

5 Excursion Policy

An excursion is any learning activity conducted outside the school property that is organised and supervised by the school and approved by the Principal.

Excursions are seen as an important part of the school curriculum. They provide an invaluable learning experience to explore and extend the classroom curriculum.

*Please note that the word **bus** is used in this policy but the rules are the same for any other form of transport.*

Guidelines

1. All excursion arrangements need to be **approved by the Principal** before any planning (bookings) can proceed. The planning forms must be completed and signed.
 - All school excursions should be thoroughly planned and be educationally relevant.
 - The plan must include:
 - the purpose of the excursion
 - Safety of the place to be visited
 - Educational value in comparison with being in class
 - the number and grade level of the learners involved
 - the nature of the activities
 - times, dates, location and/or itinerary
 - Dress code for teachers and learners
 - transport and any relevant accommodation plans
 - costs per learner and any excursion funding arrangements
 - supervision arrangements, including the names of supervising teachers and other assistants;
 - arrangements made for emergencies;
 - Indications that parents/guardians will receive clear information about the purpose and nature of the excursion and that written consent will be received for all those proposing to participate; and
 - arrangements to be made for learners not participating.
 - arrangements for learners who are not fetched on time if the excursion is out of school hours
 - legal implications of any unforeseen or foreseen circumstances.

3. The teacher in charge must get permission from the Principal to go ahead with the outing.
 - After permission has been granted by the Principal the arrangements for the trip may continue.
 - Teacher in charge must complete the application form for camps and outings
 - Inform staff at reception as parents usually phone and ask them for details.
 - The detail of payment options must go to the Finance person for her information.
 - Copies of all correspondence where information or some finer details may change, will also go to the Principal and reception to make sure everybody is informed.

4. Transport arrangements must be made by completing the request form and handing it in at reception after approval of the trip.
 - All buses required should be negotiated and booked at least 7 days in advance of the excursion date. Motheong's preferred service provider is Robberts Bus Service.
 - The school Principal must ensure that safe transport arrangements have been made.
 - All buses on excursions require a minimum of two, non-driving teaching staff supervising.
 - If private vehicles are to be used, the Principal must be satisfied that drivers and vehicles are reliable and appropriately licensed. The Principal should also be assured that the vehicle is roadworthy, insured, and that its driver is responsible and has a Professional Drivers' Permit.

5. Behavioural expectations should be the same as if the learners were still in the classroom.

6. Staff are to check that there is an indemnity form for each learner.

7. The number of teaching staff and other adults actively involved in an excursion is to be appropriate to the number of learners.
8. Teaching staff are to accompany the learners for the entire duration of the excursion.
9. Staff accompanying learners on the bus must sit on either side of the bus (in another words, not on the same side) and distribute themselves from back to front. (in other words, not sitting all together).
10. A laminated note with the contact details of the school must be placed at the front of the bus.
11. Teachers not accompanying learners on the bus must wait until the bus leaves the venue before leaving for home.
12. For excursions out of school hours, the teacher in charge must contact the Principal or Deputy Head on leaving so that the estimated time of arrival can be placed onto the D6 Communicator.
13. All staff accompanying the learners on the bus are expected to wait 20 minutes after arrival and to phone any parent who has not fetched their child. Teachers must therefore have access to the learner's telephone numbers which is on the excursion form.
14. If the return time of the excursion is before 16:00, the learners go straight to their waiting areas on arrival.
15. If the return time is after 16:00, the learners who are not immediately fetched must go to safe keeping.
16. If the return time is after 17:30, the learners who are not picked up after 20 minutes will be handed over to the security guard or a designated Ground Staff Member. Teachers must have phoned these parents before handing them to the security guard.
17. If the excursion is on a Saturday, the learners who are not picked up after 20 minutes will be handed over to the security guard or a designated Ground Staff Member. Teachers must have phoned these parents before leaving for home.
18. Incidents/medical emergencies:
 - There must always be a first aid box on the bus and the teacher in charge is responsible to check that.
 - The "Incident report form" must be in the trip file to be completed with any incident, medical emergency or crisis.
 - The first aid policy will apply on all school outings.
 - Teachers may NOT hand out any medicine/drugs to children at any time.
 - The teachers must seek private medical care when a learner gets injured where there is a medical aid available. In absence of medical aid, the learner must be taken to the closest public hospital. All medical expenses will be the responsibility of the parent.

Single person Accountability: Never leave children without supervision.

Everybody should take note of the school's stance on this matter as according to school policy on transporting and taking care of children on extra-curricular trips/tours/competitions or excursions.

Any individual or group of learners who are taken somewhere to represent the school **MUST** be accompanied by a member of staff **AT ALL TIMES WITH NO EXCEPTION.**

- The most important legal consideration is the duty of teachers to take care of the learners as if their own. The teacher is acting in loco parentis whenever the learner is in the care of the teacher. In other words the teacher has the same "power" that the parent would have in similar circumstances. The teacher is therefore expected to act like a diligent and sensible parent.
- It is accepted that teachers who take the responsibility for school excursions and educational visits are legally responsible for the learners in their care throughout the entire duration of the trip. It does not matter if the trip takes place during holidays or only after hours during school time or during school time, the teacher will stay responsible for the safety and welfare of the learners in their official capacity as teachers.
- No child may be left alone or in the care of another person that is not a member of the school staff after an event if their parents have not arrived to fetch them. In such instance you take that child with you and supervise the child until such time that you can get hold of the parents to make other arrangements or you phone your senior to get advice or help on what you should do.

- A child may never be allowed to ask you during a function/competition/sports meet to leave with somebody else without their parents' consent – even if they tell you a story that could be likely – you do not allow children's arrangements. This will also be communicated to the parents to prevent them from making other arrangements without the consent of the relevant responsible member of staff.
- Please note that every child that gets onto the bus is the responsibility of the staff on duty until they get off the bus back at home. You are the one to ensure that they all get on and off the bus. You have to give account of everyone. They have to be marked off on the team list so that we know at all times where every child is.
- To deviate from this policy will make you accountable if something happens to one of the children in your care. I hope this message is clear: PEPPS Motheong has a value of SINGLE PERSON ACCOUNTABILITY and we expect every member of staff to exercise that responsibility at all times

SCHOOL OUTINGS CHECKLIST

1	Date	
2	Time	
3	Outing	
4	Teacher/Coach in Charge	
5	Number of pupils	
6	Bus Company	
7	Bus Number/Registration Number	
8	Bus Driver's Name	
9	Bus Driver's apparent condition: Lucid Alert, Sober, Co-operative	
	Safety checklist for vehicle to be used:	
10	Tyre wear	
11	Indicators	
12	Break lights	
13	Windscreen wipers	
14	Seatbelts	
15	General condition and cleanliness	
16	Check pupils seated, belted and facing forward	
17	Permission to depart at (time)	
18	Staff member's/coach's signature	

1 9	Comments for Bus Company	
2 0	Signature of Bus Driver:	
2 1	1 st Aid kit and available	
2 2	Staff member's/coach's signature	



**PEPPS MOTHEONG
APPLICATION FORM FOR TRIPS OR CAMPS**

Teacher in charge applying to undertake the trip or camp:

Teacher organizing transport:

Teacher in charge of itinerary:

Teacher communicating with parents:

Teachers accompanying:

Proposed date for the tour:

Leaving on _____ (Date) at _____ (Time)

Return on _____ (Date) at _____ (Time)

Main Destination (please attach itinerary if you will visit more than one place)

Trip/Camp objectives: What do you aim to achieve with this trip? Which learning opportunities linked to curriculum will be provided?

Learners targeted: Grade/sporting code/cultural group etc.

Attach list of names of learners to go along and whose accounts have been checked with Mrs. Molleman

Calculating cost:

Trip/Camp price (Complete where relevant)

Transport used Attach quote /number of learners

Accommodation Where if applicable?

Meals: Price per day/per meal (Included at accommodation?)

Pocket money needed?

Medical Aid available?
Other activities that must be paid like entrance fees etc.
Letter to parents to announce the tour as well as all other correspondence.
A copy of this form must go to reception to be able to answer questions of any person who need more information.
Approved by Management Date

*Please attach all relevant quotes to this application