



CBC ST JOHN'S, PARKLANDS	
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POLICY TITLE	POLICY FOR STAFF SUPERVISION DURING FIELD TRIPS, CAMPS, TOURS, AND OTHER EXCURSIONS.
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Approved by	BOG
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Related policies	HEALTH AND SAFETY, COUNSELLING POLICY

1. PREAMBLE

College staff members must always remember that they are acting ***in loco parentis***. In their capacity of supervisors, staff members will be accountable according to the **reasonable person** principle¹. Hereby staff members are expected to think ahead and foresee possible dangers / or negative situations as far as what can be expected of any reasonable person.

2. PURPOSE AND SCOPE

This policy guides the supervision of students by staff members, as well as the conduct of staff and students during school excursions, sports tours, and camps.

¹ In personal law, a **reasonable person** (historically **reasonable man**) is a composite of a relevant community's judgment as to how a typical member of said community must behave in situations that might pose a threat of harm (through action or inaction) to the public. In law, a reasonable person (historically reasonable man) is a composite of a relevant community's judgment as to how a typical member of said community must behave in situations that might pose a threat of harm (through action or inaction) to the public.



3. SUPERVISION ON AND OFF CAMPUS

- 3.1 ALL STAFF MEMBERS are responsible for the safety and security of all students at all times.
- 3.2 ALL STAFF MEMBERS are responsible for always maintaining good discipline and order among students.
- 3.3 Staff members must do their allocated duties at lines, at school assemblies and masses, as well as sports and cultural events.
- 3.4 Staff must arrive in time at all curricular and extra-curricular activities and take "roll call" to account for all students in their care.
- 3.5 Staff members responsible for supervision, which cannot fulfil their duties, must notify the principal, and arrange for a substitute.
- 3.6 During timetabled events (sports, cultural and others), the manager is responsible for informing a member of the SMT, the sports- or culture co-ordinators and the coach if they will be absent. During their absence, a backup teacher will be nominated by management to replace them.
- 3.7 **Academic and sports managers must supply the staff with a list of register class, sports management, and academic backups at the start of each term. This list must be communicated to staff members and put on notice boards. Backup staff will be responsible and accountable for these students in the absence of the manager.**
- 3.7.1 Backup teachers must also inform their managers immediately if they are not able to stand in for someone else. A suitable replacement must then be nominated by the TLC, Head of College, or the Deputy Head.

4. SUPERVISION ON EXCURSIONS, CAMPS AND TOURS

- 4.1 Staff-student ratio
 - 4.1.1 All day excursions must be accompanied by at least one staff member per every 25 students. Preferably a male and female staff member must be present.
 - 4.1.2 All overnight tours and excursions must be accompanied by at least one staff member per 25 students. On longer tours lasting more than one night, a member of the management team (Phase Head or Principal) must be present.
 - 4.1.3 In case of the Grade 5, 6, 7, 8, 9 and 10 camps, the Teaching and Learning Co-ordinator (or class / register teachers in the case of the Junior School) must be stationed at either of the camp sites for supervision and in case of an emergency.
 - 4.1.4 In the case of Senior School camps, at least two staff members, one male and one female must accompany them.
 - 4.1.5 Day excursions must be well-planned, and a list of proposed outings/camps must be handed in for scrutiny to the Phase Heads at the start of each term. No outings/camps may be booked without prior approval from the Phase Heads and Head of College. If a staff member is unable to fulfil timetable obligations (academic, sports or culture), arrangements for substitute teachers must be made in consultation with Phase Heads and Curriculum Manager. Staff and students are to dress neatly when on an excursion.
 - 4.1.6 The teacher planning the outing/camp must:
 - 4.1.6.1 Provide details and obtaining permission from the Phase Head and Head of College for the outing.
 - 4.1.6.2 Ensure that the outing is relevant to the area of study and is age appropriate.
 - 4.1.6.3 Ensure that the venue is safe. (Some outings require Indemnity Forms to be completed.)
 - 4.1.6.4 Book the venue or ensure that it is done.



- 4.1.6.5 Book a bus. The person responsible for Camps or specific outings is responsible for the booking of a bus. Please follow up to ensure that the booking is made.
- 4.1.6.6 Ensure that an invoice/quote is given to the School Principal as soon as possible to ensure that timeous payment is made. (Ensure that bank details are included.)
- 4.1.6.7 Confirm the bus booking two days prior to the outing/camp.
- 4.1.6.8 Send a letter (google form) to the parents (see *teachers' files*) at least a week prior to the outing. Parent(s) must complete the reply slip consenting to the child's attendance. No student is permitted to leave the College premises without parental consent. The reply slip must include a space for parent contact details in the event of an emergency. These reply slips are to be taken on the outing/camp.
- 4.1.6.9 Ensuring that a First Aid Kit is taken on the outing. Coach Lee-Ann Freeland-Hughes will supply you with a fully equipped First Aid Kit. It is the responsibility of the supervising teachers to collect the first aid kits from the sports department.
- 4.1.6.10 Ensure that photographs are taken that can be used on the College's media sites, not portraying students undressed and reflecting the diversity of the College.
- 4.1.6.11 Ensure that the students are appropriately dressed and that they always adhere to the College Code of Conduct.
- 4.1.6.12 Inform the School Secretary of safe arrival/departure and possible delays.
- 4.1.6.13 Request a Sleep-Out Payment (A Payment Request Form is to be submitted.) to be made when teachers accompany students on camp or tour.

5. SUPERVISION DURING SPORTS AND CULTURAL EVENTS ON AND OFF CAMPUS

- 5.1 The manager of the sports team or culture group is responsible for the following.
 - 5.1.1 Ensuring that all is present by taking roll call at the on-campus event or before the bus leaves.
 - 5.1.2 Ensure that all sports-equipment needed are packed an in proper working order before a match.
 - 5.1.3 Liaise with the coaches on how to assist them in preparing the team for a match
 - 5.1.4 Be in contact of each participating student's parent's phone numbers in case of an emergency.
 - 5.1.5 Communicate any changes in arrangements or emergency that may occur immediately to the parents.
 - 5.1.6 NOTA BENE: See 3.5 above. If the manager is absent, a substitute must be arranged.

6. SAFETY PROCEDURES

- 6.1 In the beginning of each excursion or activity clear safety instructions must be given to the students. These must be repeated at the beginning of each activity.
- 6.2 A student who fails to adhere to safety instructions will face disciplinary action.
- 6.3 Students must always wear life jackets when they are doing activities in water. Camp guides, under the supervision of the teachers, must ensure that the students know how the life jackets and safety equipment, such as harnesses and roping equipment, works.
- 6.4 Under no circumstance must students be forced to participate in an activity they are not confident to participate in.

7. EMERGENCY PROTOCOL



- 7.1 Before departure, the camp master must be in possession of a class list with the contact details of the student' parents as well as their medical aid scheme and numbers.
- 7.2 Students are not allowed to have their cell phones on camps, but they are allowed on tours.
- 7.3 On camps, all communication with parents must take place through the camp master or a designated teacher.
- 7.4 In case of a serious emergency, the parents/guardians must be informed first, as well as the Head of the College.
- 7.5 In case of a medical emergency, the following protocol must be followed:
 - 7.5.1 In suspected medical emergencies, the staff must immediately assess the situation and if further medical treatment is required, take the student to the nearest emergency room.
 - 7.5.2 In the following cases, the student must be taken to the emergency room of the local hospital without delay and the parents informed:
 - Trauma to the head and neck while the student is still conscious.
 - Any loss of consciousness due to trauma to the head, neck, or spine.

NB: In any case of trauma to the neck, head, or spine, neither the staff nor camp officials must move the student by themselves. The spinal cord must be immobilised in the position in which the student was found. An ambulance must be called immediately.

A student can only be moved before the paramedics arrive when a proper trauma board with neck blocks is available and a staff member is properly trained in the correct spine line procedure and he/or she is able to instruct others to assist with procedures like the "log roll" etc.

- Any head or neck injury or injury to the spinal cord.
 - Cuts bleeding profusely and may require stitching.
 - Asthma attacks, but only when the student has a history of asthma and is using asthma pump. (*Asthma do not develop suddenly and students often "fake" symptoms as a measure of attention seeking or to try and get out of physical activity.*)
 - High fever
 - Possible fractures or dislocation of joints.
 - Insect bites that are getting progressively inflamed and BEE/WASP STINGS.
 - Any loss of consciousness, especially in the case of diabetics.
 - Extremely low or high glucose levels of students with diabetes.
- 7.5.3 In all medical emergencies, it remains the responsibility of the parents to transport the student home from hospital or from the camp site after treatment. *Parents must indicate very clearly whether they want the services of an ambulance to transport the student home or to another hospital.*
 - 7.5.4 Extra precautions must be taken when activities take place in extreme weather conditions.

8. STAFF DUTIES

- 8.1 On camps, a member of the MMT or a designated teacher must have access to additional transport in case of emergency or an immediate disciplinary action.
- 8.2 Although camps are normally presented by outdoor specialists, staff members must maintain a strong presence and be always informed about the location and nature of activities.
- 8.3 A staff duty roster, with a name list of all the students present on camp, must be drafted, and handed to the camp officials, indicating which staff member will be formally on call during which time of day.



- 8.4 One staff member must be always on duty and be available to students and camp officials.
- 8.5 Staff members must not use alcoholic beverages while on camp.
- 8.6 Even though students are supervised by the officials of the Adventure Companies at night, staff members must ensure that their behaviour is appropriate, respectful, and according to the school code of conduct.

9. DISCIPLINE

- 9.1 Students guilty of breach of the code of conduct must be promptly reprimanded and/or a disciplinary action logged according to the nature of the offence. Any breach of the camp rules, such as the following, will result in immediate disciplinary action
- 9.2 Breaking of curfew rules, especially after "lights out" is called, will result in a straight detention.
- 9.3 Any boys found in girls' dormitories or sleeping areas and vice versa.
- 9.4 Ignoring the safety rules during activities will result in an immediate demerit. Continuous irresponsible behaviour will result in removal from camp by parents.
- 9.5 Any substance abuse (alcohol, drugs, or any other substance) will result in an immediate removal from camp by the parents. Due disciplinary action will be taken.
- 9.6 **The reply slip on the indemnity form relating to the camp or outing must contain a declaration by the parents that their child/children' person, free of alcohol, tobacco products, narcotic substances, and dangerous objects.**
 - 9.6.1 Any ensuing incidents involving alcohol or substance abuse will not be the responsibility of the camp supervisors or teachers, but of the parents/guardians.
 - 9.6.2 Because of the declaration by the parents, teachers are not responsible for bag checks, but they have the right to check student's belongings when circumstances indicate the need for a bag check.
- 9.7 Students are to show respect towards the camp officials in the same way as they would to their teachers.

10. SERIOUS RESPORATORY ILLNESS

- 10.1 In the case of any respiratory emergency or serious symptoms, emergency services should be called and the student should be taken to the nearest Emergency Room.
- 10.2 School management must be notified immediately.