

# *Tours and Excursions Policy, Procedures and Practices*

## **Overview:**

To ensure the health and safety of pupils and staff, schools are required to proactively manage all aspects of excursions. The school's duty of care to pupils extends to school tours and excursions, which are integral to pupils' educational programs. Activities conducted away from schools may increase risks and therefore the standard of care required must reflect the increase in identified risks.

Schools must be able to demonstrate that activities have been thoroughly planned to ensure that pupils, staff and others will be safe whilst undertaking the activity. Any potential risks must have been identified and managed and there must be a planned response in case of an emergency.

Day trips will be viewed as lower-risk activities than overnight activities and thus the protocol and procedures will be applied more loosely.

Parents have a responsibility to check the luggage of their children before they depart and to ensure that their children understand the risks and consequences of prohibited behaviour.

It must also be understood that pupils carry a duty of care to each other and must report any information or incidents, before or during tours, which may cause danger or harm to others. This must be announced to pupils before each departure.

For all tours and excursions the College/Preparatory School Code of Conduct for Pupils and Code of Conduct for Staff Members are applicable.

Any serious infringement to this code or the Policies, Procedures and Practices included in this document will result in a pupil being excluded from the tour and parents will need to organize and pay for the pupil to return home immediately.

Any staff member who does not adhere to the Code of Conduct for Staff or the Policies, Procedures and Practices included in this document, may face Disciplinary Action.

Within the parameters of this document the School accepts responsibility for its duty of care to pupils. The School will not be held responsible for incidents which occur outside of the given parameters.

## **PROCEDURES AND PROTOCOLS**

### **1. STAFF LEADERSHIP**

- 1.1. Staff leadership of a tour is of the utmost importance. A tour can only be considered if a minimum of two experienced and competent staff are available to lead it. A proposal of the staff to lead a tour must first be discussed with the Head.
- 1.2. As a rule, two members of staff should accompany a tour. For large groups, a minimum of one teacher per 20 pupils, is desirable.
- 1.3. Mixed gender groups must be accompanied by a male and a female staff member.
- 1.4. International tours may only be organised by senior management.

### **2. TWO WEEKS BEFORE LEAVING**

- 2.1. The teacher must ensure that all Indemnity Forms (those for the school and for the venue, if applicable) have been completed.
- 2.2. Parent/Pupil Agreement Forms must be issued and returned.
- 2.3. Staff Agreement Forms must be issued and returned.
- 2.4. Room allocation lists must be created.
- 2.5. Acquire clear, detailed directions to the destination/s. If several buses are going each driver must have a copy of the directions.
- 2.6. Teachers must be informed of pupils' special dietary requirements, allergies and possible need for medication whilst on the tour.
- 2.7. Names of pupils who are not, for approved reasons, attending the tour must be submitted to the Head. Pupils not attending the tour will be expected to attend school every day as normal.

### **3. CHECKLIST BEFORE LEAVING**

- 3.1. Copies of Indemnity Forms or a summary of the information on the Indemnity Forms.
- 3.2. First Aid Kit.
- 3.3. Black refuse bags for the collection of litter.
- 3.4. Contact numbers for:
  - the driver
  - the estate manager
  - the Head
  - all places to be visited
  - emergency services in the area.

*Copies of contact details of places to be visited and emergency services in the area must be submitted to the Head before leaving.*

- 3.5. The teacher in charge may set up a My Homework group in order to communicate with parents. If parents have concerns, they may phone the school or the school emergency number after hours.
- 3.6. Check that the roadworthy certificate and licence of the vehicle to be used are up-to-date.
- 3.7. Check that the driver's licence is current.
- 3.8. Take registers to ensure that all pupils are present. A completed register, signed by the teacher, must be sent to the Finance Department before leaving.
- 3.9. A copy of the Procedures and Protocols for Tours and Excursions document.
- 3.10. Pen and paper.
- 3.11. For international tours: copies of IDs, passports, flight tickets, unabridged birth certificates, visas, bank details, permission letters from parents, etc.

### **4. BEFORE LEAVING**

- 4.1. All pupils may have one rucksack/suitcase/travel bag and one carry-on bag. Allowances will be made for bedding.
- 4.2. Random searches of the contents of bags must be carried out. Female staff will search the bags of girls and male staff will search boys' bags.
- 4.3. Pupils may take food in their carry-on bag sufficient for them alone. Food or drink in their main luggage will be confiscated. Teachers must be cautious of unsealed drinks.
- 4.4. Pupils may not take any phones, computers or tablets on the tour with them.
- 4.5. Any pupil who does not arrive on time for the departure, will be left behind and the parents will be liable for the full cost of the tour, in the case of voluntary tours.
- 4.6. Before leaving or returning to school the teacher must communicate the time of departure with the Head. When appropriate, this information will be communicated on My Homework.

### **5. ON THE BUS**

- 5.1. There must always be a minimum of two staff members on 65-seater buses.
- 5.2. Roll-call must be taken once all pupils are on the bus.
- 5.3. All pupils must be seated and be wearing seatbelts. Only transport that has seatbelts will be organised.
- 5.4. Ensure that no more than one pupil is allocated per seat.
- 5.5. No pupils may move from their seats whilst the bus is moving.
- 5.6. The aisles on the bus must be free from blockage or obstruction. Heavy containers, coolers or boxes must be placed on the floor and stored correctly, in case of a sudden stop.
- 5.7. The teacher must walk up and down the aisle at regular intervals to check on the behaviour of the pupils.
- 5.8. Noise must be controlled so as not to distract the driver. Pupils may not play their own music on the bus.
- 5.9. Windows must be open to allow for appropriate ventilation.
- 5.10. Black refuse bags must be taken onto the bus for the collection of litter.
- 5.11. At stops along the way, the teacher must communicate the length of the stop and give parameters for areas off-limits etc. during the stop.
- 5.12. A head-count of pupils must be done before departing from each stop.

### **6. ON THE TOUR**

- 6.1. It is the responsibility of the teacher in charge to ensure that clear guidelines regarding behaviour are given to the pupils before and during the tour or excursion. This responsibility may be shared with guides, facilitators, etc. who are in charge of managing aspects of or activities on the tour. Pupils will be held accountable to the clear guidelines communicated.
- 6.2. All set times must be adhered to by the pupils and teachers.

- 6.3. The teacher must inform the children of his/her room number, etc. at each location.
- 6.4. The teacher must have a list of pupils allocated to each dorm/room.
- 6.5. Evening curfew is between 21h00 and 23h00, at the discretion of the teacher in charge. At this time all pupils must be in their own rooms. Under no circumstances may pupils be out of their allocated rooms after this time. Teachers must check to ensure that all pupils are in their allocated rooms at this time.
- 6.6. Teachers will have fixed times to check on pupils at curfew and at other times during the night.
- 6.7. Lights out will occur 30 minutes after curfew. Pupils who make a noise after this time may be disciplined.
- 6.8. Boys/Girls may not enter the rooms of pupils of the opposite sex. Any infringement will result in immediate expulsion from the tour.
- 6.9. Pupils should never go anywhere alone. If it is necessary for pupils to separate from the rest of the group permission must be obtained from the teacher. Pupils must be in a group of at least three if they are away from the group.
- 6.10. When walking together as a group, one teacher will head the group and the other will walk at the back of the group.
- 6.11. At all times pupils represent the school. Pupils must wear appropriate clothing. This includes clothing suited to an activity. If any clothing is inappropriate the pupil must be asked to change.
- 6.12. Rooms must be neat. Beds must be made, clothes packed away and all litter discarded daily. The teacher in charge must check the condition of the rooms.
- 6.13. Throughout the course of the tour the teacher must take regular count/register of the pupils to ensure that everyone is accounted for.
- 6.14. During free time, the teacher must be in a central, accessible location. The pupils must be informed of where the teacher will be. Teachers must be close to any water activities if pupils are being allowed to swim.
- 6.15. Pupils take full responsibility for the safety and care of their possessions.
- 6.16. Illegal substances i.e. cigarettes, hubbly-bubbly (or their electronic alternative), alcohol, drugs or any other addictive substance will be confiscated and placed in a bag to be returned to the school. Use, possession of, or association with, illegal substances will result in the child being excluded immediately from the tour. Pupils who are discovered in possession of or being involved with any such substance will need to acknowledge their possession or use of the substance in writing. The teacher in charge will inform the Head who will contact the parents to fetch the pupil. Pupils will face disciplinary action on return to school.
- 6.17. On a tour teachers are often offered an alcoholic beverage by the hosts. Teachers may only have one unit of alcohol per day and may not take alcohol on the tour with them.
- 6.18. All incidents, accidents and disciplinary issues must be reported by the teacher in writing on return to school. Serious misconduct must be reported to the Head immediately. The teacher does not have the prerogative to use his/her own discretion in the reporting of incidents.
- 6.19. Parents who would like to fetch their child from a tour must have made prior arrangement with the teacher in charge. No child will be released to a parent unless appropriate identification is shown.

## **7. ON RETURN**

- 7.1. Teachers will wait for 15 minutes for parents to fetch their children.
- 7.2. The pack of Indemnity Forms must be returned to the office.
- 7.3. Any reports should be submitted to the Head on the day of return to the school.
- 7.4. A list of teachers who attended the tour and the number of nights that they were away must be signed by the Head and submitted to the payroll administrator. Subsistence allowances will be paid with the next pay-run.
- 7.5. An online or hard-copy feedback form will be presented to the pupils to complete on their return.