



NOVA PIONEER
SCHOOLS FOR INNOVATORS & LEADERS

SCHOOL OUTINGS POLICY

South Africa

October, 2018

1. Introduction

All individuals at Nova Pioneer uphold the six culture principles reflecting our philosophy and that define a Novaneer. We believe that you cannot have great learning or build a great community without a strong and positive culture.

Novaneers live these six culture principles in learning and behaviour

High Expectations	Greater Together	Servant Leadership	Joy of Learning	Always Growing	Solutions First
<i>We sweat the small stuff and take pride in what we do. We set goals that others think are impossible and never stop until we achieve them.</i>	<i>We constantly support our teammates because we know we can achieve more together.</i>	<i>Great leaders always put others before themselves and engage their community with humility and generosity. We see leadership as a way of improving the world, not simply promoting ourselves.</i>	<i>We are lifelong learners and we are fuelled by curiosity and discovery</i>	<i>We constantly seek out difficult challenges, share and receive feedback as a gift, and see every failure as an opportunity to grow.</i>	<i>Everything is possible when we think creatively and critically about a problem. We are always thinking of new solutions when faced with difficult problems.</i>

- 1.1 School outings are off-site activities arranged by or on behalf of the school, and which take place outside the school grounds. Nova Pioneer believes in bringing external experience to the school in order to enrich the curriculum. Certain off-site activities may supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible.
- 1.2 Taking into account the age and interests of the children and the curriculum being covered, school outings may be arranged by the school to present the students with a new environment in which they can observe, investigate and relate their findings to their own environment.
- 1.3 In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all students. at all times. Within these limits we seek to make our outings available to all students. The outings usually take place within the school day.

2. Scope of the School Outings Policy

- 2.1 This policy applies to all members of the staff of Nova Pioneer who take students off site. It is applicable to the students participating in the activity and to their parents/guardians.

- 2.2 The Philosophy of Culture and Behaviour (including the student Code of Conduct) of Nova Pioneer applies to all students of Nova Pioneer and relates to all school activities both during and outside of normal school hours; it applies both on and off the school grounds and anywhere students are clearly identified or identifiable as students of the School.
- 2.3 Procedures to be followed by staff supervising school outings can be found in the Nova Pioneer Health, Safety and Environment Policy and in the School Bus Check document.

3. Permission for Outings

- 3.1 Parents/guardians will be notified, in advance, of all school outings and both parents and student (if age appropriate) should sign the relevant consent form. In this way parents, students and teachers enter into a partnership promoting good and appropriate behaviour at all times.
- 3.2 Before a student is accepted for a school outing his/her school account must be in good standing.

4. Rationale for having school outings and the need for a relevant policy

- 4.1 Nova Pioneer is committed to the provision of an effective education for all its students. Nova Pioneer provides an academic education, which also recognises that exposure to a variety of experiences and cultures, is part of a holistic education.
- 4.2 The curriculum content of some subjects require field studies/trips/outings/recreational activities, which take place off school grounds.
- 4.3 School outings assist in bonding between students, as well as providing teachers with an opportunity to get to know students in a non-classroom environment.
- 4.4 There should be a balanced programme of school outings for the school year that does not prove too costly to parents and does not overburden the school timetable.

5. Objectives

- 5.1 That the health, safety and welfare of our students is safeguarded by ensuring that reasonable care has been taken in the nature of the school outing chosen, the level of supervision provided, the venue, the means of transportation, the demands on the physical resources of both boys and girls, having regard to their age and capacity, and the dangers to which they may be exposed.
- 5.2 That students gain maximum educational benefit and enjoyment from all outings.

- 5.3 That staff are aware that the degree of care required of them should be that of a “careful parent” which would vary with the circumstances and the age of the student.
- 5.4 That expectations of behaviour for all school outings are clarified and that the conditions whereby a student may be refused permission to be included on a school outing are outlined.

6. Day School Outings within South Africa

- 6.1 Day outings may take place during the school day or may extend beyond normal school hours.
- 6.2 Day outings must have the approval of the School Leader.
- 6.3 Members of staff who wish to take students on a day outing must make their request to the School Leader. As much notice as possible should be given.
- 6.4 Specific parental permission is required for any outing.
- 6.5 Students who have a history of inappropriate behaviour may be excluded from the outings.
- 6.6 Once the School Leader has approved the outing, the organiser should:
 - 6.6.1 Forward brief details of the trip to the Dean of Students for inclusion in the calendar; where necessary.
 - 6.6.2 Inform all parents/guardians, giving all relevant information.
 - 6.6.3 Ensure staff members are aware that the outing is taking place and which students are involved.
- 6.7 On all-day outings there must be an appropriate ratio between the number of students and the number of staff traveling. This ratio will vary depending on the nature of the outing and the age of the students traveling. Students in Primary School will require most supervision. In a bus, there should be at least one member of staff in addition to the driver.
- 6.8 Day outings may involve a financial cost to the student. For example, a fee may be charged to cover the cost of transportation to/from events (e.g. sporting events.)
- 6.9 The School will always have the mobile/contact numbers of the Transportation Company and staff member involved in case of delays or any other occurrences.
- 6.10 On occasion it may be suitable for Secondary School Students to travel independently to and/or from an event. In such an instance, the organiser

of the outing must advise parents in advance. Primary Students may not do so.

- 6.11 Where school outings involve the use of contracted private or public transport, the staff member in charge must ensure that all requirements as laid out in the Bus Safety Check document are complied with.
- 6.12 For school outings that extend beyond normal school hours, it is the responsibility of parents/guardians to ensure that arrangements are in place for their son/daughter's journey to/from the School. The organiser of the outing must be informed in advance of these arrangements.
- 6.13 Staff members may not transport any Nova Pioneer students to school functions in their private vehicles.
- 6.14 An Accident/Incident Report Form must be completed for all accidents or incidents which have occurred. The communications process laid out in the Emergency Management Plan must be followed.

7. Overnight School Outings, inside or outside South Africa

- 7.1 Members of staff, who wish to take students on an extended outing (within or beyond South Africa), must submit their request for approval to the School Leader. Included in the proposal, should be the educational or other benefits that the students will derive from the outing.
- 7.2 The number of students participating varies, depending on the nature of the outing and the staff/student ratio will be appropriate to the age group and as recommended by the travel agency.
- 7.3 In the case of the school outing being oversubscribed, priority is given to those students who are studying the appropriate subject. The school reserves the right to refuse any student they deem unsuitable for the outing. Those considered unsuitable would include:
 - 7.3.1 students who in the past have proved unruly or undisciplined on school outings;
 - 7.3.2 students who have a poor discipline record in the school.
- 7.4 Before a student with a medical condition is accepted to participate in a school outing, the school must be confident that they can manage the needs of the student without compromising the health and safety of the student in question, the other students participating or the itinerary of the outing. Each case will be considered on an individual basis in consultation with parents.
- 7.5 The initial letter to parents should contain a draft itinerary and deadline for registering and specify payment requirements e.g. a non-refundable

deposit. Parents must be made aware that the organiser reserves the right to make minor changes to the itinerary.

- 7.6 If a passport is required, parents/guardians should ensure that passports are valid for at least six months following the outing.
- 7.7 It is important to impress upon parents that the onus is on them to ensure that their son/daughter has all necessary up-to-date documentation well in advance of the outing.
- 7.8 Parents should be informed in good time if there are any mandatory or recommended vaccinations for the destination. It is important that parents understand that the onus is on them to make arrangements for their son/daughter to receive all necessary vaccinations.
- 7.9 Students must attend all information meetings and co-operate with all requests pertaining to the outing.
- 7.10 Following receipt of the payment/deposit, parents will receive the Permission Letter and Form, all sections of which must be completed and the form returned to the organiser by specified date. Details of accommodation, travel arrangements, any special local conditions, personal items that the student needs to bring, guidelines for spending money and money for extras such as meals and excursions will also be sent to parents.
- 7.11 Mobile phone communication between teachers/supervisors and students on the outing may be necessary. A list should be made of participants' mobile phone numbers (as given on the Permission Form) and students may be given the mobile phone number of outing organiser (if appropriate), to be carried with them while on the outing. A mobile phone is available from the School, as staff members are not required to give their personal mobile phone numbers to students.
- 7.12 The outing organiser should have two emergency contact numbers; usually this will be the School Leader and the Dean of Students.
- 7.13 If necessary, two members of staff should carry out inspection of rooms or personal property (bags, suitcases etc) with the student present. This will only be done for good reasons based on reasonable grounds, such as concern for physical safety, suspected possession or use of a banned substance or other concerns.
- 7.14 Staff should not have any physical contact with a student's clothing. If a search is deemed necessary, the student should be asked to empty his/her own pockets or to search the clothing that he/she is wearing.
- 7.15 If a student is found to be in serious breach of any of the rules in the School Code of Conduct, the staff in charge must contact the School Leader immediately.

7.16 An Accident/Incident Report Form must be completed for all accidents or incidents which have occurred.

8. Review of Policy

In order to remain relevant, this policy will be reviewed in terms of the Policy Management Policy.

ANNEXURE A: CHECKLISTS

Indemnity Forms

Bus Checklist

Financial Clearance (if necessary)

ANNEXURE B : SCHOOL OUTINGS CHECKLIST

PROPOSED DATE:.....

PROPOSED TIMES OF DEPT. AND RETURN:.....

PROPOSED ITINERARY:.....

CONTENT:

1. What are the Aims/Objectives of the outing?

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2. What are the long/short term activities planned to achieve these aims/objectives?

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3. What activities are planned for the centre(s) visited:

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4. What follow-up activities are planned?

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COST

1. What is the cost involved/

(a) Transport _____ (c) Spending _____.

(b) Visits _____ (d) TOTAL _____.

2. What provision has been made for those who can't afford the cost?:

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SUPERVISION.

1. What ratio of supervision is necessary?: (minimum 15/1)

2. Have additional supervisors been approached?:

Who?.....

3. What arrangements have been made for disabled children (if any in class)?

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4. What alternative arrangements been made in the event of inclement weather?

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Before the tour

venue booked _____

transport booked _____

individual parents informed of travelling embargo on disruptive pupils _____

timetable organised _____

parents informed by standard letter

– itinerary

– timetable

– cost

– lunch arrangements

– clothing necessary _____

agreement on

– spending money

– acceptable behaviour on bus

– extra supervisors _____

Day of Tour

– *tour kits

– cheques for venues

- cheques for bus
- money for coffee
- tip for drivers_____

Check tour kits contain

first aid materials, refuse sacks, illness bags

After Tour

review success of event

send thank you cards