


REF NO:	WA-POL-009	DATE OF IMPLEMENTATION:	28 September 2021	
VERSION NO:	1	LAST REVISION DATE:	28 September 2021	


Wadeley Academy

OPERATIONAL STANDARD/POLICY

Outing Policy


	NAME	POSITION	SIGNATURE	DATE
AUTHOR:	G Petzer	Consultant		
RECOMMENDED BY:	C Wadeley	Principal		
REVIEWED BY:	L Meyer	Deputy Principal		
REVIEWED BY:	E Potgieter	Teacher		
APPROVED BY:	Gregory Petzer	Director		
APPROVED BY:	C Wadeley	Director		

DOCUMENT CHANGE RECORD			
Rev	Date	Section(s) of Change	Rescription of Revision
	2021/11/22	Document Creation	

REF NO:	WA-POL-009	DATE OF IMPLEMENTATION:	28 September 2021	
VERSION NO:	1	LAST REVISION DATE:	28 September 2021	

Contents

1	Purpose.....	3
2	Scope.....	3
3	Definitions, Acronyms and Abbreviations	3
4	Responsible for Implementation	3
5	Policy	4
5.1	School Tour/Outing Policy	4
5.2	Transport.....	4
5.3	Cost.....	4
5.4	Venue.....	5
5.5	Informing Parents	5
5.6	Weather Conditions	5
5.7	Tour Kit	5
5.8	Reports	6
5.9	Conduct on school outings	6
5.10	Safety and Supervision	6
5.11	Teachers' checklists.....	7

REF NO:	WA-POL-009	DATE OF IMPLEMENTATION:	28 September 2021	
VERSION NO:	1	LAST REVISION DATE:	28 September 2021	

1 Purpose

The aim of the policy is to outline the way in which field trips and outings will be conducted by Wadeley Academy

2 Scope

This procedure applies to all Wadeley Academy staff, parents and students

3 Definitions, Acronyms and Abbreviations


Parent' means:

- The biological parent or guardian of a learner.
- The person legally entitled to custody of a learner; or
- The person who undertakes to fulfil the obligations of a person referred to in paragraphs and towards the learner's education at school.

Abbreviation	Explanation
WA	Wadeley Academy
PR	Principal
VPR	Vice Principal
CT	Class Teacher
P/S	Policy/Standard

4 Responsible for Implementation

HM, VHM and CT

REF NO:	WA-POL-009	DATE OF IMPLEMENTATION:	28 September 2021	
VERSION NO:	1	LAST REVISION DATE:	28 September 2021	

5 Policy

5.1 School Tour/Outing Policy

Taking into account the age and interest of the children and the curriculum being covered, school tours will be arranged by the school to present the children with a new environment in which they can observe, investigate and relate their findings to their own environment.

The frequency duration and destination of tours will be arranged at the discretion of the class teacher and in consultation with the principal.

5.2 Transport

The teacher/organiser of the tour will ensure that: -

1. A form of transport appropriate to the distance and the numbers travelling will be chosen
2. The Bus Company and drivers accept the following conditions:

Conditions of Hiring


- All transport supplied will be suitable and well maintained.
 - The driver will have knowledge of and follow the itinerary and timetable of the tour. The driver is responsible for driving the bus safely. However, as the teacher has overall responsibility for the children's safety on a school trip s/he has the right to intervene if it is felt that the safety of the children is compromised.
 - The consumption of food and singing on the bus-at an acceptable level – will be at the discretion of the teacher and in consultation with the driver.
 - Buses will be left as they are found.
 - The driver should provide the teacher with a contact mobile phone number.
3. If parents are assisting with transport
 - The teacher will check that all children, once seated, put on their seatbelts.
 - Parent has a valid drivers licence
 - Parents will sign an indemnity allowing children to take part in the trip and be transported by fellow parents

5.3 Cost

The teachers will ensure that the cost of the tour is reasonable and represents value for money.

Spending money: Teachers will discuss this as appropriate with the pupils.

Parents are asked to send in the money to the class teacher. Once the money has been collected, it will be lodged into the school account by the secretary.

REF NO:	WA-POL-009	DATE OF IMPLEMENTATION:	28 September 2021	
VERSION NO:	1	LAST REVISION DATE:	28 September 2021	

Teachers will choose a venue suitable for their own classes and will ensure that venues are suitable for pupils with special needs.

5.4 Venue

- Tours will be booked as early as possible.
- Not more than two classes will travel together, unless venue and transport arrangements warrant otherwise.
- The teachers will be 'au fait' with the venue, with particular reference to educational opportunities afforded, services available (phone, toilets, emergency facilities) and possible risks associated with the activity.
- Where no phone facilities exist, the leader will have a pre-arranged plan to deal with emergencies and will carry a mobile phone.

5.5 Informing Parents

Teachers will ensure that Parents are given sufficient notice of the School Trip. Parents will be given information about:

- cost
- details of the itinerary and destination
- special clothing requirements as necessary
- packed lunch requirements as necessary

Parents are required to sign a consent form for each child travelling. This form will also include contact telephone numbers in the event that parents need to be contacted. The teacher in charge will bring these forms on the school tour along with a mobile telephone so that contact with the school or parents can be made if necessary.


5.6 Weather Conditions

It is essential that all children wear comfortable appropriate clothing. For some venues a change of clothes will also be necessary

5.7 Tour Kit

Teachers will take a tour kit on all outings. The kit will contain: -

- Basic first aid materials
- Refuse bags
- Mobile phone

REF NO:	WA-POL-009	DATE OF IMPLEMENTATION:	28 September 2021	
VERSION NO:	1	LAST REVISION DATE:	28 September 2021	

- List of pupils' names, consent forms and contact telephone numbers
- Money
- Sunscreen (min. factor 15)

5.8 Reports

Where problems arise either with venue or transport, teachers will report back to the school and discuss it with the Principal. All pupil injuries must also be reported.

5.9 Conduct on school outings

Pupil's behaviour on outings must comply with the standard set down in the School's Code of Discipline. Where it is felt that a child's conduct would pose a safety risk or inhibit the educational benefit for self or others, the teacher in consultation with the principal may refuse the child permission to travel. The child will come to school as usual on that day. Parents will be advised of this in advance.

In the event that a child's behaviour doesn't comply with the school's code of behaviour on a school trip, the teacher will immediately contact the principal and parents to advise them of this. If feasible, the parents will be asked to collect the child. If this is not practicable the child will be required to remain with the teacher in charge for the remainder of the trip and will not be allowed to take part in activities that might endanger him/herself or others.

Children are not permitted to have chewing gum on a school trip. The school and teachers will not be responsible for pupils' belongings, especially expensive items such as cameras, ipods, mobile phones etc.


5.10 Safety and Supervision

Teachers will be extra vigilant when taking children out of the school. Special attention will be paid to -

- behaviour on the bus or in vehicles transporting children
- risks posed by particular venues

The ratio of adults to children is to be decided on an individual basis and is dependant on the venue and the supervision provided there, but must be a minimum of 1:15.

In the unlikely event that a child does not choose to go on a school trip, the child will be supervised in another class in school for the day.

REF NO:	WA-POL-009	DATE OF IMPLEMENTATION:	28 September 2021	
VERSION NO:	1	LAST REVISION DATE:	28 September 2021	

5.11 Teachers' checklists

Before the tour.

Teacher will ensure:

- Appropriate venue is booked
- Transport is booked
- Timetable organised
- Adequate supervision and pupil:teacher ratio calculated
- Parents informed by standard letter and consent form signed

Include:

- Itinerary and information
- Timetable
- Cost
- Lunch arrangements
- necessary clothing (including sunhats where necessary)
- contact mobile phone number

Day of Tour

Teachers will ensure that the following is brought on the trip:

- money
- consent forms/contact numbers
- mobile phone for emergency
- any necessary medication for individual children

Tour Kits should contain:

- First aid materials as per school's policy
- Refuse sacks
- Illness basins
- sunscreen

After tour

Report back to office

Thank parents/helpers as appropriate