



# Cedarwood School

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[www.cedarwoodschool.co.za](http://www.cedarwoodschool.co.za)

## **CEDARWOOD SCHOOL OUTINGS, FIELD TRIPS, EXTRA MURALS AND EXCURSIONS POLICY**

This policy must be read in conjunction with the POPIA Manual

### **Purpose of this Policy:**

To provide guidance on outings, extra-murals and excursions.

1. When a trip for longer than one day is planned, a pre-visit should be arranged by the person in charge to the venue. The following aspects should be considered during the visit:
  - 1.1 Affordability
  - 1.2 Distance from the school and medical facilities in case of emergencies
  - 1.3 Safety of the venue
  - 1.4 General hygiene and cleanliness of the venue
  - 1.5 Availability of facilitation
  - 1.6 Variety of activities available to pupils.
- 2 Schools camps should be planned at least 3 months before they commence. Parents should be notified about the above points.
- 3 Only reputable transport companies should be used for travel arrangements. On arrival of the selected bus at the school, the following should be checked:
  - 3.1 Sobriety of the driver
  - 3.2 Safety features of the bus (seats/ tires etc.)
  - 3.3 PDP of the driver
  - 3.4 A bus check list form to be signed
- 4 A bus evacuation drill should be practiced before every departure.
- 5 On departure, register should be taken to ensure that all learners are on the bus.
- 6 Every child going on the tour should have a completed indemnity form which includes parents and doctor's details.
- 7 A bag search may be done (Teachers and Pupils) for any illegal substances.
- 8 Medication for learners should be handed to the teachers on duty in a sealed envelope or container. Pupils have to collect their medication for each day from the teacher. Teachers are not allowed to hand out medication unless there is written consent given by parent/guardian.
- 9 On arrival at the venue, the teacher in charge should let the school know that they have arrived safely.
- 10 If the bus has any kind of accident or break-down, the teachers in charge should let the school principal know immediately.
- 11 Pupils and teachers are responsible for everything they take along on the school camp or any school outing. The school will not take responsibility for any loss or damage.

- 12 On departure back to school and arrival back at school, the teacher in charge should notify the school principal.
- 13 Teachers may not leave any child unsupervised when arriving back at school.
- 14 There must be a minimum of 2 educators present for every outing. Groups over 20 must have a ratio of 1: 10. One educator for every 10 learners.
- 15 Any school property taken along on an outing, field trip, extra mural or excursion, should be returned immediately after the event or on arrival at school (Cameras, speakers, Gazebos etc.)

#### RECORD OF CHANGES

<u>Date</u>	<u>Page no, heading, brief description of changes</u>	<u>Entered by</u>
22 Aug & 1 Sept 2015	None	D van Wyk
24 Aug 2016	Point 14 added	R da Cruz
26 Sept 2018	None	B Nyariri
30 Sept 2019	Point 15 added	B Nyariri and O Ngwenya
11/09/20	POPIA	Management
11/09/21	Spelling on 3.4	Management
30/11/22	None	Management
09/11/23	None	Management

