

**Dublin and Dún Laoghaire Education and Training Board**  
**Sallynoggin College of Further Education**  
**Out of College Activities Policy Further Education Colleges**

## **ETHOS**

Sallynoggin College, as a constituent of Dublin and Dún Laoghaire Education and Training Board (DDLETB) endeavours to provide learners with opportunities to participate and engage in a range of Out of College Activities (OCAs) such as social, sporting, educational, training and cultural activities. OCAs provide a significant learning opportunity to complement the classroom learning experience. OCAs play an important role in the education of learners and they are an essential part of the programme for many courses.

Learners participating in OCAs are governed by all college policies and in particular, by the Learner Code of Conduct policy.

## **GUIDELINES**

This policy document relates to the following:

- Educational Trips/Activities within Ireland
- Educational Trips/Activities Abroad
- Work Experience
- Events
- Medical Emergency/Accident/Incident
- Learners with disabilities, health conditions and or specific learning difficulties

OCAs should be undertaken as part of a coherent planned programme, discussed and agreed with all relevant staff.

Learners are responsible for informing their next of kin prior to participating on an OCA. Learners under 18 years of age must provide the organiser/s of the OCA with a letter of consent from their parent/guardian prior to participating in an OCA.

Sallynoggin College has a duty of care to all learners who participate in OCAs and to those who do not. It is the responsibility of the staff member who organises, and who participates in OCAs to ensure that all procedures in this document are followed in compliance with Sallynoggin College requirements.

Where staff or learners participate in external training, Sallynoggin College will ensure that training organisations are approved/recognised to deliver the required training and that that appropriate Insurance and Health & Safety procedures are in place.

The Principal has the right to refuse a learner/s permission to participate in OCAs for reasons of misconduct, unsatisfactory course performance and/or non-adherence to college policies or any other reason which the Principal, in consultation with relevant staff, deems relevant. The college will not accept responsibility for any loss, including financial, in this event.

## **Educational Trips/Activities within Ireland**

It is the responsibility of the **organiser/s** to:

1. Agree the proposed OCA with relevant staff
2. Submit the completed OCA proposal form
3. Inform learners and relevant staff of all arrangements
4. Adhere to additional procedures as agreed with the Principal for overnight events
5. Carry out an evaluation after the OCA.

It is the responsibility of the participating **learners** to:

1. Abide by the instructions of organiser/s
2. Comply with the college code of conduct
3. Ensure they are fully briefed on all arrangements prior to travel. If unable to attend, the learner/s must inform the organiser/s in advance.

## **Educational Trips/Activities Abroad**

It is the responsibility of the **organiser/s** to:

1. Discuss and agree the proposed OCA with relevant staff.
2. Submit a completed OCA proposal form to the Principal at least 4 weeks in advance, who will then seek approval from DDLETB CEO in advance of any arrangement being made.
3. Submit a written itinerary at least 2 weeks in advance of the OCA to the Principal and relevant staff.
4. Conduct a briefing session, at least 3 working days prior to departure, with relevant staff and learners participating in the OCA. Participating learners are obliged to attend this meeting.
5. Have a mobile phone and relevant contact numbers in case of emergency.

It is the responsibility of the participating **learners** to:

1. Abide by the instructions of organiser/s for the duration of the OCA.
2. Ensure that they have all relevant travel documents (e.g. passport, international visas, other necessary paperwork and insurance documents).
3. Notify, in writing, before any deposit is paid, the organiser of any disability, existing medical condition and/or medication being taken where the condition might give rise to concern (e.g. epilepsy, diabetes). Minor medical conditions do not need to be notified.
4. Pay the deposit and outstanding balance on time.
5. Travel as part of the group. Learners are not permitted to make their own travel arrangements without the written approval of the Principal.
6. Attend the OCA briefing session. If unable to attend, the learner must inform the organiser/s in advance. Learners are responsible for ensuring they are fully briefed on all arrangements prior to travel. Complete and sign the Agreement Form for OCA (Educational Tours) Abroad.
7. Comply with the college code of conduct. In addition, learners must agree to abide by and have respect for all applicable local laws and customs.
8. Carry their mobile phone and be contactable at all times.

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Note: Where a learner refuses to comply with the instructions of the OCA organiser/s and where the OCA organiser/s deems it to be of such a serious nature, the OCA organiser/s are obliged to contact the Principal, who will then make a binding decision on the subsequent action to be taken. All monies paid by a learner may be forfeited in the event of a learner's participation on the trip being ended for whatever reason. Learners who are required to leave the trip early to return home will be fully responsible for all associated costs.

## **Work Experience**

Work Experience helps to develop a learner's understanding of the world of work and gives them an awareness of the skills required. Work experience allows learners to see the relevance and the benefit of their academic studies in the work place. As well as gaining vocational experience, work experience helps build confidence and apply knowledge and skills.

It is college policy to ensure that work experience is undertaken in a location agreed by the Work Experience Subject Teacher. The college is obliged to ensure that learners who undertake work experience do so in compliance with both the college's and the employer's Health and Safety Policy and Procedures. Work Experience dates must be agreed in advance with relevant staff.

### **Garda Vetting:**

Garda Vetting is required for any learner intending to go on a work experience placement who will be working with children and/or vulnerable adults. These learners will be required to complete a Garda vetting process at course commencement.

The college will not accept any responsibility for non-completion of the work experience module where the garda vetting has been deemed to be unsatisfactory or where the learner withdraws from the course.

### **It is the responsibility of the Learner to:**

1. organise their own work experience for the dates specified.
2. comply fully with the procedures for work experience as outlined by their work experience subject teacher.
3. formally agree with their work experience subject teacher that the placement is suitable.
4. provide exact employer placement details, dates and times of work experience.
5. take responsibility for their own health and safety while on placement as per the college and the employer's Health and Safety Policy and Procedures
6. Report any accident/incident that may arise to the employer and the college
7. Comply with the college and employers code of conduct.

### **It is the responsibility of the Work Experience Subject Teacher to:**

1. prepare learners for work experience and provide relevant documentation to include DDLETB insurance indemnity letter to employers.
2. advise on suitable work placement.
3. keep a record and contact details of where each learner is placed.
4. Ensure that all learners and employers are contacted during the placement for feedback.

## Events

Typical events organised by the student body in conjunction with relevant staff and the student council include social nights, table quizzes, sports tournaments, charity and cultural events. Some events are held in conjunction with the DDLETB Student Society while other events are for Sallynoggin College students only.

### Organisation of Events within Sallynoggin College

The following points should be noted when organising any event:

1. The organisers are responsible for the event.
2. Details of the event including advertising and promotion must be submitted in advance to the Principal for approval.
3. Any charges must be stated and accounts presented to the Principal no later than 7 days after the event.

### Insurance cover

Organisers must get confirmation and a copy of the Public Liability Policy for the accommodation and facilities to be used.

The booking of halls, hotel or other accommodation and the organisation of activities such as raffles, fund raising projects, sporting activities etc., using the name of the Institute, may be carried out only with the prior authorisation of the Principal and in full compliance with regulations.

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Note: The college is not liable for any event organised by the students outside the college and out of college hours.

## **Medical Emergency/Accident/Incident**

In the event of a medical emergency, the organiser(s) must seek medical aid immediately. The organiser(s) should inform the Principal/Deputy Principal/s immediately.

The college may, at the Principal's discretion, contact the family/next of kin to inform them of the situation.

An Incident/Accident Report must be completed by the organiser(s) immediately following the Incident/Accident and should be submitted to the Principal within 24 hours of return.

Organiser(s) should not engage in discussion on the nature of the emergency to non-relevant third parties. Any necessary comments should be objective and brief.

## **Learners with Disabilities, Health Conditions and or Specific Learning Difficulties**

Sallynoggin College will endeavour to enable all learners, including those with special needs/circumstances, to participate fully in OCAs. Learners with specific needs/circumstances are obliged to inform the organiser(s) and may have to provide medical evidence that they are fit to participate in an OCA. The organiser(s) will discuss the implications and concerns with the learner and relevant staff including the Principal/Deputy Principal.

Learners who require the assistance of support personnel must give adequate notice and agree the appropriate arrangements with relevant staff including the Principal or Deputy Principal.

Since the college places the safety and welfare of the learners as its primary concern it may not always be possible to facilitate a learner with disabilities, health conditions and or specific learning difficulties to participate on an OCA.