours. They assist in:

- broadening cultural and intellectual experiences;
- fostering independence, maturity and team-building;
- fostering inclusion (e.g. students with additional needs);



- enhancing students' social skills, thus supporting students' wellbeing;
- improving language acquisition and skills;
- promoting greater understanding among different cultures;
- helping teachers with an opportunity to get to know students in a non-classroom environment.

## **Aims of the Policy**

The overall aims of the policy are:

- that the safety, health and welfare of the students are safeguarded by ensuring that reasonable care has been taken in the nature of the outing/tour chosen, the level of supervision provided, the venue, the means of transportation, the careful assessment of any dangers to which the students may be exposed and the demands on the physical resources of the students, having regard to their age and capacity;
- that staff are assisted in the planning of outings and tours;
- that outings and tours are managed efficiently and with a level of supervision clearly established within accepted guidelines;
- that expectations of behaviour are clarified for all outings and tours;
- that students meet clear criteria before they are deemed eligible to take part in certain out-of-school activities, and in particular any trips involving an overnight stay.

## **Procedures for Outings/Tours**

### **Day Outings**

1. Day outings may take place during the school day or may extend beyond normal school hours.
2. The approval of the Principal must be sought and as much notice as possible should be given in writing.
3. The written permission of the parents of students participating in the outing is required for any trip. The Organiser will send a letter to parents in advance of the outing, giving them all relevant details. The letter will contain a permission slip which must be signed and returned by the parent in order for a student to be permitted to participate on the outing.
4. Full school uniform must be worn on trips within Ireland. Depending on the nature and purpose of the trip, the P.E. uniform may be worn. The Organiser will clarify this with the Principal in advance.
5. Before a student with a medical condition or pastoral care need is allowed to participate in an outing or tour, the school authorities must be confident that the needs of the student can be managed without compromising the health and safety of the student in question, the other students participating, or the itinerary of the trip. Each case will be considered on an individual basis by the outing Organiser and the Principal in consultation with the student and his/her parents.
6. Up-to-date medical information on students with allergies, epilepsy or other medical conditions must be supplied in writing to the outing/tour Organiser when the final balance is being paid for outings or tours. Where a student uses an EpiPen / inhaler or other medical device these need to be



# Presentation College

Carlow

declared to the outing/tour Organiser and arrangements made for their safe transport and safekeeping. Details should be supplied by parents on the Permission/Consent Form.

7. Where a student has particular access requirements or other special educational need, the outing Organiser will be responsible for liaising with the Principal, the relevant student(s), the relevant subject/class teachers, the Special Needs Assistant, the relevant parents, the destination business/college/organisation/tour operator, the taxi/coach business and any other organisation that may need to be involved (e.g. Irish Wheelchair Association/ Enable Ireland/Muscular Dystrophy Ireland) in order to ensure that no student, insofar as is practicable, is prevented from accessing or participating in an educational outing because of a disability or special educational need.
8. Where a student with additional needs participates in a day outing, the Organiser will communicate thoroughly with the appropriate personnel (e.g. Taxi Company/Coach Company/Destination Organisations) to ensure adequate access and minimal risk, and that adequate supervision is in place to support a student/students with additional needs. Where a student uses a wheelchair, the Organiser will liaise as above, in consultation with the student's Special Needs Assistant and the student's parents, in order that the taxi/coach and destination premises are fully accessible to the specific wheelchair measurements. This is essential to support all students who use wheelchairs, including motorised or larger than standard-size wheelchairs. In all such instances the Organiser will fully inform, at the time of booking, the taxi/coach company as well as the destination organisation, while liaising fully with the SNA and the student's parents in the process. The Organiser will also ensure that, in addition to the SNA, at least one of the teachers accompanying the students is willing and able to assist the SNA, as required, with a student's intimate care/toileting needs, if necessary. Where a student has a hearing, visual or other impairment, the Organiser will liaise with the taxi/coach and destination organisations at the time of booking to ensure that the student is not in any way disadvantaged and that they can enjoy full access, as required, and communicate with the student's SNA and parents.
9. Throughout an educational outing the class teacher/subject teacher assumes responsibility for all students in his/her care, including students with Special Educational Needs. Where a class/subject teacher is not participating in the outing, the Organiser assumes such responsibility.
10. Before a student is allowed to go on an outing his/her record of behaviour in school or on previous outings will be taken into consideration. Priority is given in the first instance to those students whose record of behaviour in school is considered to be good/acceptable. This is done in consultation between the Organiser, Dean of Discipline, Year Head and Principal. Where it is deemed that a student's behaviour record is poor/unacceptable, that student will not be permitted to participate in the day outing, and he/she and his/her parents will be informed of this. The Principal makes the final decision regarding who is permitted to participate in a school outing or tour (or the Board of Management, in the case of an appeal).
11. Once the Principal has approved a day outing, the Organiser will:
  - inform students about the importance of wearing the correct school uniform and adhering to the Code of Behaviour and other school policies as they represent the school on the outing;
  - inform parents of the purpose, date and cost of the outing and parents will be required to sign a permission/consent form which will include a section for parents to complete re medical information that the Organiser will need to know;



- log the outing event on the VSware calendar;
  - provide a list of students participating in the outing to the school office staff, who will insert 'School Activity' for the relevant dates of each participating student;
  - display the list of participating students on the Staff Noticeboard, indicating that they will be absent from class on a specified date, and the reason stated.
12. 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 age of the students participating and the requirements of the host organisation. A ratio of one teacher to twelve students is normally adhered to, except where the Principal/Board of Management decide otherwise. On a private coach there should be at least one member of staff in addition to the driver.
  13. Day outings may involve a financial cost to the student. In the case of financial difficulties, application for assistance may be made to the Principal by the Organiser on behalf of the student. The programme of outings and tours for the school year will be balanced and organised in a manner that does not prove too costly to parents and does not overburden the school timetable.
  14. The Organiser and the Principal will always have the mobile/contact numbers of the taxi/coach company, the destination organisations, the trip Organiser and any other staff members involved. The outing Organiser will ensure that he/she is in possession of a fully charged school mobile phone to facilitate ease of contact with the school in cases of delay or emergency. The number of the school phone will be given to the students by the Organiser, to be used to contact the accompanying staff in case of emergency. The Organiser will also endeavour to provide a copy of the mobile contact numbers for each participating student to the Principal and ensure that each supervising staff member has a copy, in case of emergency (see Appendix I for Contact Information Template). Hard copies of contact details will be shredded appropriately by the Organiser, in keeping with the school's Data Protection Policy and GDPR requirements.
  15. Occasionally it may be suitable for Senior Cycle students (Fifth and Sixth Year students, and Transition Year students, in certain circumstances) to travel independently to and/or from an event. In such instances, the Organiser of the outing must advise parents in advance and receive written permission from the parents of these students. Junior Cycle students may not travel independently. A member of staff should travel alone with a student only when specific parental permission has been obtained in writing or in the case of an emergency (e.g. ambulance or taxi for a wheelchair-bound student). If a student requires their SNA to be on a school outing this may be as part of, or ex quota at the discretion of the Principal.
  16. It is the responsibility of parents to ensure that arrangements are in place for their child's travel to and from the school for outings that extend beyond normal school hours.
  17. An Incident Report Form (Appendix II) must be completed by the Organiser/supervising teacher for all incidents which have occurred on an outing. Examples of reportable incidents include:
    - Persistent lateness at rendezvous points;
    - Not staying with the group if instructed to do so;
    - Rudeness to teachers, SNAs, or others;
    - Causing harm/damage to a person or property, theft or behaviour that is likely to bring the student, his/her parents/the school into disrepute;
    - Serious breach of school rules.



This list is not exhaustive.

18. An Accident Report Form (Appendix III) must be completed by the Organiser/supervising teacher for all accidents which have occurred on an outing. Examples of reportable accidents include:
- Falls/trips causing pain/sprain/fracture/concussion;
  - Cuts/bruising to a student's body;
  - Fainting/panic attack/epileptic fit;
  - Other non-fatal injury;
  - Fatal injury.
19. The Organiser will, at all times, bring a First Aid Kit on the outing and associated activities. The kit will be returned promptly to the school office with the school mobile phone upon return.

## **Overnight Outings/Tours, Inside or Outside the Republic of Ireland**

### **A. Timing of Tours**

1. Tours should ideally take place out of term time. The Board of Management may consider trips during term time. In this event the total number of days out of school will not normally exceed half of the total number of days away. In any event, there will be a maximum of three days out of school.
2. Insofar as is practicable, outings and tours will take place at a time with no disruption to the arrangements for Classroom-Based Assessments or Assessment Tasks at Junior Cycle, or Oral/Aural/Practical/Mock Examinations at Senior Cycle.
3. The procedural requirements set out for day outings above also apply (e.g. recording and reporting incidents and accidents using the appropriate form etc.)
4. Members of staff who wish to take students on an overnight and or overseas tour must submit their request for approval and an outline of the proposed trip to the Principal and Board of Management.
5. Applications must be made for tours outside the Republic of Ireland to the Board of Management before 31<sup>st</sup> May in the year preceding the proposed tour.

### **B. Organisation**

1. All tours must be approved in principle by the Board of Management before any approach is made to students.
2. All tours should involve an educational or cultural content.
3. All tours outside the Republic of Ireland must be organised through a recognised tour operator.
4. Tour Organisers must ensure adequate insurance is in place.
5. The Organiser agrees with the Principal the wording of the initial letter to be sent to parents regarding the tour.
6. The Organiser will send the letter and Tour Application Form containing a brief outline of the tour, dates and costs of the tour, the deadline for applying, documentation required, the method and process of payment, and the payment of a non-refundable deposit. Details of accommodation, travel arrangements, any special local conditions, personal items that the student needs to bring, guidelines for spending money and money for extras such as meals and excursions will also be sent to parents prior to departure or notified to parents at the meeting prior to the tour which participating students



# Presentation College

Carlow

and their parents must attend. Parents will be made aware that the Organiser or the host organisation/Tour Operator reserves the right to make minor changes to the itinerary.

7. All tours outside the Republic of Ireland must adhere to the immigration requirements issued by the Department of Justice and Equality. The following documentation must be submitted in hard copy to the tour Organiser by the date specified in his/her letter to parents:
  - '(a) A letter of consent for travel with the adult group leader from each minor's parent(s)/guardian(s), including contact details
  - (b) A copy of a birth or adoption certificate, or guardianship papers showing the parent(s)/guardian(s) relationship with the child
  - (c) A copy of marriage/divorce certificate in the case where the child's parent has a different surname to the child
  - (d) A copy of the parent/guardian's passport or state identity document'.

*(See <http://www.inis.gov.ie/en/INIS/Pages/travel-with-children> for more details)*
8. It is imperative that students' passports are in date. If any student has a passport that will be out of date in the six months leading up to the tour a new passport needs to be applied for early by the parent to ensure that the student possesses a valid passport in good time before the tour. Passports must also be valid for at least six months following the tour.
9. Visas may be necessary for the destination and some countries require them to be processed together as a group. There may be an additional cost to secure a visa. Parents should be informed that students with non-EU passports may need visas for EU countries.
10. Students must have their E111 or European Health Insurance Card for travel to countries in the EU.
11. It is important that parents understand that the onus is on them to ensure that their child has all necessary up-to-date documentation well in advance of the trip.
12. Parents will be informed by the Organiser in good time if there are any mandatory or recommended vaccinations required for the destination. It is important that parents understand that the onus is on them to make arrangements for their child to receive all the necessary vaccinations.
13. Adequate supervision should be provided and will ideally be in the region of one teacher to twelve students. The number of students and staff participating will depend on the nature of the outing/tour and the age of the students concerned.
14. Mobile phone communication between teachers and students on the outing/tour may be necessary. A list should be made of participants' mobile phone numbers (as given on the Consent Form) and students will be given the mobile phone number of the school phone held by the Organiser - to be kept with them while on the trip. A mobile phone is available from the school for this purpose, as staff members are not permitted to give their personal mobile phone numbers to students. The Organiser should have three emergency contact numbers; usually this will be the Principal and the Deputy Principals.
15. Where a student with additional needs participates in a tour, the Organiser will liaise with the appropriate personnel (e.g. Taxi company/Coach Company/School Tour Company) to ensure adequate access and minimal risk, and that adequate supervision is in place to support a student/students with additional needs. The same communication process, as outlined for day outings, applies for tours outside the Republic of Ireland. If a student has particular dietary requirements parents must inform the Organiser at the time of application, and suitable snacks should be supplied by the parents for that student if he/she is participating in the tour, subject to



restrictions imposed by customs and border checks. Up-to-date medical information on students with allergies, epilepsy or other medical conditions must be supplied in writing to the Organiser when the final balance is being paid. Where a student uses an EpiPen/inhaler or other medical device these need to be declared to the Organiser and arrangements made for their safe transport and safekeeping. Parents are advised to provide suitable dietary supplements e.g. snacks for students who have particular allergies/dietary requirements, subject to restrictions imposed by customs and border checks.

16. If the tour includes students of both sexes the leadership must include both sexes. Tours involving students of just one sex must include at least one teacher of that sex.
17. Where a tour is organised for the benefit of students studying a particular subject (e.g. a Modern Foreign Language or Geography), students studying this subject will have first priority, provided they meet the criteria of having a good/acceptable behaviour record.
18. Priority is given also to those students whose record of behaviour in school is considered to be good/acceptable. This is done in consultation between the tour Organiser, the Dean of Discipline, Year Head and Principal when the tour application forms have been returned to the Organiser. Where it is considered by the Principal that one or more students have a behaviour record that is deemed to be poor/unacceptable, or where there are legitimate concerns for the safety and health of others, the Organiser, upon the instruction of the Principal, will remove the name(s) of the student from the list of eligible students. The student's parent(s) will be informed of this and the relevant students will not be permitted to participate in the tour. The Principal makes the final decision in determining if a student's behaviour record is considered good/acceptable. Behaviour on previous outings/tours will be taken into consideration and the school reserves the right to refuse any student a place on the trip.
19. The Organiser will, at all times, bring a First Aid Kit on the tour and associated activities. The kit will be returned promptly to the school office with the school mobile phone upon return.
20. When making application for a student to participate in a school tour, this is done on the understanding that the parents making the application have read the Educational Outings and Tours Policy and that they agree to accept the selection process in full.
21. In the unlikely event that a student commits a serious breach of the school rules or policies, the Organiser reserves the right to send the student home immediately. The Organiser will liaise with the Principal and the student's parents on the matter and arrangements will be agreed for the return of the student to his/her parents, at the expense of the student's parents.
22. The following selection procedures will apply:
  - a) The Organiser informs students of the tour and outlines the itinerary and other related matters.
  - b) A letter, including Tour Application Form, is given by the Organiser to all students for the attention of their parents. Parents will be advised to study this policy in advance of application for a place on the tour for their child since an application implies acceptance of the selection procedures. The letter outlines the details of the tour, including dates, destinations, travel arrangements, name of tour company, cost and other relevant details. Parents who wish to apply for a place for their child on the tour are required to complete, sign and return this form to the Organiser by the date specified in the letter. The Organiser is not obliged to accept late returns of the form.



# Presentation College

Carlow

- c) The Organiser reads and sorts the Tour Application Forms to determine the list of all eligible students. Students not eligible for behaviour or other reasons are informed, and a text message to this effect sent to their parents.
- d) The names of students who will be offered a place on the tour are selected by lottery. Names will be placed in a box immediately before the lottery. On a date and time agreed by the Principal and Organiser the relevant number of names will be drawn. The maximum number of students permitted to travel plus a waiting list of all others will be drawn in sequence. Eligible students may attend the draw if they so wish. A text message will be sent to the parents of eligible students informing them of the day and time of the lottery.
- e) The Organiser will, within twenty-four hours, notify the parents of these students in writing that they have been offered a place on the tour. A deadline will be provided in writing for the payment of the deposit, and explanation will be provided by the Organiser of how to proceed in this regard.
- f) Parents who do not receive an offer of a place will be notified by text message that they have been unsuccessful in securing a place at this time. Parents of students who are on the waiting list will be informed in writing of their child's place on the waiting list.
- g) The notification letter sent by the Organiser to successful applicants will require a written response from parents indicating their consent as well as hard copies of the documentation already specified. Details of full payment of the balance and other information will also be supplied in writing to the parents.
- h) Where an offer of a place on the tour is declined, or a cancellation occurs, or where payment has not been made on time or other documentation not organised in time, the Organiser will confirm to the parent that their child's place on the tour has been forfeited and the waiting list will operate, in sequence, to allocate places.
- i) Where a parent registers their child for a school tour he/she has thereby given explicit consent for their child to participate in that tour.
- j) For safety and health reasons the numbers travelling on all tours are capped. The decision regarding the maximum number of participating students is made by the Principal, in consultation with the Organiser.
- k) Parents and students of those who have secured a place on the tour will be invited to attend a meeting on a specified date and time in the school where the itinerary and other relevant tour-related matters will be explained. It is essential that students who are participating in the tour and their parents attend the meeting.
- l) Parents need to be aware that a large volume of applications are expected for school tours, and safety and health considerations are paramount. Inevitably this will lead to disappointment for some parents and students, but the procedures in this policy will be implemented fully as outlined above.
- m) Parents and students are required to adhere to the guidelines issued by the tour company.
- n) The procedures outlined above are implemented until such time as the policy is next reviewed and ratified by the Board of Management. Special consideration will not be given to students where they have not been offered a place on another tour.
- o) Where a parent has good reason to believe that the procedures outlined in this policy have not been adhered to an appeal may be made to the Principal in the first instance, and if a parent





continues to have a grievance and is not satisfied with this appeal they may thereafter make an appeal to the Board of Management.

The preparatory procedures outlined above for day outings will also apply to tours abroad (e.g. the Organiser provides names of students participating in the tour to the office staff, who will enter the details on VSware under 'School Activity', and the Organiser will note the tour event on the VSware calendar etc.).

## **Tour/Visit/Immersion Project to a Developing Country**

Where a tour/visit/immersion project to a developing country is organised the application process outlined above for school tours outside the Republic of Ireland applies. In addition, students who wish to be considered for this particular tour/trip/immersion project must submit a research project to the Organiser by the date specified and attend an interview for consideration to participate in the visit. The interview panel will consist of the Organiser, at least one other participating teacher and a member of School Management. The interview panel will determine the suitability of applicants on the basis of the Suitability Criteria and advise the Principal if one or more students are considered to be unsuitable for participation in the visit. The Principal makes the final decision on the basis of the successful completion of the application process, the success of the research project as advised by the Organiser and the recommendations of the interview panel.

Suitability Criteria:

- Good behaviour record
- Good attendance record
- Personal skills, interests and aptitudes
- Personal commitment to the principles of justice and equality (as demonstrated during interview)
- Quality of research project.

Eligible and ineligible students will be notified by the Organiser within three days after the interview process and completion of judging of the projects submitted. The Appeals Process outlined in number 22 (o) above continues to apply. Requirements for immunisations and administration of tropical medicines will be supplied to parents of eligible students, and it is the responsibility of parents to ensure that such requirements are met in a timely fashion and the guidelines of the administering organisation adhered to. All students and their parents who have been offered and accepted a place on the trip must attend an information meeting in relation to this event.



### **C. Finances**

1. The cost of any tour should not be so prohibitive, as to exclude a majority of the student community.
2. All monies should be in place ten weeks before the date of departure. This must be verified to the satisfaction of the Principal.
3. The school will not be liable for any shortfall in monies for any trip/tour.
4. Accounting practices will be fully transparent from the outset and parents will be fully informed at the start of the costs involved. Parents will be informed of any amount of surplus monies collected along with a breakdown of how they will be spent (e.g. bus hire, ticket bookings for a show/other entertainment which was not part of the itinerary). Amounts due to be returned to the school will be kept to a minimum. (The cost of bus hire for travel to and from the airport and an amount not to exceed €1000 to cover small incidentals.) The surplus monies will be fully accounted for and a detailed account of spending with receipts will be supplied to the Principal.

### **D. Students**

1. The Board of Management reserve the right to refuse any student permission to travel on a school tour who has a poor disciplinary record. The Principal may use his discretion in deciding what is considered a poor disciplinary record but will liaise with the relevant Dean of Discipline and Year Head in reaching the decision.
2. All students on school tours must undertake to abide by the school's Code of Behaviour and other relevant policies (e.g. Acceptable Use Policy, Anti-Bullying Policy).
3. The Board of Management shall make the final decision on all outings and tours, with due regard to the points outlined above.
4. Before a student with a medical condition is allowed to participate in an outing/tour, the school authorities must be confident that the needs of the student can be managed without compromising the health and safety of the student in question, the other students participating, or the itinerary of the trip. Each case will be considered on an individual basis by the Organiser and Principal in consultation with the student and his/her parents.

### **During the Tour**

The school's Code of Behaviour, Anti-Bullying Policy and other relevant policies continue to apply throughout the tour, and students are expected to behave in a respectful and cooperative manner at all times. Should it be deemed necessary, two members of staff may carry out an inspection of rooms or personal property (bags, suitcases etc.) with the student present. This will only be done for good reason and on reasonable grounds, such as concern for safety, suspected possession or use of a banned substance or other concerns.

If a student is found to be in serious breach of the school's Code of Behaviour, the Organiser should contact the Principal and complete the Incident Report Form. If deemed necessary the parents will be informed.



# Presentation College

Carlow

Where sanctions are imposed, procedures shall be applied as per the school’s Code of Behaviour. The Incident Report Form will be attached by the Organiser to the completed Behaviour Slip upon return and the appropriate sanction imposed.

## Monitoring and Review

This policy will be monitored, reviewed and evaluated as necessary in consultation with the staff, students and parents of Presentation College.

This Policy was ratified by the Board of Management on: 30<sup>th</sup> April 2020

Signature of Chairperson: \_\_\_\_\_

*For and on behalf the Board of Management*

Review Date: May 2021

## Appendix I

### Contact Information Template

Title of Outing/Tour	
Name of Tour Organiser	
Tour Location	
Contact Details of Location/Hotel(s)	
Names of Participating Staff (Teachers and SNAs)	Mobile Numbers of Participating Staff





**Appendix II**

**Incident Report Form**

<b>Student's name:</b>		
<b>Date of incident:</b>	<b>Time of incident:</b>	<b>Location of incident:</b>
<b>Description of incident:</b>		
<b>Names of witness(es):</b>	<b>Name of teacher who witnessed incident or to whom the incident was reported:</b>	<b>Date and time of reporting of incident:</b>
<b>Tick which, if any, of the following best categorises the incident:</b>		
<b>Persistent lateness at rendezvous points</b>	<b>Not staying with the group</b>	<b>Rudeness to teacher, SNAs or others</b>
<b>Serious breach of the school rules</b>	<b>Causing damage to a person or property, theft or behaviour that is likely to bring the student, his/her parents/the school into disrepute</b>	<b>Other</b>
<b>Were police/emergency services involved?</b>	<b>Were the student's parents informed?</b>	<b>Has the student offered a sincere apology?</b>



# Presentation College

Carlow

What corrective action was taken by the supervising teacher/Organiser following the incident?:

Signature of reporting teacher:

Signature of Organiser:

Other notes:



<b>Appendix III</b>									
<b>Accident Report Form</b>									
<b>Details of Person Involved</b>									
<b>Name :</b>	<b>Address:</b>								
<b>Occupation</b>	Staff Member <input type="checkbox"/> Student <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor <input type="checkbox"/>								
<b>Details of Accident/Incident</b>									
<b>Accident/Incident Occurrence</b>	Date: _____ Time: _____ Location: _____								
<b>Describe in detail what the person was doing at the time of the accident/incident and how it occurred?</b> <i>(Refer to any product/machine/equipment which caused the injury)</i>									
<b>Describe the scene of the accident/incident</b>  <i>NOTE: Attach photographs where possible</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Weather conditions ( if outside):</td> <td style="width: 50%;"></td> </tr> <tr> <td style="padding: 5px;">Condition of equipment:</td> <td></td> </tr> <tr> <td style="padding: 5px;">Was safety equipment supplied?</td> <td></td> </tr> <tr> <td style="padding: 5px;">If Yes, was it in use?</td> <td></td> </tr> </table>	Weather conditions ( if outside):		Condition of equipment:		Was safety equipment supplied?		If Yes, was it in use?	
Weather conditions ( if outside):									
Condition of equipment:									
Was safety equipment supplied?									
If Yes, was it in use?									
<b>Who witnessed the accident/incident?</b>  <i>NOTE: Obtain detailed signed statements where possible.</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Name:</td> <td style="width: 50%;"></td> </tr> <tr> <td style="padding: 5px;">Name:</td> <td></td> </tr> <tr> <td style="padding: 5px;">Summary of Witness Comments:</td> <td></td> </tr> </table>	Name:		Name:		Summary of Witness Comments:			
Name:									
Name:									
Summary of Witness Comments:									
<b>Supervision</b>	Name of person in charge at the time:								



# Presentation College

Carlow

	Proximity of person in charge to the accident?			
	Was the injury foreseeable?			
<b>Action taken to prevent an immediate reoccurrence</b>				
<b>Injury and Treatment</b>				
<b>Nature of Injury</b> <i>(incl. location on the body)</i>				
<b>First Aid provided at Presentation College</b>	Nature of treatment			
	Provided by		Time:	
<b>Treatment by a Medical Practitioner</b>	Nature of treatment			
	Provided by		Time:	
	Address			
<b>Duration of any absence as a result of accident/incident?</b>				
<b>Communication</b>				
<b>Communication of accident details to relative/employer</b>	Time:	Details provided to:		
		Details provided by:		
<b>Principal/Safety Officer informed of accident /incident</b>	Date:	Time:	Informed By:	
<b>Recommendations</b>				
<b>Recommendations to prevent a reoccurrence or to improve safety</b>				





# Presentation College

Carlow

<b>Reporting</b>	
<b>Accident/Incident Report Form</b>	Completed By:  Signed: _____ Date: _____
<b>Received by Principal</b>	Date:
<b>Reported to HSA ( if applicable)</b>	Date:
<b>Other Information</b>	