

## **ISLAMIC EDUCATIONAL CENTRE**

### **POLICY ON EXCURSIONS AND FIELD TRIPS**

#### **LEGISLATIVE BACKGROUND**

The Islamic Educational Centre has drawn up the Excursions and Field Trip policy of the school, in the belief that its provisions are consistent with:

- South African Schools Act, 1996, 84 of 1996
- KwaZulu-Natal Schools Act, 1996, 3 of 1996
- Government Gazette No. 29376 of 10 November 1996

#### **INTRODUCTION**

Excursions and field trips have educational value, and are considered to be an important feature in the school's wider extra-curricular programme. They serve to provide learners with a variety of educational experiences outside the formal classroom which enriches their learning and broadens their worldview.

When excursions are planned, the following must be considered at all times:

- Educational value
- Logistical and organizational issues
- Legal implications

#### **OBJECTIVES**

1. The purpose of this policy is to reflect IEC's constitutional responsibility to provide all learners quality education within and outside the school environment.
2. To provide learners with an opportunity to explore the natural world and align such knowledge to learning in the classroom.
3. To create a statutory framework for the effective and efficient management of school excursions and field trips.

#### **DUTY OF CARE**

The most important legal consideration is the duty of care owed by teachers to learners. This duty of care is endorsed by teachers acting in loco parentis (in the place of the parent) and is therefore expected to act like a diligent and responsible parent. It is accepted that teachers undertaking responsibility for school excursions and educational visits are legally responsible for the learners in their care throughout the entire duration of the trip. Moreover, the responsibility of a teacher for the safety and welfare of the learners is not lessened by the fact that participation might be voluntary and after school hours. A teacher's duty of care extends after normal school hours in an official capacity.

#### **PROPOSING A FIELD TRIP OR EXCURSION**

- The teacher in charge of a learning area should approach a member of the senior management team or the Principal with an excursion/field trip proposal;
- The principal's provisional approval should then be obtained. He will obtain authorisation from the BOG (Shura) who ultimately is responsible for any excursion or field trip;
- Thereafter a detailed proposal must be prepared and presented to the Principal.
- This should include such details as dates, possible itinerary, travel / transport, proposed staff in charge, and a budget with reasons.
- The administrator (in charge of school finance) can advise on budget compilation. Once a tour has been authorised, he has the responsibility of supervising the financial aspects, i.e. budget, payment of monies, and the compilation and checking of statements after the excursion/field trip;

- Once a tour has been approved, the Principal must be kept informed of arrangements, and drafts of written communications to pupils or parents must be endorsed by the Principal;
- A set of copies of all documents must be given to the Principal for the office excursion file, and a similar set should be kept in the file for extra mural activities..
- Excursion participants may not miss school days.
- Ideally, a lead time of one term is required to plan and implement any tour or excursion.

### **SCHOOL EXCURSION INFORMATION SHEET**

When tours/excursions are planned, the teacher in charge shall complete the Excursion Information Sheet.

1. This sheet shall provide all the relevant information about the trip, duration, location and teacher-in-charge.
2. A copy of this form shall go into the tour file in the front office (together with all other letters concerning the tour).
3. Costs of the tour, class lists indicating the learners who are participating and copies of all letters about the excursion or field trip shall be given to the Administrative Assistant.

### **LETTERS TO PARENTS**

1. When planning trips, the school shall provide parents with:
  - a) All the information concerning the nature of the trip
    - The purpose of the trip
    - Possible risks involved
    - The names and the number of teacher(s) accompanying the learners.
    - An itinerary
    - Contact numbers
2. Irrespective of the duration of the trip it is essential to get a signed Consent and Indemnity form from the parent.
3. It is essential to obtain parental consent for any necessary medical attention that maybe required by a particular learner..
4. The medical details of the learner must be updated on a regular basis as health status may vary or change from time to time.
5. Parents shall be informed if their children require specific medication or vaccinations against certain diseases e.g. malaria.
6. Although the School shall ask parents to sign indemnity forms indemnifying the school against all claims in respect of accidents, injuries or illness related to the organisation or supervision of the tour/excursion, an indemnity letter will not stop a parent/learner from instituting legal action if he or she believes the school or an individual teacher has been negligent.
7. All parents and learners shall sign a code of conduct related to the excursion or field trip.

### **PROCEDURES AND MANAGEMENT**

- a. All excursions/field trips should be planned on an annual basis and should appear on the school's quarterly plan;
- b. The BOG (Shura) should:
  - approve all excursions and field trips to be undertaken in writing on the applicable form
  - plan fund raising activities in order to assist in the funding of tours;
  - appoint an educator who will take overall responsibility for the trip.
  - ensure that at least one male educator accompanies every twenty male learners and at least one female educator accompanies every twenty female learners in primary schools and one educator, parent or adult for every thirty learners in secondary schools

- Excursions/field trips should contribute to learners' overall educational and personal development
- Excursions should not interfere with the learners' school programme. Where this is not possible, all lost teaching time must be made up.
- The learners shall be informed timeously of dress code (see uniform requirements) and the time of departure and return.
- A strict roll call must be taken before departure and before the return journey. On the outward journey the bus will not wait for a learner who is late. Learners who fail to arrive for an excursion will be charged.
- In the event of an accident or injury, one teacher must accompany the injured student. The other teachers will remain with the learners and may call for back-up if required

### **FUNDING OF TOURS AND EXCURSIONS**

- a. The basic principle is that parents of learners are responsible for meeting the costs of their child.
- b. Staff supervising the excursion/field trip are not required to meet any costs. Their expenses must be provided for in the excursion budget.
- c. Provision will be made to assist learners whose families are unable to contribute their full cost to the excursion or field trip.
- d. Expenses in hosting tours of visiting schools are met from the school fund.
- e. The most cost effective means of hosting or going on a tour must be considered at all times.

### **FUNDRAISING**

- School fund raising efforts may be held from time to time to provide revenue for the tour fund subject to the approval of the Principal.
- Any initiative by parents must first be approved by the Board of Governors (Shura).

### **SPONSORSHIPS**

- a. Sponsorships may be sought subject to the above.
- b. Such monies must be made payable to the school account.
- c. Any sponsorships in kind must first be approved by the Principal with reference to design, wording and layout.
- d. Sponsorships should be acknowledged in the school newsletter.
- e. Any excess money raised via a sponsorship will be credited to the excursion fund and earmarked for future use.

### **TRANSPORTATION OF LEARNERS**

#### **School Vehicle**

1. All school vehicles must be kept in serviceable condition and comply with the Road Traffic Act, and municipal by-laws.
2. The principal's responsibility is as follows:
  - to ensure all school vehicles are in excellent condition and have written proof of this.
  - that the school has adequate comprehensive insurance
  - ensure that the teacher who is designated to drive is a responsible and experienced driver and is in possession of an appropriate driver's licence..
3. If an accident / injury occurs and the teacher is found not to have been negligent, the school is not liable for claims.

#### **Hired Busses**

If the school is using an outside bus company, the Principal must obtain a certificate from the bus company that:

- the vehicles are in good condition;

- the driver holds a valid and appropriate license;
- and the transport company holds sufficient public liability insurance.

### **Using Teacher's Private Cars**

- Teachers who transport learners in their own vehicles must do so in an official school outing capacity and should have this in writing from the Principal granting permission.
- In the case of an accident, the school carries the responsibility not the teacher
- The teacher must ensure that they have looked at the clauses in their personal vehicle insurance (private use vs. official use and/or business use).
- If the teacher transport learners unofficially and accepts payments, this may violate his/her insurance policy.
- It is preferred that teachers do not transport learners for unofficial reasons

### **DUTIES OF EDUCATORS ACCOMPANYING LEARNERS**

- a. Learners must be under the supervision of an educator at all times.
- b. Educators must ensure that all the learners are present before departing from school and departing from the venue after the event.
- c. The educator must ensure that all learners are seated at all times in the vehicle.
- d. Where safety belts are available learners are obliged to use them.
- e. In the event of an injury or accident, reasonable efforts must be made to contact the parents of the learner involved. The Principal or Deputy Principal must be informed as soon as possible.
- f. All reasonable efforts must be taken to ensure the safety of learners in unforeseen, dangerous situations.

### **MEASURES TO ENSURE THE SAFETY OF LEARNERS DISCIPLINE**

- a. Teachers responsible for learners on outings are in loco parents and have the usual authority to discipline learners.
- b. The school rules / code of conduct are still applicable during a school outing.
- c. In addition to the normal school rules, additional rules may be applied. These – specific to the excursion - must be stated and enforced.
- d. The rules and actions taken against learners who violate these rules must be acknowledged ahead of time and understood.
- e. Should a learner commit a serious misdemeanour, the teacher in charge must call the Principal immediately, so that a decision may be made as to the handling of the situation. If the Principal is unavailable another member of the SMT should be consulted.

### **INDEMNITY**

- A public school may not request a parent to sign an indemnity form that indemnifies the school against any legal action that may arise as a result of the school activity. Regulations regarding transport must be strictly adhered to
- Physical Activities: must be checked by the Principal to ensure the safety of the learners
- The Principal must ensure that learners are informed about the dangers of, and safety measures regarding water.
- The safety measures regarding water apply to any swimming or water sports activities at a swimming pool, a river, a dam or, the ocean.

### **CORRESPONDENCE TO PARENTS**

Correspondence to parents must include:

- The name of the educator in charge of the tour as well as a list of all accompanying educators must be included

- If a list of learners is available when the application is made, this should be included. If not, the **list of learners** must be forwarded to the District Office at least **two weeks** prior to departure
- Insurance and medical detail forms must be included
- Confirmation that parental consent forms for learners to undertake the tour have been compiled or received
  
- **Schedule 1 of the Government Gazette** No. 29376 must be completed & submitted with the above- mentioned documents to the District Office. The District Director will consider the application and either grant or refuse approval of the tour in writing. Within **six weeks** of the completion of the tour, a full report must be forwarded to the district office

### **MEDICAL ATTENTION AND FIRST AID**

- a. All teachers must take a first aid box with them. One of the tour management team should be in possession of a valid First Aid Level One Qualification;
- b. The teacher may not prescribe drugs but should contact the learner's parents and/or allow the learner to select what medication they usually take;
- c. Learners should supply their own medication – but must inform the teacher in charge;
- d. In the event of medical attention being needed, the teacher should seek private medical care;
- e. All medical costs are borne by the parent.
- f. The Medical Information sheet must go with the learner to the medical facility.

### **CONCLUSION**

(Immediately after returning from a school activity, the supervising educator must submit a report to the Principal if any of the following has occurred:

- accident;
- injury to a learner, educator or driver or to any other person; or
- any act of misconduct on the part of a learner, educator or driver or of any other person.

(3) The report must include the following information:

- The nature of the incident;
- the nature of the injury, if applicable;
- the time, date and place of the incident;
- procedures that were followed in dealing with the incident; and
- the name of the supervising educator.

(4) The principal must submit A report to the Ameer and the Board of Governors (Shura) after the completion of the excursion or field trip, and one copy must be retained in the school excursion file..

**ISLAMIC EDUCATIONAL CENTRE  
EXCURSION/FIELD TRIP INFORMATION FORM**

**PRIMARY DETAILS**

NAME OF THE PROPOSER	
DATE OF EXCURSION PROPOSAL	
LEARNING AREA	
DESTINATION	
DISTANCE FROM SCHOOL	
DATE OF EXCURSION/FIELD TRIP	
OBJECTIVES	
NAME OF LEAD EDUCATOR	
CONTACT NO	

**LOGISTICS**

DATE OF EXCURSION	
TIME OF DEPARTURE	
TIME OF RETURN	
NAMES OF TEACHERS ACCOMPANYING LEARNERS	
NUMBER OF LEARNERS	
BOYS OR GIRLS	
NO OF BUSSES	
REGISTRATION NO/S	
BUS COMPANY	
NAME OF BUS DRIVER/S	
DOES THE DRIVER HAVE A PROFESSIONAL DRIVER'S CERTIFICATE?	
DOES THE BUS COMPANY HAVE ADEQUATE PUBLIC LIABILITY INSURANCE	
GENERAL CONDITION OF VEHICLE/S	

**CERTIFICATION BY BUS COMPANY**

Has the bus been checked for roadworthiness prior to the journey?	
Is the driver alert, lucid and co-operative?	
Has the driver been informed of the itinerary and the destination?	
Has a risk assessment made of the trip prior to departure?	
Signature of bus driver	
Contact No of bus driver	

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**ISLAMIC EDUCATIONAL CENTRE**  
**CODE OF CONDUCT**

1. All learners shall abide by the school's Code of Conduct for Learners at all times.
2. Learners must at all times be under the direct supervision of the teachers in charge.
3. No learner will have in her possession any of the following items:
  - Alcohol
  - Cigarettes
  - Drugs
  - Cell Phones
  - Or any undesirable item
4. No learner is allowed to leave the excursion/tour group for any reason;
5. No learner to wander off alone and at all times be part of a group of learners.
6. The teacher in charge must be informed timeously if a parent or family member wants to meet a learner at the destination.
7. At all times learners must be mindful of Allah Consciousness, and carry themselves with pride and dignity;
8. Any learner who endeavours to bring the name of the Islamic Educational Centre into disrepute shall face immediate censure, and possible expulsion from the institution.

**CERTIFICATION**

I, \_\_\_\_\_ parent of \_\_\_\_\_ have read the Code of Conduct and accept the conditions thereof.

I accept that should my child/ward break any of the abovementioned rules, I will be responsible for his/her conduct and acknowledge the right of the Islamic Educational Centre to mete the necessary sanctions as provided in the school's Code of Conduct for Learners.

Parent's Signature: \_\_\_\_\_

Learner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_