



Solid Foundations Primary School
Outings and Field Trips Policy (2024/12)

Field trips are an integral part of Solid Foundations' Learning Programme.

1. Day trips

- 1.1. Day trips are planned to complement classroom activities. Teachers may submit proposals for destinations in August of the preceding year, when the principal is drawing up the following year's school calendar and budget. The principal will try to plan the field trips to interfere as little as possible with teaching time e.g. the last week in each term.
- 1.2. Supervision of school day trips is the responsibility of the relevant grade teacher/s accompanying the pupils. Assistance is given by student or assistant teachers if necessary.
- 1.3. Children only attend school outings or field trips if the school has signed consent from the child's parents/legal guardians indemnifying the school from any accidents, injuries or loss of life that could be sustained while the child is participating in the outing or field trip.
- 1.4. Vehicles transporting children must be roadworthy and well-maintained (complete maintenance service every year or 15000km).
- 1.5. A reputable bus company is used and the booking of the bus is done by the principal and confirmed by the deputy principal.
- 1.6. Children are collected and dropped off under the supervision of staff members in the school's parking lot. Staff members ensure that children are able to embark and disembark from the vehicle in safety.
- 1.7. The staff-child ratio for transportation to outings is minimum 1:26.

- 1.8. Each staff member attending the outing has a cell phone, fully charged with available airtime when attending an outing.
- 1.9. One staff member is appointed (prior to embarking) to take a first aid kit on the outing and handle any minor injuries or accidents which may occur.
- 1.10. In the event of an accident or injury, the staff member responsible for medical intervention contacts the school.
- 1.11. In the event of the above, the school notifies the parents/ legal guardians of the child.
- 1.12. In the event of illness requiring exclusion, the child's parents are requested to fetch the child or send an emergency representative to the outing's location.

If the minimum staff-to-child ratio is not compromised in any way, a staff member may find a comfortable, secluded area and remain with the ill child, while handing over her child-care responsibilities to another staff member on the outing.

The ill child may be transported individually back to school to be collected if this proves to be a viable option.
- 1.13. Each staff member has a list of children who fall directly under her care/ responsibility for the outing. The staff member does roll call before embarking on the outing, noting any absentees. Head counts are made regularly while on the outing and roll call is taken again when the children leave the outing venue.
- 1.14. Staff members ensure that any critical medication for children with severe allergies e.g. allergies to bee stings, is taken along.
- 1.15. No staff member may transport any pupil without a valid PDP licence.
- 1.16. Any discipline issues arising during the field-trip, or in transit, will be dealt with in the same manner as if the child were at school.

2. Educational Tours/ Camps

- 2.1. The principal handles all matters regarding tour and bus reservations. Reservations are confirmed one week prior to the outing by the deputy principal.

- 2.2. Suitable overnight accommodation and places of interest are discussed with the relevant grade teacher/s. Where possible, these venues should be checked for suitability before embarking on a group tour.
- 2.3. Letters of information are sent to parents and all monies are paid into the office as per the Financial Policy. Indemnity forms are completed by parents and returned to school before departure.
- 2.4. The educators who accompany the learners on the tour take special care to ensure the safety and security of all learners in their care.
- 2.5. Accompanying educators have access to lists of any medical concerns or dietary specifications for all pupils on tour (available on the cloud). They also have contact numbers for all parents of pupils on tour/camp.
- 2.6. The number of learners on a bus is determined before the bus departs and after each stop the learners are counted after they have boarded the bus.
- 2.7. Any incident, which is cause for concern on tour, is reported to the principal immediately. This includes any feedback on learner behaviour or any other problems encountered.
- 2.8. Any children needing to take medication while on tour give their medication, fully labelled with their names and dosage recommendations, to a staff member before the tour commences. No medication is permitted in a child's suitcase or on their person.
- 2.9. Pupils may not keep money in their bags or on their person on school tours. Money is kept safe by supervising staff.
- 2.10. The principal reserves the right to search children and their belongings before embarking on a tour/field trip and before returning at the end of a tour/field-trip. This authority may be transferred to an appointed staff member to act on the principal's behalf during a tour/field trip.