Dublin International Study Centre

Event Policy

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Section One: Policy Statement

1. DISC is committed to enriching the educational experience of learners through a diverse range of events and outings that promote cultural engagement, personal development, and academic enhancement. In line with QQI Core Statutory Quality Assurance Guidelines and the English Language Education (ELE) Code of Practice, this Events Policy outlines the standards, responsibilities, and procedures governing all organised learner events.

2. This policy ensures that all events are planned and delivered safely, inclusively, and in a way that contributes to the holistic development of learners at DISC.

Section Two: Purpose

3. The purpose of this policy is to provide a clear and consistent framework for the planning, approval, delivery, and evaluation of all events and outings organised by DISC. This policy aims to:

    *   Ensure learner safety and wellbeing by including robust risk management, supervision protocols, and emergency response procedures into all event planning, particularly for off-site activities.

    *   Promote educational relevance and learner development by ensuring that events align with programme learning outcomes, intercultural engagement goals, and DISC's broader educational mission.

    *   Support inclusivity and accessibility, ensuring that all learners have equitable opportunities to participate regardless of background, ability, or personal circumstances

    *   Establish clear planning and approval procedures, enabling staff to organise events in accordance with institutional guidelines, timelines, and quality assurance standards.

    *   Align with external regulatory expectations, including QQI's Core Statutory QA Guidelines and the ELE Code of Practice, particularly in relation to learner engagement, welfare, and enrichment.

    *   Ensure transparent communication, providing learners with timely, accurate, and accessible information about upcoming events, including purpose, logistics, costs (if any), and participation expectations.

Section Three: Alignment with QQI and ELE Guidelines

4. This policy supports and operationalises the following sections of the QQI Statutory

Quality Assurance Guidelines for English Language Education Providers (2023):

- Section 2.5.4 Events Programme (p. 22).

- Section 2.5.1 Learner Orientation and Induction (pp. 20–21).

- Section 2.6.3 Student Social Events Staff Induction (p. 24).

- Section 6.3 Risk Management (p. 16).

Section Four: Scope

5. This policy applies to all events and outings organised by (DISCfor enrolled learners . It governs the planning, approval, implementation, and supervision of events intended to enhance the educational, cultural, social, or personal development of learners.

6. Specifically, this policy applies to:

    - All events and outings initiated, organised, or approved by DISC staff that involve IFY learners, whether these take place on-campus, off-campus, or in virtual/online environments.

    - All DISC staff responsible for or involved in the planning, coordination, supervision, or evaluation of such events, including teaching staff, administrative personnel, and support services.

    - All participating learners, regardless of whether the event is mandatory or optional, and whether participation occurs during scheduled class time or outside of it.

7. This policy covers a wide range of event types, including but not limited to:

    - Educational visits and field trips.

    - Cultural, recreational, or community-based activities.

    - Guest speaker sessions and workshops.

    - Induction or orientation events.

    - Off-site team-building or social events.

8. It also applies to third-party providers or external venues where DISC learners participate in approved events under DISC supervision.

9. Events that are not formally organised, supported, or endorsed by DISC staff fall outside the scope of this policy, even if they are attended by DISC learners.

Section Five: Key Policy Provisions

Organisation of Events

10. DISC will organise a minimum of one structured event or outing for all learners during each academic term. These events are designed to complement academic learning, support personal development, and strengthen community development among learners.

11. Events may include, but are not limited to:

- Cultural visits, such as museum or heritage site tours, to enrich intercultural awareness and expand learners' understanding of Irish society and history.

- Academic excursions, such as field trips or industry visits, directly linked to programme learning outcomes and designed to enhance subject-specific knowledge.

- Guest lectures and speaker sessions that expose learners to real-world perspectives and professional experiences aligned with their field of study.

- Wellness and mental health activities, promoting holistic learner wellbeing and resilience.

- Community-based learning experiences, such as volunteering or civic engagement initiatives, that foster social responsibility and active citizenship.

12. All events must be proposed, planned, and formally approved by the Head of Student Experience Services or the Programme Manager. Approval must consider:

- Educational relevance and alignment with DISC's mission and programme goals.

- Risk assessment outcomes, safeguarding procedures, and health and safety compliance.

- Accessibility and inclusivity for all learners.

- Logistical arrangements, staffing, and budgetary considerations.

13. For staff proposed events, staff are responsible for completing the appropriate documentation, including event proposals, risk assessments, and parental/guardian consent forms (where required), in line with DISC's event planning procedures.

Access to Event Information

14. A comprehensive Events Programme will be developed and published by DISC at the beginning of each academic year. This programme will outline the full schedule of planned events, including dates, locations, themes, and participation requirements.

15. The Events Programme will be made readily accessible to all learners through the following channels:

- The Virtual Learning Environment (VLE), where learners can view detailed event information, register for events, and receive updates or changes.

- The Student Experience Office, which will provide printed copies of the programme upon request and offer in-person support or clarification regarding any listed events.

16. In addition to the annual Events Programme, individual event announcements will be issued in a timely manner via:

- Email notifications.

- Digital noticeboards.

- Verbal announcements during class time, where appropriate.

17. All event communications will include clear information on:

- The purpose and learning outcomes of the event.

- The time, date, and meeting point.

- Any costs involved, along with instructions for payment or support (if applicable);

- Participation requirements, including sign-up deadlines, consent forms, or required materials.

- Accessibility information and how to request reasonable accommodations.

18. DISC is committed to ensuring that event information is inclusive, timely, and accessible to all learners, including those with additional needs or English language support requirements.

Supervision and Staffing

19. A minimum staff-to-learner ratio of 1:15 will be maintained for all off-site outings to ensure appropriate supervision, effective group management, and compliance with safeguarding expectations.

20. Each event must include at least one staff member who is certified in First Aid and fully briefed on DISC's emergency response procedures.

21. A portable first aid kit must be taken on all off-site events, and staff should ensure mobile phone access and knowledge of the nearest medical facilities at all event locations.

22. Staff are responsible for monitoring learner attendance and participation during events to ensure learner engagement, uphold duty of care obligations, and support visa compliance and safeguarding protocols where applicable.

23. Post-event reviews may be conducted by staff to identify successes, areas for improvement, and issues related to access, inclusion, or risk.

24. Accessibility and inclusivity for all learners.

25. Logistical arrangements, staffing, and budgetary considerations.

Section Six: Risk Management and Learner Wellbeing

26. To ensure the safety, inclusion, and wellbeing of all participants, DISC is committed to a proactive approach to risk management for all events and outings.

27. A comprehensive risk assessment will be completed for each event or outing, regardless of location or duration. This assessment will consider:

    - Travel logistics and transportation risks.

    - Environmental and venue-specific factors.

    - Medical emergencies and first aid readiness.

    - Supervision levels and learner-to-staff ratios.

    - Accessibility and inclusion for all participants.

28. In addition to the general event risk assessment, individual risk assessments will be conducted for any learner who discloses an underlying medical condition, disability, injury, or other personal need that may impact their participation. These assessments will be developed collaboratively with the learner and relevant support staff, and will be reviewed before the event to ensure all reasonable accommodations are in place.

29. The Student Experience Officer, in coordination with the Events Coordinator and academic staff, will be responsible for ensuring:

    - That all identified risks are mitigated through clear plans and safety measures.

    - That learners' medical, dietary, or mobility-related needs are documented and appropriately accommodated.

    - That designated staff are briefed on the specific needs and support requirements of participants.

30. Emergency contact information will be collected for all learners and staff participating in events. This data will be securely stored and accessible only to designated staff members on the day of the event.

31. At least one attending staff member must be:

    - Trained in First Aid.

    - Familiar with DISC's emergency procedures, including how to respond to injuries, illnesses, lost participants, or critical incidents.

32. A portable first aid kit must accompany all off-site events. Staff will also ensure that they are aware of the location of the nearest medical facilities and have access to mobile communication throughout the outing.

33. By integrating risk management with learner wellbeing, DISC ensures that events are safe, inclusive, and responsive to the diverse needs of its learners.

Section Seven: Emergency Response Procedure

34. In the event of an emergency during an outing or event, DISC staff will follow these steps:

   - Ensure the immediate safety of all participants and remove them from danger if possible.

   - Administer First Aid if required and contact emergency services by dialling 999 or 112.

   - Notify the DISC office or designated contact person immediately.

   - Record the incident with detailed information including time, location, individuals involved, and actions taken.

   - Escort affected individuals to medical care or coordinate with emergency services as needed.

   - Submit a formal Incident Report Form upon return to the institution.

   - Inform parents/guardians of any learner involved in the emergency (if applicable).

   - Debrief with staff and review procedures for future improvements.

Section Eight: Leaner Responsibilities

35. To ensure that all events are safe, inclusive, and enjoyable, learners are expected to actively contribute to a respectful and cooperative environment. The following responsibilities apply to all learners participating in DISC-organised events and outings:

   - **Adherence to the DISC Code of Conduct**:

     Learners must uphold the standards of behaviour outlined in the DISC Code of Conduct at all times during events, whether on campus, off-site, or online. This includes showing respect to staff, peers, members of the public, and event facilitators or hosts.

   - **Respect for Cultural, Social, and Environmental Contexts**:

     Learners are expected to behave appropriately in all settings, being mindful of cultural sensitivities, public norms, and environmental considerations. Behaviour that could be perceived as disruptive, unsafe, or disrespectful will be addressed in line with DISC's disciplinary procedures.

   - **Proactive Disclosure of Needs**:

     Learners must inform relevant staff—such as the Student Experience Officer or a designated event coordinator—in advance of any medical, mobility, dietary, or personal considerations that may affect their participation. This enables DISC to provide appropriate accommodations and ensure a safe, inclusive experience for all.

- **Participation and Engagement**:

  Learners are encouraged to engage actively and positively with the event content and activities. For events linked to academic outcomes or attendance monitoring, participation may be recorded and considered part of learner engagement metrics.

- **Responsibility for Personal Belongings and Conduct**:

  Learners are responsible for managing their personal items during events and for ensuring their conduct does not place themselves or others at risk. DISC is not liable for lost or damaged personal property during outings.

- **Compliance with Safety Instructions**:

  Learners must follow all health and safety guidance provided by DISC staff or third-party providers during events. This includes listening to briefings, staying with the group, and adhering to agreed meeting times and emergency procedures.

Section Nine: Insurance and Safety

36. DISC maintains public liability and personal accident insurance to cover all officially sanctioned student events.

37. All third-party service providers (e.g. transport companies, venues, activity centres) must provide evidence of valid insurance and demonstrate compliance with all relevant safety regulations.

38. Safety briefings will be conducted before departure to ensure all participants understand health and safety protocols, emergency procedures, and expected conduct during the event.

Section Ten: Monitoring and Review

39. This policy will be reviewed annually or following any significant incident involving an event.

40. Feedback from learners and staff will be collected and analysed to inform future event planning and improvements.

41. The Deputy Director of Student Experience and Programme Manager are responsible for implementing updates and ensuring continued compliance with quality standards.

Section Eleven: Related Policies and Documents

42. The related policies and documents for this policy are as follows:

- Student Handbook

- Staff Handbook

- Code of Conduct

- Risk Management Policy

- Data Protection Policy

- Health and Safety Policy

- Emergency Response Plan

- Event Planning Checklist

- Individual Risk Assessment Form

- Incident Report Form

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