



LAERSKOOL WIERDAPARK
BELEID & PROSEDURE
DOMESTIC AND INTERNATIONAL TOURS
AND EXCURSION POLICY

Laerskool Wierdapark

LSWP – B – L – 0011(E)

Document Development and Approval

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1. NAME OF SCHOOL

Laerskool Wierdapark, Centurion

2. PREAMBLE

- 2.1 This policy is aligned to the GDE Regulations on Domestic and International Tours and supports the principles of applying non-discriminatory practices and procedures for the selection and participation of learners in school tours and excursions.
- 2.2 School tours or excursions are a valuable part of the school programme. Tours or excursions are meant to offer learners a variety of educational/sporting/adventure/cultural experiences outside the formal classroom. These events motivate learners to participate in various school programmes and activities and contribute to the school's objective of holistic education. As there is a higher risk attached to any activity outside school grounds, this policy is drafted in order to minimise such risk and to ensure that all parties involved are aware of their responsibilities.
- 2.3 A school excursion is an official school activity involving a learning experience on or off the school site. The activity is initiated, organised and supervised by the school, approved by the District Director or HOD, or his or her delegate or the MEC.
- 2.4 The nature of an excursion may vary from a brief visit to a local place of interest to an extended journey over a number of days and requiring overnight accommodation.
- 2.5 An excursion may take place within an official school week or term, with permission from the District Director or the HOD, or his/her delegate and/or the MEC.
- 2.6 Because excursions fall within the context 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 the excursion, in the same manner as it would in the school context.

3. PURPOSE OF THE POLICY

- 3.1 The School Governing Body of the School developed the policy to assist Educators in the planning, budgeting, organisation, selection and participation of learners in school tours and excursions.
- 3.2 The purpose of the policy is to provide educational, psychosocial and personal development of a learner through curricular and extracurricular activities offered by the school including school tours in order for the learner to participate actively in community life.

4. OBJECTIVES OF THE POLICY

-
- 4.1 To set out for the planning, approval and management of school tours,

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- 4.2 To provide procedures for the selection of learners and Educators for school tours on the basis of criteria that does not unfairly discriminate against anybody, including learners who are unable to pay or has not paid school fees.
- 4.3 To promote the safety of learners on school tours, including emphasizing the duties of Educators accompanying school tours.

5. SCOPE OF APPLICABILITY

- 5.1 This policy applies to domestic, international tours and excursions undertaken by the School or under the auspices of the school and approved by the GDE, within the context of school activities as defined in the South African Schools Act, 84 of 1996 (hereinafter SASA) and any relevant provincial legislation and/or policies.

6. TERMINOLOGY AND ACRONYMS

6.1 Terminology

Term	Explanation
Adventure Activities	Adventure activities are activities that involve greater than normal risk - there are additional mandatory safety guidelines associated with these activities.
Auspices	Means with the help, support, protection and sponsorship of a particular person or organization.
Bus/Midi Bus/Iveco/Quantum	Means a motor vehicle designed, or lawfully adapted, by a registered manufacturer in compliance with the Road Traffic Act, 1998 (Act 29 of 1998), to carry more or less than 35 persons, excluding the driver, subject to section 31 of the Road Traffic Act.
Budget	a. Means a financial document which shows the estimated income and expenditure of the school for the following financial year. b. The estimated costs and expenditure involved for the school to host or send learners and supervisory staff on an excursion or tour.
Tours/Excursions	Tours/excursions are excursions involving at least 1 night's accommodation (including school sleep-overs on school grounds). Tour/excursions are undertaken at accredited residential tour/excursion sites or under shelters such as tents where accredited staff and school staff are always present to jointly supervise activities especially with safety of learners in mind.

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Term	Explanation
Charter Service	Means a public transport service operated by road, involving the hire of a vehicle and a driver for a journey at a charge arranged beforehand with the operator, where – (a) neither the operator nor driver charges the passengers individual fares; (b) the person hiring the service has the right to decide the route, date and time of travel; and (c) the passengers are conveyed to a common destination and back to the school or other destination.
Code of Conduct and Rules	Means the Code of Conduct and rules of the school for learners of the school.
Department	Means the Gauteng Department of Education
District Official	Means the IDSO appointed for the school who has to recommend the approval for the tour/excursion.
District Office	Means the District Office of the Department in the educational district in which the public school concerned is located
District Director	Means the officer of the department responsible for the administration of education in a particular educational district
Domestic Tours	Means tours undertaken within the borders of the province or the country.
Driver's License	Means a driver's license referred to in the National Road Traffic Act, 1996 (Act 93 of 1996).
Educator	Means any person (excluding a person who is appointed to exclusively perform extra-curricular duties) who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and educational psychological services, at the 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. He/she is also referred to as the Tour Manager in this policy.
External rescue provider	Refers to any adult who holds appropriate rescue and resuscitation qualifications and who may be contracted to provide a professional service for a fee or is an employee of an external agent e.g. a commercial lifeguard.
Excursion	Means, for the purposes of this policy, any trip undertaken by learners,

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Term	Explanation
	approved by the GDE and made under the auspices of the School that does not require an overnight stay. This would include any sporting/cultural/educational/ water or aquatic event or fixture held away from the School's grounds.
International Tours	Means tours undertaken outside the borders of the country.
Learner	means any enrolled learner at the school receiving education or obliged to receive education in terms of the Schools Act, 1996
One-day tour	means any excursion by learners organised or approved by or made under the auspices of any public school or public schools in the Province that does not exceed one day in duration
MEC	Refers to the Member of the Executive Council for Education in the Province.
Member of staff	Means a person employed by the school.
Parents	Means 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
Regulations	Means the GDE Regulations on Domestic and International Tours for Learners at Public Schools, 2012 as published by the Gauteng Department of Education on 11th May 2012
Risk Management	The identification, analysis, assessment and prioritisation of risks to the achievement of an objective. Risk management involves the coordinated allocation of resources to: a. minimise, monitor, communicate and control risk likelihood and/or impact, or b. maximise the potential presented by opportunities. Risk management includes coordinated activities to direct and control risks to the achievement of an objective.
Tour	Means any organised educational/sporting trip by learners organised or approved by or made under the auspices of any public school or public schools in the Province
School	Means Laerskool Wierdapark which enrolls learners in one or more grades from grade R to grade 7

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Term	Explanation
	activity of the school outside the school premises.
School Governing Body	Means a governing body contemplated in section 16 (1) of the Schools Act, 1996.
Supervision	Means the management and control of learners of the school during school activities on a tour or excursion in a safe manner.
Supervisory Team	Means all adults who supervise an excursion.
Water-based Excursions/Activities	Means any excursion where activities occur in, on or around water and which may present risks to the safety of learners.

6.2 Acronyms

Acronyms	Explanation
HOD	Head of Department of Education
MEC	Member of Executive Council for Education
MIC	Educator in Charge
SGB	School Governing Body
SMT	School Management Team

7. LEGISLATIVE FRAMEWORK

- 7.1 The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended.
- 7.2 The South African Schools, 1996(Act No. 84 of 1996), as amended.
- 7.3 The National Education Policy Act, 1996 (Act No.27 of 1996), as amended.
- 7.4 Employment of Educators Act, 1998 (Act No. 76 of 1998), as amended.
- 7.5 South African Council of Educators, 2000(Act No. 31 of 2000), as amended.
- 7.6 The GDE Regulations on Domestic and International Tours, 2012 (Provincial Gazette No.129 of 11 May 2012).
- 7.7 Regulations for Safety Measures at Public Schools (Government Gazette 22754/2001: Notice 1040).
- 7.8 The National Road Traffic Act, 1996 (Act 93 of 1996) and all related legislation.
- 7.9 Gauteng Education Act.
- 7.10 Criminal Law (Sexual Offences and Related Matters) amendment Act, Sexual Offences Act, Act 32 of 2007 as, amended and Regulations.
- 7.11 Protection of Personal Information Act, 2013, Act 4 of 2013 as amended and Regulations.
- 7.12 Child Justice Act, 2008, Act 75 of 2008, as amended and Regulations.
- 7.13 Protection from Harassment Act, 2001, Act 17 of 2001, as amended and Regulations.
- 7.14 Children's Act, 2005, Act 38 of 2005, as amended and Regulations.

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- 7.15 Guidelines for the Consideration of Governing Bodies in Adopting a Code of Conduct.
- 7.16 Regulations to Prohibit Initiation Practices in Schools.
- 7.17 Regulations for Devices to be Used and Procedure to be followed for Drug Testing.
- 7.18 National Policy on HIV, STIs and TB for learners, educators school support staff and officials in all primary and secondary schools in the Basic Education Sector.
- 7.19 SACE Code of Ethics.
- 7.20 The Public Service Act, 1994, as amended.

8. RELEVANT POLICIES AND PROVINCIAL CIRCULARS

- 8.1 GDE Internal Memo on Regulations and Excursions and School Tours dated 28 January 2020.
- 8.2 GDE Memo: Checklist for Tours and Excursions dated 28 January 2020.
- 8.3 The School Health and Safety Policy.
- 8.4 The School Code of Conduct for Learners, School Rules and related policies and legislation.
- 8.5 The School's Policy for Sport and Extra Mural Activities.
- 8.6 School Transport Policy.
- 8.7 The Schools Medication Policy.
- 8.8 The School's Anti-Smoking and Vaping Policy.
- 8.9 The School's Cell Phone policy.
- 9.10 School's Search and Seizure Policy.

9. POLICY STATEMENT

9.1 General Principles

- 9.1.1 All school activities must be organised in accordance with the relevant national and provincial legislative requirements.
- 9.1.2 It is advisable to plan school excursions/tours well in advance, preferably during quarterly or annual planning before the annual general meeting of parents.
- 9.1.3 School excursions/tours must be approved and authorised by the school principal and the SGB. Where there is more than one school involved, the principals of all participating schools and their SGB's should approve and authorize the excursion before seeking permission from the GDE.
- 9.1.4 Final approval must be obtained by the principal by way of application to the GDE in accordance with the approved procedures as determined by the GDE.
- 9.1.5 A risk assessment must be conducted prior to all school excursions/tours where the cost is borne or not borne by the school. This assessment must consider the following
 - a. Financial affordability to learners.

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- b. Relevance to the curriculum or a subject.
- c. Safety, e.g. type of transport to be used, possible weather conditions, activities and water activities and other adventure activities.
- d. Health and age of Educators and learners.
- e. Experience of tour managers and Educators.
- f. Ratios for learners to Educators and adults on tour.
- g. Safety ratings of places that present activities and certificates of qualifications of coordinators of activities and staff.
- h. Testimonials of other users.
- i. Cell phone connectivity.
- j. Age of learners.
- k. Crisis management.
- l. Accommodation and meals (for overnight excursions).
- m. Management of discipline issues.
- n. Possible use of alcohol, tobacco, vapers, nicotine pouches, unauthorised medication and drugs by learners.
- o. Medication use by learners and allergies.
- p. First aid and critical incident planning.

9.2 Procedures for the planning and budgeting of school tours

- 9.2.1 The School's governing body plans and budgets for school tours/excursions in the third term of the year preceding the implementation and presents the budget to an annual general meeting of parents in October of the same year in preparation for the following year.
- 9.2.2 The annual budget of the school will take into consideration the full costing of tours/excursions for the whole year and will not include the cost of school tours/excursions in the school fees and will budget for buses/transport where appropriate
- 9.2.3 The costing of tours is calculated on the basis of funds budgeted for and other funds to be raised by the school for purposes of the tour and does not include any anticipated voluntary contributions from parents towards tour costs, although parents are free to make voluntary contributions for learners who have been selected but cannot afford to pay the tour costs.
- 9.2.4 The nature of the activity determines whether a school tour is planned for during weekdays, weekends or holidays. The School Year Planner and Calendar will indicate the tours each year.
- 9.2.5 The school plans for academic tours as one day tours while domestic tours for sporting or cultural activities are planned for as weekday or weekend activities including holidays.

9.3 Procedures for The Approval of School Tours

- 9.3.1 No tour may be undertaken without prior approval of the Department at the following levels:

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- a. The District Director only approves tours within the Province and will recommend tours outside the province for approval by the DDG: Curriculum Management Delivery [delegated authority].
 - b. The DDG: Curriculum Management Delivery [delegated authority] approves tours that will be undertaken outside the province and will recommend international tours for support of the HOD and approval of the MEC.
 - c. The MEC approves international tours and tours for water safety. The SGB must apply 3 months in advance for such tours and one month in advance for tours on Gauteng.
- 9.3.2 The SGB presents the annual budget of the school at an annual general meeting of parents in October of every year for approval in preparation for the following year.
- 9.3.3 Undertaking of tours is subject to submitting an application to tour on prescribed forms with the necessary supporting documents to the District Office of the Department at least 3 months prior to the departure date of the tour outside of Gauteng for approval by the HOD/MEC and one month before tours within Gauteng for the approval of the District Director or in special circumstances, within such shorter period as the District Director may allow.
- 9.3.4 The school will submit to the District Director/Head of Department/MEC a final written list of all learners, educators and other participants selected for the tour after a tour has been approved. The school will seek approval for the tours through the IDSO who will ensure that the relevant approval is sought in respect of the various tours and inform the school accordingly.
- 9.3.5 In cases of shorter notice received or needed for a tour or where the school was not satisfied with the reasons or the disapproval of an application, the school will, in terms of the procedures set out in the Regulations on Domestic and International Tours, 2012 (Provincial Gazette No.129 of 11 May 2012), may lodge an appeal to the HOD.

9.4 Procedures for The Management of School Tours

- 9.4.1 The school regards academic/sport/cultural/leadership training school tours as part of the normal school educational programme. Depending on the programme for the tour, academic school tours are undertaken during weekday afternoons or as a full one-day tour. Domestic tours of a sporting or cultural nature are undertaken during weekends or holidays.
- 9.4.2 Parents are notified in writing 4 weeks in advance before such a school tour is undertaken with all the logistical and financial arrangements for the tour included.
- 9.4.3 International tours are arranged for the enrichment of learners in the areas of Natural Sciences and Technology, sport, cultural, the Visual and Dramatic Arts, Music and the geographical exploration of the country visited. In the case of International tours, parents are informed 3 months in advance before such a school tour is undertaken with all the logistical arrangements for the tour included.

9.5 Selection of Learners for Public School Tours

- 9.5.1 Participation in a school tour is a privilege and not a right.

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- 9.5.2 Every learner who is admitted to the School is admitted to the total school programme which includes all curricular, co-curricular and extra-mural programmes or activities offered by the school, including tours organised or approved by or made under the auspices of the school.
- 9.5.3 The School selects learners for school tours based on the principles of merit, redress, equity and representivity including participation.
- 9.5.4 No learner at the School will be unfairly discriminated against or excluded from any school tour selection policy or practice including on the grounds that the learner's parent is unable to pay or has not paid any school fee except on the basis of non-participation in the activity for which the tour is intended or on any other fair basis.
- 9.5.5 The provisions of this policy shall not apply to parents who are eligible to automatic and total school fee exemption in terms of applicable law, including child-headed households, but this does not exclude voluntary contributions from the parent towards costs.
- 9.5.6 The School may exclude learners from any excursion or tour on the basis of non-participation in the activity for which the excursion/tour is intended.
- 9.5.7 The School may exclude any learner from any excursion or tour on the basis of a poor disciplinary or behavioural record.

9.6 Fundraising for A School Tour/Excursion

- 9.6.1 The fundraising committee of the SGB will organise the necessary fundraising activities per term. The committee will involve parents and learners in their fundraising activities and allocate duties to parents who volunteer to assist.
- 9.6.2 Fundraising activities will only take place during weekday afternoons and evenings or on weekends. Only curriculum-related activities can be scheduled to take place during school hours, for example, market day, mini cake and candy sale, etc.
- 9.6.3 The SGB reserves the right to cancel a tour if it is deemed not financially viable and may put an unnecessary strain on the finances of the school.

9.7 Safety of Learners on Tour/Excursions

- 9.7.1 The school must take all reasonable measures to ensure the safety of learners and other staff on tours, including:
- a. The ratio of 1 educator for 20 learners is the norm for school tours but where the activity has higher risks e.g. water activities the ratio must be increased.
 - b. Insuring against accidents, injuries, general medical expenses, hospitalisation and theft that may occur on tour/an excursion.
 - c. Ensuring that learners are under the supervision of an accompanying Educator or Educators at all times on tour/excursions taking into account the gender composition of the learner group.
 - d. Ensure that all the necessary signed parental consent forms and medical forms are available during

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- every activity, which includes parents' information and alternative contact numbers should parents not answer their phones.
- e. 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 but all parents must only sign consent forms which includes medical details of learners.
 - f. If some parents do not permit their child(ren) to participate in a school/tour excursion, the school must arrange an alternative educational programme, which could be normal classes at school.
 - g. The school must ensure that every learner has the required safety equipment before participation in any activity with an inherent risk. A life jacket or other flotation device should never be an excuse to ignore other water safety issues. Life jackets alone are not enough when it comes to staying safe around water.
 - h. Safety certification should be obtained from an activity centre to ensure all staff are suitably qualified and well versed in safety procedures and safety equipment and first aid.
 - i. Volunteers or helpers are screened before the excursion.
 - j. 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 or available from a service provider to avoid the risk of injury.
 - k. Unscheduled alternative activities by participating learners, which were not originally part of the programme and for whom parental consent would normally have been necessary, must not be permitted, e.g. horse riding, water activities.

9.8 Water-Based Activities and Risk Assessment

- 9.8.1 All Applications for water-based activities must include full details of safety plans regarding:
- a. A list containing the names of all Educators and supervisors that will physically be present at the water-based-activities.
 - b. Ensuring that each learner has the required safety equipment such as life jackets.
 - c. Learners who cannot swim or who are poor swimmers. Information to be kept confidential and must not engage in any activities that may endanger their lives even with life jackets.
 - d. Parents must indicate on consent forms of learners are able to swim and other medical. Allergy, chronic disease and ability concerns.
- 9.8.2 The safety measures regarding water activities apply to any swimming or water sports activities at –
- a. Any swimming pool;
 - b. Any natural swimming hole;
 - c. Any canal;
 - d. Any river or other form of flowing water;
 - e. Any dam or other body of water; or

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- f. The ocean.
 - g. Any water tube or water slide.
- 9.8.3 The principal/person in charge as delegated by the principal must ensure that learners are supervised during all swimming/water activities, during visits to the sea, rivers, swimming pools/water slides and dams or any other body of water, and when they are taking part in any water sports or exercise for water sports.

9.9 Involvement of Learners

- 9.9.1 One of the key aims of participating in activities such as camps and excursions is to encourage learners especially learners from Grade 5 onwards to develop responsible attitudes.
- 9.9.2 They should therefore be involved, depending on age and maturity, in as many facets of planning as possible, ranging from food, clothing requirements and health strategies for minimizing the compromising of their own safety and of others.
- 9.9.3 Learners inclusivity Camps and Excursions are inclusive, and all learners within the specific learning group are to be given the opportunity to participate. Unless exceptional circumstances exist, all learners should have the opportunity to participate in a camp or excursion.
- 9.9.4 Costs should be organised to ensure that there is no undue financial burden imposed upon individual learner of the group or their families.
- 9.9.5 The support needs of learners with disabilities or medical conditions will require careful consideration and consultation with parents and caregivers. Appropriate support should be provided for these learners so they can access the learning experiences available through camps and excursions.

9.10 Site Selection and Risk Identification and Assessment

- 9.10.1 It is highly desirable for educators to visit sites before a planned camp/outing takes place to ensure suitability for specific objectives.
- 9.10.2 In order to ensure that the camp /excursion is conducted safely and to satisfy safety requirements inspections of the area and site must be undertaken prior to the event and take account of the following:
- a. Terrain and other local conditions;
 - b. Facilities available;
 - c. Communication systems for emergencies;
 - d. Hygiene of kitchen and ablution facilities;
 - e. Anticipated weather conditions and how learners are protected;
 - f. Likely problems or hazards, e.g. Old mine shafts and quarries, savage dogs, hazardous water, snakes, spiders, wasps, flash floods, mudslides, rock falls, avalanche, cliff collapse, lightning etc.

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- g. equipment required for the safety and comfort of all participants are available, safe and in working condition;
 - h. Access and safety for any participants who are disabled or who have other challenges;
 - i. Appropriateness of activities and equipment required to achieve planned learners learning outcomes;
 - j. Easy means of accessing medical and emergency services;
 - k. The site owners and instructors have strategies for enacting an emergency evacuation plan and/or any other contingency plans and a qualified first aider is on site with the accredited qualifications;
 - l. Fully stocked first aid kits, neck braces and body boards/stretchers available and first aiders on site;
 - m. Use of CCTV facilities to monitor swimming facilities;
 - n. Sleeping facilities are clean and sanitary and in good condition especially tents;
 - o. Lightning and severe weather precautions are in place;
 - p. Bunk beds are safe. No learners under the age of 11 to sleep on top tiers and bunkbeds must have side rails high enough to prevent learners rolling off;
 - q. Playground equipment, swimming pool fenced off with locked gate, maintenance (water clear so that you can see the bottom), rescue equipment, CCTV surveillance that is working with current date and timelines recorded etc.;
 - r. contingency procedures, e.g. for a lost camper;
 - s. fire safety standards.
- 9.10.3 The safety of playgrounds, literia course and structures such as low ropes challenge courses, requires particularly close scrutiny to ensure it is safe and a safety certificate must be made available.
- 9.10.4 On-site hazardous machinery and substances must be suitably housed and not used while learners and leadership team members are present and not accessible to learners.
- 9.10.5 This forms of transportation to the sites and activities conducted while there must be safe.
- 9.11 Safety Hazards**
- 9.11.1 To ensure child/learners and staff safety planning must therefore commence with the following:
- a. identifying and evaluating hazards;
 - b. developing and implementing risk control strategies.
 - c. The assessment must be conducted and documented before the camp or excursion takes place and should occur before the principal and District/GDE HOD gives approval. It must be performed in consultation with all members of the leadership team, including voluntary workers, and their work group's health and safety representative.
- 9.11.2 In determining appropriate risk minimisation, educators must observe the following hierarchy of measures and ensure activities are age appropriate:
- a. this can include thing such as: ensuring the use of safety belts in cars, substituting a safer activity for a dangerous one;

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- b. increasing the child/learners – adult ratio'
- c. the use of personal protective equipment such as sunscreen and hats to protect against UV radiation.

9.11.3 Planning for safety also requires consideration of the provision of suitable information, instruction and training and supervision. The hazard assessment of the camp or excursion must therefore also include the following:

- a. the level of supervision required;
- b. the competence of instructors (educators and volunteer and external site instructors)
- c. the methods of determining competence, e.g. certificates issued by recognised training institutions or accreditation bodies.

9.12 Hygiene

9.12.1 The hazard assessors must be satisfied that the excursion or campsite facilities are clean, hygienic and in good repair.

9.12.2 Hygiene includes the following:

- a. vermin-free facilities, particularly food preparation areas;
- b. well ventilated sleeping quarters;
- c. age appropriate access and toilet facilities suitable for participants with a disability;
- d. lidded receptacles for the temporary storage of kitchen refuse and other garbage, emptied daily;
- e. menus and food preparation are safe and the facility caters for special diets such as diabetics and vegan learners.

12.13 Crisis Communication Plan

12.13.1 A cellular phone should be immediately available in case of an emergency situation during any tour activity.

12.13.2 Plans for access to emergency transportation and early notification of a physician or emergency room to be in place.

12.13.3 Parents should be immediately notified not only for information but also for the purposes of planning of immediate or follow-up care.

12.13.4 All illnesses and injuries should be thoroughly documented on an Incident Form and reported to the District. The form should be kept on file for at least three years.

12.13.5 The Educator/tour manager should obtain a report from the medical personnel who handle an incident.

12.14 Appointment of Tour Manager and Educators to Accompany Learners on tour or an Excursion

12.14.1 The school governing body will appoint a tour manager and identify Educators/coaches for accompanying learners for each tour in consultation with the School Management Team in writing.

12.14.2 Each tour manager appointed by the school governing body will take the overall responsibility for the tour; he or she is appointed for.

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12.14.3 The SGB will ensure that at least one Educator accompanies every 20 learners or part thereof on any tour; and in the case of a tour in which both male and female learners are participants, at least one - male Educator accompanies every 20 male learners.

12.14.4 The SGB and the SMT will ensure that the tour manager and accompanying Educators are briefed on their duties in keeping with the rest of this policy.

12.15 Duties of Tour Manager and Educators Accompanying Tour

12.15.1 The tour manager and every Educator accompanying a tour are on duty for the entire duration of the tour; bound by all codes of conduct or dress as may be determined by the governing body of the school, and bound by all codes of conduct applicable to the teaching profession.

12.15.2 A daily itinerary must be available to all on the tour and provided to parents beforehand and included in the application to the GDE for approval of the tour/excursion.

12.15.3 Make sure the IDSO is informed of the tour/excursion and acknowledges that he/she is aware of the tour/excursion.

12.15.4 That the ratio of learner to educator of 1:20 is adhered to but is increased where more risk is involved such as water activities.

12.15.5 The tour manager and every Educator accompanying a tour will, as far as is reasonably practicable take all reasonably practicable steps to:

- a. Ensure that a list with all the relevant details of all tour participants (adults and learners) are in his/her possession at all times;
- b. ensure the safety of learners at all times;
- c. supervise the activities of learners at all times where this is reasonably practicable, enforce the discipline and safety rules of the tour at all times, and take appropriate corrective action whenever necessary;
- d. Take roll call at the start and end of any activity and any time during any activity;
- e. ensure that all reasonable measures are taken to transport learners safely during the tour;
- f. ensure that all learners are accommodated safely in the lodgings specified in the tour itinerary;
- g. make appropriate reasonable arrangements for the safekeeping of the travel documents, such as passports, visas and inoculation certificates; tour funds and learners' valuables; and remind learners to take their prescribed medication, where applicable, at the prescribed intervals.
- h. make reasonable attempts to contact the parent of the learner if a learner is injured or falls ill during a tour and requires medical treatment in order to obtain consent for such medical treatment;
- i. determine whether or not to consent to the medical treatment if the tour manager is unable to contact the parent of the learner;

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- j. ensure that there is at least one educator available for male learners and another for female learners for any emergency during the tour activities and after hours;
- k. no educator, parent, volunteer or employee of the service provider may smoke or vape in front of any learner; and
- l. no educator, parent or volunteer or staff of the service provider may use or have in their possession any beverage with any alcohol content during the tour/excursion or consume any such beverage.

12.16 Duties of the Parents/Volunteers On a Tour/Excursion

12.16.1 The SGB /School will communicate to parents the following responsibilities required of them:

- a. to complete all necessary documents, including the consent form and medical questionnaire.
- b. if any learner is on medication [especially chronic medication] and will require that medication while on tour, the parent must:
 - I. ensure that the learner has sufficient quantities of medication for the duration of the tour, especially learners with comorbidities such as asthma, allergies that can cause encephalitic shock, epilepsy and any other chronic condition;
 - II. complete the medical questionnaire attached as Schedule to the policy;
 - III. ensures that the school has updated information on any changes to the medication requirements of the learner.
 - IV. ensure that the learner and the tour manager are in possession of the original doctor's prescription;
- c. consent - The School will require every parent, of a learner who has been selected to tour to consent in writing prior to the date of departure of the tour, to the learner's participation in the tour and to matters ancillary thereto in the form of Schedule 3 attached to the policy. Such consent forms with the required medical information to be available during the tour during every activity and copies filed at the school which will be easily accessible during the tour the filed for at least three years at the school.

12.17 Information Provided to Parents and the GDE

12.17.1 The school will provide the parent of every learner who has been selected for a tour with the following information -

- a. a copy of the invitation letter to participate in the tour clearly stating the purpose of the tour and when the tour is scheduled to take place.
- b. the nature of activities that the learner will be engaged in on tour and the possible risks involved;
- c. the full itinerary of the tour, with relevant contact details of tour participants, hosts and accommodation service providers;

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- d. the number, names and contact details of the tour manager and other Educators who will accompany the learners on tour;
- e. the transport and accommodation arrangements and arrangements for set meals on tour;
- f. the travel documents, such as passports, visas and inoculation certificates, where applicable, that will be required and where they can be obtained;
- g. the arrangements for the safekeeping of tour funds and learners' valuables;
- h. the arrangements that will be made to ensure the safety of learners and Educators while on tour;
- i. the discipline and safety rules regarding the tour and the consequences of failing to comply with the rules.
- j. any other matters ancillary thereto.

12.18 School Transport

12.18.1 Should the school make use of vehicles of school owned vehicles for transporting learners the school must ensure that:

- a. such vehicles have insurance and roadworthy certificates as well as public transport permits;
- b. drivers of such vehicles are in possession of a valid driver's license and a professional driving permit; and
- c. the drivers comply with a code of conduct provided by the transporting agency and by the school if they use the school's buses.

12.19 Private Transport Service

12.19.1 When using buses owned by a transport company or private owner, the school must ensure that the transport company or the owner of the vehicle(s), provide(s):

- a. the school with certified copies of the following documents:
- b. the roadworthy certificates for each vehicle;
- c. its passenger liability insurance policy; and
- d. the valid driver's license(s) and professional driving permit(s) of the driver(s).

12.19.2 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 on the route to the destination. Each vehicle must also have a fire extinguisher and a first aid kit.

12.19.3 The principal, supervising Educator or member of the school governing body must intervene if there is any doubt about the roadworthiness of the vehicle(s) or the competence of the driver(s) of the vehicle. They should conduct a cursory inspection of the bus to determine its roadworthiness to transport learners safely.

12.19.4 The following should be noted during an inspection:

- a. The condition of the tyres of the bus.
- b. The firmness of the windows.

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- c. The operation of the entrance and exit doors.
- d. The firmness of the seating in the bus.
- e. The general appearance of the bus.
- f. Whether the windscreen wipers, head-, tail- and brake lights, and handbrake are in working order.
(Ask for a demonstration before leaving.)
- g. Whether the brakes of the bus are in sound working order. (A brief demonstration can be arranged on or immediately outside the school premises.)

12.19.5 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 himself or herself within 48 hours if the driver or the owner fails to do so.

12.19.6 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 which may, from time to time, be published in terms of such Regulations.

12.20 Tour Report

12.20.1 The principal will within one month of concluding a tour submit a full report on the tour completed on Schedule 4 accompanied by the tour register on Schedule 5 to the governing body of the school and to the District Director at the District Office.

12.20.2 The tour report will contain:

- a. a full statement of income and expenditure, indicating the funds derived from fund-raising activities or sponsorships, the contribution of the school, a statement of how funds were spent and a statement of any surplus or deficit;
- b. an indication of how any surplus or deficit will be dealt with;
- c. an accident and injury report, if applicable; and
- d. an account of any other serious incident including acts of serious misconduct committed by learners or Educators.

12.20.3 An accident and injury report will state-

- a. the description of any accident or injury;
- b. the date, time and place of the accident or injury;
- c. the procedures followed in dealing with the accident or injury;
- d. the name of the Educator or Educators on duty at the time of the accident or injury; and
- e. how and when the accident or injury was reported to the parents of the learner concerned.

13. AMENDMENT OF THE POLICY

This Policy may be amended, supplemented, modified or altered from time to time by the SGB

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14. APPROVAL AND VERIFICATION:

Short Title	Laerskool Wierdapark Domestic and International Tours Policy
Start date	1 July 2024
Validity	6 July 2018

15. ANNEXURES

ANNEXURE A: Schedule 1: application to the GDE for tour approval

ANNEXURE B: SCHEDULE 2: Parent Medical Questionnaire

ANNEXURE C: SCHEDULE 3: Parental Tour Consent Form

ANNEXURE D: SCHEDULE 4: Tour Report

ANNEXURE E: SCHEDULE 4: District Tour/Exclusion Coversheet

ANNEXURE F: Checklist For Tours And Excursions

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ANNEXURE A: SCHEDULE 1: Application To The GDE For Tour Approval



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SCHEDULE 1: APPLICATION TO THE GDE FOR TOUR APPROVAL

Note: This application form must be completed by the Principal and the Governing Body of the applicant public school.

1) DETAILS OF SCHOOL

1.1	District	
1.2	Name of school	
1.3	School EMIS number	
1.4	Name of principal	

2) GOVERNING BODY CONTACT DETAILS

	SGB Member	Full names	ID Number	Telephone/Cell No.	Term of office expiry date
2.1	Chairperson				
2.2	Secretary				
2.3	Treasurer				

3. DETAILS OF THE TOUR

3.1	Indicate by placing a (x) in the appropriate column, the type of tour that is being undertaken		
	Within the Province (District Director Approval)	To another Province in South Africa (HOD approval)	International (MEC Approval)
3.2	Purpose of tour and details of the planned activities of the tour. (include a full itinerary)		
3.3	General details of the tour		
	Destination		
	Departure date		
	Return date		
	No. of learners who will be undertaking tour		
	Name of Tour manager		
	Contact details of tour manager on tour		

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	No. of accompanying Educators			
	Daily itinerary with detailed activities included with application			
	Application time lines adhered to			
3.4	Details of accompanying Educators including contact details on tour			
4.	Details of funding arrangements for tour	Amount		
	4.1 Cost of school tour per person:			
	4.2 Travel:			
	4.3 Accommodation			
	4.4 Catering			
	4.5 Attire:			
	4.6 Competition costs			
	4.7 Sundries:			
	Total:			
5.	Support strategy for the tour, including fund raising activities:			
6.	Transport Details for School Tour (It is essential that 6.1. & 6.2. is completed when the tour application is made)			
	6.1 Name of company and owner providing transport			
	6.2 Road worthy certificate / s:			
	a) Date of issue		b) Expiry date	
	6.3 Details of primary driver:			
	a) Name of the Driver			
	b) Driving Licence number and code			
	c) Expiry date of licence			
	d) Expiry date of professional Driving Permit			
	e) Company / vehicle owner's Insurance (Name & Policy number)			
	6.4 Details of substitute driver			
	a) Name of the Driver			
	b) Driving Licence number and code			
	c) Expiry date of licence			
	d) Expiry date of professional Driving Permit			
	e) Company / vehicle owner's Insurance (Name & Policy number)			
6.4	Accommodation arrangements during tour			

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	6.5.1 Type of accommodation to be used	
	6.5.2 Number of persons per room:	
6.5	Accommodation arrangements during tour	
	6.5.1 Type of accommodation to be used	
	6.5.2 Number of persons per room:	
7.	Documents to be submitted with application (Copies of the following documents must be submitted)	
	7.1 Details of learners undertaking tour.	
	7.2 A full itinerary.	
	7.3 Confirmation that consent forms have been obtained from the parents of learners who will be undertaking the tour.	
	7.4 Confirmation of medical questionnaire obtained from the parents of learners who will be undertaking the tour	
	7.5 The approval from the National Sporting Federation, where applicable	
	7.6 A letter of invitation where applicable.	
	7.7 Other (please specify):	

8. SIGNATURE OF PRINCIPAL AND SGB CHAIRPERSON

Name of Principal	Signature	Date
Name of SGB Chair	Signature	Date

9. DISTRICT DIRECTOR AND IDSO

9.1 Approval/Recommendation (Place an X in the appropriate block)

Tour approved	<input type="checkbox"/>	Tour recommended	<input type="checkbox"/>
Tour approved with amendments	<input type="checkbox"/>	Tour recommended with amendments	<input type="checkbox"/>
Tour declined	<input type="checkbox"/>	Tour not recommended	<input type="checkbox"/>

COMMENTS/AMENDMENTS/REASON FOR NON APPROVAL/NON RECOMMENDATION

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9.2 SIGNATURE OF DISTRICT DIRECTOR:

Name of District Director	
Signature	
District	
Date	

10. HEAD OF DEPARTMENT

10.1 Approval/Recommendation (Place an X in the appropriate block)

Tour approved	<input type="checkbox"/>	Tour recommended	<input type="checkbox"/>
Tour approved with amendments	<input type="checkbox"/>	Tour recommended with amendments	<input type="checkbox"/>
Tour declined	<input type="checkbox"/>	Tour not recommended	<input type="checkbox"/>

10.2 SIGNATURE OF HEAD OF DEPARTMENT:

COMMENTS/AMENDMENTS/REASON FOR NON APPROVAL/NON RECOMMENDATION	
Name of District Director	
Signature	
District	
Date	

11. MEMBER OF THE EXECUTIVE COUNCIL

11.1 Approval/Recommendation (Place an X in the appropriate block)

Tour approved	<input type="checkbox"/>	Tour approved with amendments	<input type="checkbox"/>	Tour declined	<input type="checkbox"/>
---------------	--------------------------	-------------------------------	--------------------------	---------------	--------------------------

COMMENTS/AMENDMENTS/REASON FOR NON APPROVAL/NON RECOMMENDATION

11.2 SIGNATURE OF MEMBER OF THE EXECUTIVE COUNCIL:

Name of District Director	
Signature	
District	
Date	

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ANNEXURE B: SCHEDULE 2: Parent Medical Questionnaire



SCHEDULE 2: PARENT MEDICAL QUESTIONNAIRE

1.	School Name			
2.	Name of Learner			
3.	Date of Birth			
4.	Nature of Tour			
5.	Name of Parent / Legal Guardian			
6.	Home Address			
7.	Home Telephone			
8.	Work Telephone			
9.	Work Address			
10.	Do you belong to a medical aid?(X)	Yes	No	
	Name the fund			
	Medical Aid Number			
11.	Name of Family Doctor			
12.	Telephone Number			
13.	Is your child allergic to any food? (X)	Yes	No	
13.1.	If yes, specify			
13.2.	Any other allergies that we should know of?			
14.	Is your child allergic to any medication?(X)	Yes	No	
14.1.	If yes, please give details			
15.	Is your child presently taking any medication?	Yes	No	
15.1.	If so, please give a detailed list of medication and the dosage prescribed (Copy of Doctor's Prescription Enclosed as well as Medical Aid Card)			
Details of Person Providing the information				
	Relationship to learner			
	Print name			
	Signature of Parent			
	ID No			
	Date			

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ANNEXURE C: SCHEDULE 3: Parental Tour Consent Form



SCHEDULE 3: PARENTAL TOUR CONSENT FORM

Note: This form to be completed by a parent legal guardian/person acting in parental capacity of the learner who will be undertaking a tour

1. DETAILS OF LEARNER

1.1	Name	
1.2	Grade	
1.3	School	

2. DETAILS OF THE SCHOOL

1.1	District	
1.2	Name of school	
1.3	Name of principal	

3. DETAILS OF TOUR

3.1	Destination	
3.2	Purpose of tour	
3.3	Proposed departure date	
3.4	Proposed arrival date	

I, _____ (parent / legal guardian / acting in parental capacity) do hereby consent to the above learner undertaking the tour, and confirm that I:

- 4.1 Have been advised and fully understand, the purpose, nature and risks associated with the tour;
- 4.2 Have been informed by the school of all the relevant details associated with this tour, including the itinerary, arrangements for travel, accommodation, contact details of the tour manager and other associated details;
- 4.3 Understand that in the event of accident or injury to the above learner that all reasonable steps will be taken by the tour manager to contact me to obtain my consent for any necessary emergency medical treatment and/or any emergency medical operation. In the event that the tour manager is unable to contact me in such circumstances, I authorise the tour manager to consent to any such treatment or operation on my behalf; consent must be obtained from _____
- 4.4 Have completed the medical questionnaire attached to ensure the safety of my child and confirm that my child can swim/are not able to swim.
- 4.5 Have been provided with a copy of the school's discipline and safety rules in terms of which the learner will undertake the tour.

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4.6 Consent in Terms of the Protection of Personal Information Act

As parent/guardian and learner we accept and confirm that the information provided was given voluntarily and that the school may:

1. Store the data in its files and electronic systems;
2. Generate academic, attendance, behavioural and other school-related records and documents;
3. Use both the provided and generated data for purposes of providing services relevant to the enrolment and progress of the learner at the school (including, but not limited to contacting parents; placing the applicant in class; entering him/her in exams, competitions, leagues, etc.; updating the registers; and research and reporting on school demographics or performances);
4. Pass on when required to do so, school reports, testimonials and confidential reports and for statistical or research purposes or when legally required to do so.
5. Should the learner be admitted to the school, I hereby give*/do not give* permission for photographs to be taken for marketing purposes. If you do not give permission, please state reason:
.....
.....
6. We hereby give the School and its chosen designate permission to process, check and confirm any of the details listed in this information.

Name of Parent/Guardian	Relationship to the learner	Contact details (Home) (Work) Cell phone Email :
ID NO of Parent		
Name of Parent/Guardian	Relationship to the learner	Contact details (Home) (Work) Cell phone Email :
ID No of Parent		

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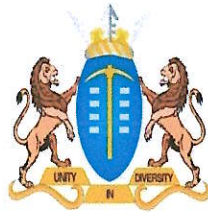
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ANNEXURE D: SCHEDULE 4: Tour Report



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SCHEDULE 4: TOUR REPORT

A)	ACCIDENT ,MISCONDUCT, BREACH OF CONTRACT BY SERVICE PROVIDER					
1.	Tick the box to indicate whether the report is on an accident, misconduct or breach of contract by service provider or a combination					
	1.1 Accident		1.2 Breach of contract by service provider		1.3 Misconduct	
2.	Full Name (Grade if it is a learner) of the person/s (learner/Educator/parent) involved in the accident and/or injured or responsible for the misconduct, in the relevant column. Put an (E) next to the name of the Educator and a (P) next to the name of a parent.					
	Accident	Misconduct		Other		
3.	Provide the date, time and place of the incident, accident, injury or misconduct.					
	Date	Time		Place		
4.	Describe what happened and the procedures followed when dealing with the incident, accident, injury or misconduct					
5.	Name of Parent/s or Educator/s on duty at the time of the accident, injury or					

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	misconduct	
	Parent/s	Educator/s
6.	How and when the accident and/ or injury was reported to the parents of the learner concerned and the School Principal.	
7.	Briefly describe the quality of the accommodation and food during the tour.	
8.	Did the tour achieve the outcomes that it intended to, if not, what was not achieved and why?	
9.	Financial Management	
	Attach a full statement of income and expenditure, indicating the funds derived from fund-raising activities or sponsorships, the contribution of the school, a statement of how funds were spent and a statement of any surplus or deficit;	
	9.1 Indicate how a deficit or surplus of funds will be dealt with.	
10.	List any outstanding matters that need to be resolved and clearly indicate by whom	

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11.	Signatures		
	11.1 Tour Manager(TM), Principal (P) and SGB – Chairperson (Ch.)		
	Print Name	Signature	Date
TM			
P			
CH			

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ANNEXURE E: SCHEDULE 4: District Tour/Exclusion Coversheet



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DISTRICT TOUR/EXCLUSION COVERSHEET

The application for the tour/excursion meets all requirements as outlined in the Provincial Gazette Extraordinary No 129, Volume 18 dated 11 May 2012

INITIALS AND SURNAME (PRINCIPAL): _____

SIGNATURE: _____ DATE: _____

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The tour or excursion has explained to the IDSO of the school and he/she recommended it. _____ been

INITIALS AND SURNAME (IDSO): _____

SIGNATURE: _____ DATE: _____

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ANNEXURE F: Checklist For Tours And Excursions



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CHECKLIST FOR TOURS AND EXCURSIONS FOR USE BY THE DISTRICT/REGIONAL AND DDG'S OFFICE

Instructions:

1. Each Application for tours and excursions must be quality assured by both the District Director and the Chief Director: Regions before submission to the DDG for approval (subject to the level of approval as stated in the GDE Internal Memo dated 28 January 2020).
2. The undermentioned checklist must be used to verify compliance and sign-off on application forms for tours/excursions before submission to the next level.
3. Only duly completed and signed, stamped applications as well as the checklist will be processed by the DDG's Office.

No	Checklist Item	District Office	Regional Office	DDG's Office
1.	Application submitted 3 months/ 1 month for tours in Gauteng prior to activity			
2.	Ration of Educator to learners adhered to 1:20			
3.	Application form completed in full			
4.	Signature of SGB Chairperson and School Principal			
5.	Complete list and details of learners/participants and their parents/guardians details			
6.	Full Itinerary included in the application with day to day activities			
7.	Consent forms and list of participants available			

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No	Checklist Item	District Office	Regional Office	DDG's Office
8.	Safety plan for all activities			
9.	Medical form for all learners			
10.	Catch-up plan for learners on tour during contact time			
11.	Valid insurance for liability for passengers			
12.	Valid vehicle and public transport license			
13.	Valid Road worthy certificate			
14.	Valid Driver's license [PDP]			
15.	District Director's Approval for tours within province			
16.	DDG: CMD's Approval for outside the province [delegated authority]			
17.	HoD recommends and support International Tours for MEC's approval.			
	Name:			
	Signature:			
	Date:			

Applications submitted in the same month as the activity must be accompanied by a written request and motivation by both the school and the district as to why the application must be considered by the DDG: CMD [delegated authority].

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GAUTENG PROVINCE

REPUBLIC OF SOUTH AFRICA

GDE SCHOOL TOUR PROCEDURE

1. All proposed tours must be submitted to the School's management committee/SGB for approval prior to inclusion in the School's budget at the annual general meeting of the school.
2. In the event of an unplanned or emergency tour, no tour may be arranged before being approved in writing by the School's management committee and the SGB.
3. For planned tours, tour organisers must complete the tour budget submission on prescribed form and submit to Business Manager as part of the School's budgeting process in the year prior to the tour taking place. For example, any tour to be undertaken in 2021, the budget submission must be made in August 2020.
4. School's management committee to consider, accept/decline each tour proposal and recommended to the SGB. Tour manager's to be notified by the end of September each year whether the following year's tours have been recommended by the School.
5. All recommended School tours are presented to the annual general meeting of parents for approval before the end of October each year.
6. Tour managers to be notified whether tours have been approved immediately after the AGM.
7. In the event of a tour being proposed which was originally excluded from the AGM approval, a tour request together with motivation and budget must be submitted to the School's management committee for consideration. No arrangements or parent communication to take place unless such tours have been approved by the management committee/SGB.
8. Reviewed/Revised tour budgets must be submitted to Finance at least **3 (three) months** prior to departure of the tour for approval. Tour managers must receive confirmation of their tour budget from Finance.
9. Application to the GDE for Tour Approval" on the prescribed form to be submitted to the GDE District Office at least **3 (three) months** prior to departure of the tour.
10. In the event of late applications, i.e. within 3 (three) months of departure, the application must include a letter from the School explaining the reasons/circumstances of late submission.
11. Tour managers must receive GDE approval for the tour within **30 days** of submission of the application to tour.
12. A complete list of participating learners and Educators together with confirmation that all parent consent forms and medical questionnaires have been obtained, must be submitted by the tour manager to the GDE District Office **prior** to departure.
13. Within **1 month** of the tour return date, the tour manager must submit the prescribed tour report to the District Office.

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LAERSKOOL WIERDAPARK

BELEID & PROSEDURE

DOMESTIC AND INTERNATIONAL TOURS AND EXCURSION POLICY

Laerskool Wierdapark

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SLEEP OVER CHECKLIST

The completed checklist must be approved by the principal/ staff who did risk analysis pre visits?

1. Will the sleep-over be led by the leaders experienced in supervising learners in out-of-school/preschool-hours situations?
2. Is the leadership team-to-learner ratio satisfactory?
3. Has parental consent been obtained for participating learners and have parents been asked about any additional health care needs of learners that may need to be taken into account?
4. Consent and medical forms file in place and available to travel with the Educator in charge?
5. All paper work approved by the GDE and in place?
6. Are an adequate number of leaders appropriately trained in first aid?
7. Qualified first aider available on site?
8. The nearest emergency services and telephone numbers and their location established?
9. Are leaders familiar with emergency action procedures and evacuation on site?
10. Are exit doors able to be opened from the inside without a key?
11. Are procedures in place for dealing with harassment by non-participants?
12. Do leaders have ready access to a telephone with emergency numbers programmed/displayed?
13. Have all reasonable precautions been taken to reduce fire hazards?
14. Bunkbeds not occupied on top tiers by young learners.
15. Are required smoke alarms and exit lights installed?
16. Is the smoke alarm tested and working?
17. Is emergency lighting, including working torches, in place and suitable?
18. Are fire extinguishers installed, with current service tags?
19. Are toilets and other washroom facilities safe, sanitary and readily accessible?
20. Will leadership team ensure that there are no naked flames, e.g. candles?
21. Has the principal provided an approved list of staff, learners, volunteers and motor vehicles which will be on the premises during curfew hours?
22. Safety for water activities, safety jackets available for all? Staff adequately trained?
23. Roll call lists available for every activity?
24. Staff trained to deal with disciplinary issues?

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TOUR ORGANISER/CO-ORDINATOR CHECKLIST

INITIAL STAGE

1. Gather information and plan tour/excursion
2. Check school and GDE requirements regarding educational outcomes
3. Prepare detailed budget and submit with tour/excursion planning form to principal and SGB for approval
4. Planning form to administration for recording and implementation of accounting procedures.
5. All bookings made
6. Set date for payment of deposits in line with confirmation of all bookings.
7. Send drafts of parent letters and notices to the principal for approval. Then arrange for distribution of advice to parents, with tour/excursion planning form attached and seek participation level.
8. Check that learner health support needs have been taken into account.
9. Parent Information Meeting.

GO-AHEAD STAGE

1. Check that initial response has met minimum number of participants.
2. Arrange for forwarding deposit on bookings.
3. Pass approved consent and tour/excursion planning form to administration and arrange for duplication and distribution to parents including request for any additional health care information.
4. Seek any relevant approvals, e.g. GDE/SGB/SMT.
5. Organise personnel to meet required supervision levels and ensure that relevant volunteers/parents personnel have had a criminal screening check.

ACTIVITY ACTION PLAN

1. Site has been assessed and is considered to be appropriate for the excursion/tour?
2. Necessary equipment all organised?
3. Educators-to-learner ratios organised?
4. Instructor qualifications correct for the planned activities?
5. Satisfactory transport arranged and latest copies of bus drivers' PDPs and bus company insurance obtained?
6. Contingency plans in place?
7. First aid coordinator appointed and resources organised?
8. Emergency services contacts organised?
9. On-site emergency transport available?
10. Special needs of learners and learners with co-morbidities planned for?
11. Catering organised?
12. Cleaning needs met?
13. Learner preparatory and follow-up work organised?
14. Tour/excursion rules, duties, routines, behaviour management all considered and attended to?

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ONE MONTH PRIOR

1. Determine level of learner tour/excursion fee payments with administration, initiate any necessary action.
2. Final Parent Information Meeting.
3. Obtain and distribute consent forms for completion by parents. Set return dates.
4. Advise others affected by tour/excursion/excursion-related absences, e.g. duty rosters, meetings.
5. Arrange supervision for non-participating learners and educational instruction.
6. Discuss details with parents and participants, covering rules, expectations, routines, clothing, personal needs, expenses, meals etc.
7. Make sure planning and tour file is in order with copies of all permissions from GDE and signed off. Copy to go with educator in charge original to be in possession of principal.
8. Compile learner consent and medical file. Copy to go with educator in charge original to be in possession of principal.

ONE WEEK PRIOR

1. Book out first aid kit. Make sure it is adequately stocked.
2. First aid coordinator to make copies of all necessary information, medication schedules etc. and ensure he/she is aware of learners who uses chronic medicine and who have co-morbidities and that learners and parents are aware they must provide adequate stock of medicines/epipens/allergy medicine etc.
3. Review planning and compile checklist of tasks to be completed in the next week.
4. Ensure all fees paid.
5. Compile emergency contact numbers (learners, parents, leadership team members, site) to be left with the principal, school contact person and administration staff. Copies to be handed out to all staff and to be saved on school cell phone booked out for trip.
6. Prepare rosters etc. required on tour/excursion.
7. Advise administration of any payments/petty cash required.
8. Meet with leadership team to confirm roles, responsibilities, health support needs (on a need to know basis only), contingency plans and other arrangements. Have it typed up and a copy signed for by each leader.

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