

# GOLDEN GROVE PRIMARY SCHOOL SCHOOL EXCURSION POLICY



**Date reviewed: 22 July 2020**

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## **1. Scope and application**

These guidelines apply to all school excursions organised by public schools in the Western Cape and approved by the Western Cape Education Department (WCED), within the context of school activities as defined in the SASA. It has also been approved by the school governing body.

## **2. Constitutional and legislative framework**

The following constitutional and legislative frameworks underpin these guidelines:

The Constitution of the Republic of South Africa, 1996

The South African Schools Act, 1996 (Act 84 of 1996)

The Regulations on Safety Measures at Public Schools, Government Gazette No. 29376, dated 10 November 2006

The National Road Traffic Act, 1996 (Act 93 of 1996)

The Road Traffic Act, 1989 (Act 29 of 1989)

The National Land Transport Act, 2009 (Act 5 of 2009)

The National Land Transport Transition Act, 2000 (Act 22 of 2000)

The National Road Traffic Regulations, 2000 The Administrative Adjudication of Road Traffic Offences Act, 1998 (Act 46 of 1998)

The Administrative Adjudication of Road Traffic Regulations, 2008

## **3. Policy Statement**

3.1 Educational excursions should provide enriching experiences for learners in a variety of environments.

3.2 If applicable, before course choices are made, parents will be advised that additional expenses may be involved for excursions planned as part of a course, this forms parts of our budgeting processes and the Grade 7 camp is parent funded once the parents are informed of all details.

3.3 Exchange of information between schools and parents should be in writing wherever possible and any verbal communication confirmed in writing.

## **4. Rationale**

4.1 This policy:

4.1.1. covers all excursions including local, abroad and overnight

4.1.2. Sets out requirements to help ensure the health and safety of learners on excursions.

## **5. Definitions**

In these guidelines, any word or expression to which a meaning has been assigned in the SASA, has the same meaning assigned to it, and, unless the context otherwise indicates, –

**“Accompanying adults”** include educators, school administrative staff, parents, activity leaders and volunteers.

**“bus”** means a motor vehicle designed, or lawfully adapted, by a registered manufacturer in compliance with the RTA, to carry more than 35 persons, excluding the driver, subject to section 31 of the RTA.

**“department”** means the Western Cape Education Department.

**“driver”** means any person who drives or attempts to drive any vehicle or who rides or attempts to ride any pedal cycle or who leads or drives any draught, pack or saddled animal, or herd or a flock of animals.

**“educational activity”** refers to any learning activity approved by the Principal, arranged by or for the school, conducted on or off the school premises, and supervised by appointed adults.

**“educator”** means any person (excluding a person who is appointed to perform only extra-curricular duties) who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and educational psychological services, at a school.

**“educator in charge”** refers to the educator who has the responsibility of planning for and conducting the excursion and who has a primary responsibility for the care and safety of the learners.

**“governing body”** means a governing body contemplated in section 16(1) of the SASA.

**“Head of Department”** means the head of the Western Cape Education Department.

**“indemnity form”** refers to a written undertaking, completed and signed by a learner's parent or guardian, not to take civil action against the school, the department and/ or its employees.

**“Informed consent”** means that parents give written agreement to their child participating in an excursion after they have been made aware of the supervision details of the excursion and the risks and associated costs involved.

**“learner”** means any person receiving education or obliged to receive education in terms of the SASA.

**“learner transport”** means the dedicated transporting of learners and educators as contemplated in section 72 of the RTA and does not include the transporting of such persons as part of normal public transport.

**“owner”** in relation to a vehicle, means – (a) a person who has the right to use and enjoyment of a vehicle in terms of the common law or a contractual agreement with the title holder of such a vehicle; or (b) any person referred to in (a) above for any period during which such person has failed to return such vehicle to the title holder in accordance with the contractual agreement referred to in (a) above. **“parent”** means – (a) the biological or adoptive parent or legal guardian of a learner; (b) the person legally entitled to custody of a learner; or (c) the person who undertakes to fulfil the

obligations of a person referred to in paragraphs (a) and (b) towards the learner's education at school.

**"Principal"** means an educator appointed or acting as the head of the school.

**"roadworthy certificate"** means a certificate certifying the roadworthiness of a motor vehicle in accordance with the requirements of the RTA.

**"RTA"** means the Road Traffic Act, 1998 (Act 29 of 1998).

**"SASA"** means the South African Schools Act, 1996 (Act 84 of 1996).

**"school"** means a public school which enrolls learners in one or more grades from Grade R to Grade 12, in accordance with section 12(3) of the SASA.

**"school activity"** means any educational, cultural, sporting, fundraising or social activity of the school within or outside the premises of the school.

**"school fees"** means school fees contemplated in section 39 of the SASA, and includes any form of contribution of a monetary nature made or paid by a person or body in relation to the attendance or participation of a learner in any programme of a public school.

**"supervision"** means the management and control of learners at school and during school activities.

**"water-based excursions"** any excursion where activities occur in, on or around water.

Legal **'duty of care'** requires that accompanying adults should take all reasonable measures to ensure the health and safety of any school learner under their care. This duty of care will arise whenever a learner/school relationship exists. Primary responsibility remains with the educator in charge.

## **6. General principles**

- All school activities must be organised in accordance with the relevant national and provincial legislative requirements.
- It is advisable to plan school excursions well in advance, preferably during quarterly or annual planning sessions.
- Approval of excursions must be requested well in advance.
- A risk assessment must be conducted prior to all school excursions. This assessment must consider, among other things, the following:
  - Financial affordability to learners
  - Relevance to the curriculum or subject
  - Safety, e.g. type of transport to be used, possible weather conditions and environmental risks, such as terrain, snakes, wild animals, water, etc.
  - Health and age of educators and learners

- Extent of supervision required and the planning thereof
- Because excursions fall within the context of the definition of a school activity, the same standard of conduct that is required by the school's code of conduct, as well as the obligation to report learner or educator misconduct or child abuse, applies equally and throughout any tour, camp or excursion, in the same manner as it would in the school context.
- Learners with a disability should have an equal opportunity to participate in excursions. Principals must therefore consider what reasonable adjustments may be made to allow a learner with a disability to participate in an excursion.

## **7. Specific requirements**

- See Annexure A from the Circuit Manager as to the requirements regarding the Application requirements.
- Prior to any excursion taking place, the school governing body and the parents of the learners concerned must be informed in writing in advance.
- The full details of the planned excursion, including the destination, purpose, costs involved, date and time of departure, transportation and eating arrangements, estimated time of return, and the excursion itinerary or programme and lesson plans.
- Whether the excursion will include travelling through areas where there is a risk of disease or violence.
- Signed parental consent forms, granting permission for a learner to participate in the activities for which selection takes place, must be obtained from the relevant parents.
- Parents may not be asked to sign indemnity forms that indemnify the school against any legal action that may arise as a result of undertaking the excursion, nor should learners be refused participation based on the parent's refusal to sign an indemnity form.  
However, parents are expected to sign a consent form allowing learners to attend an excursion. Failure to sign the consent form will result in the learner not being allowed to attend the excursion.
- If some parents do not allow their children to participate in a school excursion which occurs during school hours, the school must arrange an alternative educational programme, which could be normal classes at school.
- Timeline (due dates) for the Application process to be sent to the school governing body as set out in the Operations Manual.

## **8. School Activities**

For the purposes of this policy, school activities are classified into three categories:

Category 1 activities: Standard curricular and co-curricular activities

Category 2 activities: Parallel, but voluntary, enrichment activities

Category 3 activities: Tours, camps and excursions

The rules, arrangements and expectations regarding excursions, or outings related to these activities, are as follows:

### **8.1 Category 1 activities: Standard curricular and co-curricular activities**

8.1.1 These are normal school activities prescribed in curricular documentation (planned curriculum), and/or are part and parcel of the normal school programme. The management of such activities is included in the job description of the Principal in any public school, or in the unwritten, but nevertheless clear, expectations which the department and the community hold of the Principal of an ordinary public school.

8.1.2 These activities fall under the direction and control of school management, and, except at the initial stage (where the school's governing body is required to decide on the subject choice and extramural offering), they are managed independently of control by the school's governing body and the department, except in respect of such oversight procedures, evaluation and appraisal as is embodied in the normal practice of supervision.

8.1.3 The Principal and management team are not required to obtain permission from the governing body or education authorities concerning their implementation.

8.1.4 All learners within a specific subject or group at which these activities are aimed must therefore be given an opportunity to participate in them. When offering opportunities to a learner or group of learners, Section 41 (7)(a) – (d) of the SASA should serve as a guide.

8.1.5 These activities include classroom and other activities which take place on school premises between the normal arrival time of learners at the beginning of the school day, and their departure at the end of the day.

8.1.6 Apart from classroom lessons, they include assemblies, compulsory curriculum-based academic excursions not exceeding one school day in length, co-curricular activities, special functions, interschool matches and activities at a local level.

8.1.7 They are identified and publicised in the information documents and promotional material or activities of the school, e.g. application form, prospectus, orientation meeting for new parents and learners.

8.1.8 They are funded from school fees and there may be no additional charge levied for participation in or attendance at these activities.

### **8.2 Category 2 activities: Parallel, but voluntary, enrichment activities**

Schools offer a variety of parallel, but voluntary, activities aimed at enriching and/or extending the curriculum. These activities include, for example, ***attendance at a film show, a theatre***

*production, a concert or choir, or visits to places of interest* during which the knowledge gained by learners during lessons will be extended to matters beyond, though related to, the curriculum. The following procedures should apply to such activities:

8.2.1 Attendance at these activities is **not compulsory**, and learners who do not participate are not academically disadvantaged as a result of their absence.

8.2.2 The activities take place on or off the school premises, and after school hours.

8.2.3 The school may levy a charge on those learners attending, in order to cover transport costs and entrance fees.

8.2.4 If the activity unavoidably occurs at such time that attendance breaks into the academic programme, permission must be sought by the Principal from the district director or his or her delegate, at least two weeks before the proposed activity takes place.

### **8.3 Category 3 activities: Tours, camps and excursions**

8.3.1 These activities take place off the school premises and require participants to sleep over somewhere other than in their homes or, in the case of hostel boarders, away from the hostel.

8.3.2 Participation in these activities may be compulsory, voluntary or by selection.

8.3.3 Where attendance is compulsory, no charge may be levied, and the activity will be financed from school funds.

8.3.4 Where attendance is voluntary or by selection or invitation, costs will be borne by the parents of participating learners, with the proviso that selection will not be influenced by an inability to pay the prescribed fee, and the school will make every reasonable effort to assist those who cannot afford the fee to be fully or partially funded, e.g. by helping to find a donor or (with the approval of the governing body or finance committee) from school funds.

8.3.5 In respect of such an event, the following permissions are required:

(a) In respect of any activity taking place **outside of the borders of South Africa**:

(i) Initial provisional approval for the proposed activity must be obtained from the governing body in the form of a minuted decision of a quorate meeting of the governing body.

(ii) After governing body approval has been granted, the Principal will approach the Head of Department for permission to proceed.

(iii) Such application must reach the District Director at least twelve (12) months before the proposed departure date.

- (iv) Based on the submission from the school, which will include sufficient detail (e.g. purpose of activity, full itinerary, accommodation and safety arrangements, for an informed decision to be made, the District Director will consider the application and then either reject the proposal or grant provisional permission to proceed. The District Director may require additional information if submitted information does not assist him or her to arrive at an appropriate decision.
  - (v) The decision of the District Director must reach the Principal within 30 days of the receipt thereof.
  - (vi) If provisional permission is granted by the District Director, the school will proceed to obtain approval from the parents of likely participants, at a formal meeting, where the proposed itinerary, programme and projected costs are clearly explained and enumerated.
  - (vii) The proposal to proceed must be put to the meeting, discussed, voted upon and the decision minuted.
  - (viii) If a decision to proceed is passed, the governing body must formally accept the decision of the parent meeting at a meeting of its own.
  - (ix) The minutes of these two meetings must be sent to the District Director at least nine months before the proposed departure date, at which stage the department will either confirm or withdraw its permission to proceed.
- (b) For any activity which takes place **within the borders of South Africa**, but during which the participants are required to sleep over or away from their normal place of residence, the following will apply:
- (i) The activity will be included on the school's normal year plan or programme of activities.
  - (ii) These activities will be discussed and approved in advance by the governing body.
  - (iii) They will be submitted in writing to the District Director or his or her delegate before the end of the school year preceding that in which the activities are due to take place.
  - (iv) He or she will consider the application and either grant or withhold permission for each activity, individually.
  - (v) The District Director or his or her delegate will respond to the application before the start of the new school year.



As part of the preparations for any of the above activities, the school will present relevant details of the activity, including costs, to the parents of likely or prospective participants, and obtain written permission on the Consent Form from parents for their children to participate.

Such written permission will, where relevant, also include the details of any medical conditions, medicines, permission for accompanying adults to act in loco parentis in an emergency, contact numbers and other such details as the Principal may deem necessary.

## **9. Duties, responsibilities and expectations of educators in charge of school excursions**

9.1 Principals are responsible for ensuring that the necessary permission is obtained, depending on the category of activity, and must, where relevant, complete the application form contemplated in Schedule 1 to the Regulations on Safety Measures at Public Schools, published in terms of the SASA, and submit it to the official designated in these guidelines.

9.2 For excursions or tours where permission is required from the Head of Department or District Director or their delegate, the following must be included with the application:

9.2.1 A written description of the arrangements to ensure that learners and staff members not going on tour, for whatever reasons, will continue with their normal school duties and activities;

9.2.2 The excursion or tour programme, with details of proposed dates, routes, places to be visited, duration of the excursion or tour and arrangements for transport and accommodation;

9.2.3 A written statement indicating the number and grade(s) of learners that will be going on the excursion or tour, and the approximate number of male and/or female supervising staff accompanying the excursion or tour party; and

9.2.4 A written indication of how lost teaching time will be made up, if not completely covered by the excursion or tour programme.

9.3 The school must make every reasonable effort to ensure the safety of learners during the excursion or tour, including, but not limited to, the following:

9.3.1 The school must ensure that the learners are under the supervision of a responsible adult at all times, taking into account the gender composition of the learner group;

9.3.2 The educator: learner ratio is at least 1 educator or parent or other adult for every 20 primary school learners, or at least 1 educator, parent or other adult for every 30 secondary school learners; and

9.3.3 The Principal must take all reasonable measures to ensure that those allowed to accompany and supervise learners are suitable for the task.

9.4 Should any learner be on medication while participating in the excursion or tour, the following precautions must be taken:

9.4.1 Parents of such learners must report to the school, in writing, the medical condition of their child before the excursion;

9.4.2 The Principal must provide the supervising educator with a report on the medical conditions of such learners;

9.4.3 Sufficient quantities of medication must be provided by parents for learners who require medication during school excursions; and

9.4.4 Certified copies of doctors' prescriptions for those medications must be provided by the parents of the learners concerned.

9.5 If a learner is injured or falls ill during the course of an excursion, and requires medical treatment, the supervising educator must do the following:

9.5.1 Contact the parent of the learner concerned to obtain written consent for such medical treatment;

9.5.2 Determine whether or not to consent to such medical treatment, if he or she is unable to contact the parent of the learner;

9.5.3 Copies of emergency contacts and procedures and contingency plans are kept in the school and by the teacher in charge of the excursion;

9.5.4 Learners and their parents are briefed beforehand in writing that there may be different social behaviours and cultural expectations with some families. While learners should be encouraged to adapt to these differences, they should be made aware that the educators in charge will support them;

9.5.5 The school attempts to match learners by age, sex and cultural factors and that the parents of billeting learners are aware of certain minimum expectations for accommodation. These should include at least single gender bedrooms and privacy in washing and toilet facilities. Educators in charge should also be aware of any learner's special needs/medical requirements;

9.5.6 Educators must visit learners at their lodgings as often as possible;

9.5.7 If a problem arises, learners are given the opportunity to indicate this in a discreet manner;

and

9.5.8 Educators will have a list of all learners, it will be placed on lodgings doors and roll call will be done twice daily , or more depending on the activities held

## 10. Supervision of learners during an excursion

Before the planned excursion is undertaken, Principals must ensure that, in addition to the requirements stated in paragraph 8 above, the following is considered:

- 10.1 reasonable precautionary measures have been taken in relation to the safety of the participating learners, educators and parents, and that the supervision will be adequate in relation to the number of learners, their maturity, anticipated behaviour and the planned activities;
- 10.2 in cases of extended excursions, supervising educators and accompanying educators recognise their duty to care for the safety and welfare of learners;
- 10.3 the supervising educator and accompanying educators are made aware that they retain the ultimate responsibility for supervision, care and welfare of learners and cannot transfer the responsibility to parents, volunteers or employees of external organisations, such as hotel staff or bus drivers;
- 10.4 in the case of overnight or extended excursions, supervisory and accommodation arrangements are such that no educator or parent is placed in a position where there is a potential for allegations of improper conduct to be made, or where the propriety of their behaviour can be questioned;
- 10.5 any excursions involving swimming, water-based activities or overnight stays are accompanied by an educator who possesses some qualification or training in cardio-pulmonary resuscitation and emergency care;
- 10.6 where possible, that the area or place of the proposed excursion is assessed beforehand to identify potential problems or dangers, and to determine the level of supervision necessary to avoid the risk of injury; and
- 10.7 unscheduled alternative activities by participating learners, which were not originally part of the programme and for which parental consent would normally have been necessary, must not be permitted.

## **11. Transport and transport file**

Arrangements and expectations regarding the transport of learners are subject to a set of regulations of their own. The following indicates the manner in which the regulations can be effectively applied by schools in respect of excursions, tours and normal day-to-day transport arranged by or for the school:

- 11.1 Every school which transport or arranges transport for its learners will keep a transport file.
- 11.2 This file must be inspected and signed by the District Director or his or her delegate at least once every academic year, preferably during his or her first visit to the school each year. The school may elect to invite the District Director or his or her delegate to the school for this purpose.
- 11.3 The file will contain the following:
  - 11.3.1 In the case of a school which has its own vehicles which are driven by staff members:

- (a) A valid roadworthy certificate for every vehicle owned or used by the school to transport learners (The certificate to be renewed annually and replaced by the newly updated document.)
- (b) A copy of a valid professional driving permit for every person who is at any time allowed to drive a school vehicle transporting passengers (This must, likewise, be renewed annually and the latest version filed.)
- (c) Proof that the vehicle is appropriately insured.

11.3.2 In the case of a school which uses an outside transport service provider to transport learners, a certificate must be completed and signed by every transport service provider used by the school.

11.3.3 Whenever a vehicle is used for transporting learners, the staff member in charge of arranging the transport or driving a vehicle transporting learners will carry out a cursory inspection of the vehicle to determine whether it appears to be in sound condition and suitable for transporting the number of learners in the group. This can be done by considering matters such as the following:

- (a) The general appearance of the vehicle
- (b) Whether the windscreen wipers, head-, tail- and brake lights and hand-brake are in working order (Ask for a demonstration before allowing learners to get onto or into the vehicle.)
- (c) Whether the brakes of the vehicle are in sound working order (A brief demonstration can be arranged on or immediately outside the school premises.)
- (d) The condition of the tyres
- (e) The condition of the windows
- (f) The operation of the entrance and exit doors
- (g) The condition of the seating in the vehicle

11.3.4 Every vehicle must be equipped with a fire extinguisher.

11.3.5 If the excursion is for more than one day, the transport company or the owner of the vehicle(s) must provide (a) substitute driver(s) and a transport support system en route.

11.3.6 The Principal, supervising educator or member of the school governing body must liaise with the driver or owner of a bus if an accident must be reported to the police, and must report the accident him- or herself within 48 hours if the driver or the owner fails to do so.

11.3.7 Transport companies or owners must, in addition to the above, comply with the requirements for scholar transport set out in the Regulations for the Administrative Adjudication of Road Traffic Regulations, 2008, in particular Chapter 6, and any other notice requirements.

**12. Policy Amendments**

The school's Governing Body may from time to time amend, supplement, adapt or change this policy.

Signed at: GOLDEN GROVE on this 25<sup>TH</sup> day of JULY 2020



\_\_\_\_\_  
SGB Chairperson (Mr Ahmed Dalvie)



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School Principal (Ms D Petersen)

## **ANNEXURE A:**

**CAMP / EXCURSION : LIST OF REQUIREMENTS : DUE BY ..... (one month before)**

You will need to forward the following documentation:

**A. Educator to provide or complete**

- Deviation form
- Purpose & Grade – Motivation for Camp/ Excursion
- Detailed programme and link to curriculum
- Contract with service provider,
- Transport details, roadworthy certificates, driver's licence details
- Emergency details of all learners while on tour.
- Liability Insurance on the vehicles should there be an accident? Will the learners be covered?
- Supervision names of adults as per Excursion Policy Safety ratio

**B. Principal**

- Minuted approval from SGB for camp
- School Liability Insurance on the learners should there be an accident? Will the learners be covered?
- Excursion policy including Safety Plan