



**THE DIOCESAN SCHOOL
FOR GIRLS**

TOUR POLICY

Dates of Approval by the Relevant Committee Structures: - Management	April 2014
Implementation Date	May 2014
Revision History	
Review Cycles	At least every 5 years – next one 2017
Policy Applicability	All the girls of the DSG Staff of the DSG
Policy Owner	The Headmistress

Implementation Checklist	Responsibility	Date
Website	L Hobson	April 2014
Notification of:		
Staff	D. Wright	May 2014
Girls	D. Wright	May 2014
Parents	S. Frayne	May 2014

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1 INTRODUCTION

Pupils can derive great educational benefits from taking part in off-campus visits. DSG recognizes the benefits of tours that support academic, sporting, co-curricular, cultural programmes and believes that pupils should have the opportunity to undergo experiences not available in the classroom. Such tours can develop pupils' investigative skills, expose them to other viewpoints and encourage greater independence.

However, DSG also acknowledges the need for certain regulations and procedures to promote safety, maximise educational value, manage risk, minimise liability, and enable appropriate response in times of crisis.

2 OBJECTIVES OF THE POLICY

This policy is designed to ensure that:

- a) The purposes of a tour are clearly identified;
- b) The expectations of the adults in charge are clearly understood;
- c) The expectations of the pupils on the tour are clearly defined and understood.

3 BACKGROUND

It is the policy of the Diocesan School for Girls (DSG) to support school-organised, supervised tours. These are intended to offer educational value to pupils, enhance the curriculum and support the vision of the school. However, it is also recognised that tours can have distinct disadvantages. These are most likely to arise when a tour has not been properly planned or organised and thus becomes merely a recreational activity for those involved.

The policy described in this document sets out the rules and regulations that will be followed for any tour arranged by DSG.

4 APPLICABILITY

- The pupils enrolled at DSG
- Members of staff involved with organising and/or accompanying tours
- Parents

5 DEFINITIONS

Tour	a) Any school-endorsed activity that requires the pupils to be away from school for at least one night. b) There are various categories of tour: Sport: For the purposes of competing against other teams Cultural: For the purposes of extending pupils knowledge/experience of the Arts Academic: For the purpose of extending pupils' knowledge of an academic subject Outdoor Education: As part of the school curriculum
Pupils	Girls who are registered as pupils at DSG
Head	The headmistress of DSG
School	The Diocesan School for Girls, Grahamstown (DSG)
Curfew	The times, specified by the leader of the tour, when pupils are required to be back at the arranged accommodation. The pupils may not go out during the times specified for the curfew.
Itinerary	The detailed plan of the tour
Leader	The member of staff designated to be person taking overall responsibility of the tour

6 POLICY

6.1 BEFORE THE TOUR

Before any tour is discussed with the other members of staff, pupils or parents, the Headmistress must give permission for the tour to take place. The Headmistress must be presented with a written proposal that includes the following information:

- a. The relevance of the proposed tour in terms of the academic curriculum/ cultural development/fundraising or another aspect
- b. The educational objectives and value of the proposed tour
- c. Who the tour is being planned for and whether it is appropriate for the identified pupils
- d. Which adults will accompany the girls (this must be decided in consultation with the Headmistress)
- e. Whether St Andrew's College pupils will be part of the group
- f. The destination, length and planned itinerary of the proposed tour
- g. Travel arrangements that will need to be made
- h. The estimated cost per girl
- i. How much academic time, if any, will be missed.

Only when permission has been obtained from the Headmistress, may planning for the tour proceed.

One member of staff should be identified as being the leader of the group, with the endorsement of the Headmistress. This person will be the contact person for the Headmistress, the pupils and the parents.

6.2 COMMUNICATION WITH PARENTS

Parents must be given as much advance notice as possible of the intended tour. They must be informed of the:

- a. Proposed dates of the tour
- b. Provisional itinerary
- c. Provisional travel arrangements
- d. Estimated costs

Once the details have been finalised, parents must be given detailed information of all aspects of the tour including:

- a. The actual dates
- b. A detailed itinerary
- c. Travel arrangements
- d. Accommodation
- e. Costs, excluding possible extras due to emergencies

- f. Extras that the participants will need to fund themselves
- g. Clothing and equipment required
- h. Names and contact numbers of the adults accompanying the pupils
- i. If an overseas tour, information regarding passports, visas and inoculations, if pertinent
- j. Any other information that would be useful to parents.

6.3 COMMUNICATION WITH THE PARTICIPANTS

The pupils who will be on the tour should be given the same information as given to the parents.

6.4 THE RESPONSIBILITIES OF THE ADULTS IN CHARGE OF THE TOUR

6.4.1 PLANNING

The leader is required to make all the arrangements for the tour so that the Head, the parents, the adults accompanying the tour and the pupils have detailed information regarding all aspects. The planning shall include:

- a. Travel arrangements
- b. Accommodation
- c. Arrangements for planned activities
- d. Necessary travel documents, visas, required inoculations
- e. Travel insurance
- f. Clothing requirements

6.4.2 PRE-TOUR

If pupils of both genders are to be involved, the supervision of the group must include adults of both genders. Men may accompany a girls-only tour as long as there is at least one woman.

The leader must ensure she/he has:

- a. The names of all the pupils on the tour
- b. Their cell phone numbers
- c. Contact details of all parents/legal guardians
- d. Person to be contacted in case of an emergency
- e. Any important medical information, such as allergies or required medication
- f. Medical aid details
- g. Written details of any medication required (including instructions on dosage/times) and parental permission to administer
- h. Special dietary requirements
- i. Information on any allergies/phobias
- j. Contingency plans for emergencies, delays or unexpected events
- k. Copies of all ID documents
- l. In the case of an overseas tour, copies of passports and visas.

Before leaving on tour, the pupils should understand:

- a. The aims and objectives of the visit/activity

- b. Background information about the place to be visited
- c. How to avoid specific dangers and why they should follow rules
- d. Why safety precautions are in place
- e. Who is responsible for the group.

6.4.3 DURING THE TOUR

The leader of the group will have the overall responsibility for the supervision and conduct of the pupils.

- a. Regular head counting of pupils should take place, particularly before leaving any venue.
- b. Tour leaders should at all times carry a list of all pupils and adults involved in the tour, with their phone numbers.
- c. Tour leaders should check that all pupils are present at all planned activities, including meals.
- d. Tour leaders should check that all pupils are in bed when they are required to be in bed.

6.5 TOUR POLICY

6.5.1 BELONGINGS

Pupils are expected to accept responsibility for their own belongings including, where appropriate, their luggage. They should not bring with them valuables or large sums of cash (if they do so, the school will not accept liability).

6.5.2 BEHAVIOUR

The leader of the group is expected to:

- a. Ensure that pupils understand what behaviour is expected of them
- b. Enforce school rules
- c. Take responsibility for setting and enforcing curfew times and areas that are out of bounds
- d. Forbid behaviour that, as an adult, he/she considers would not be in the best interests of the pupils
- e. Make sure that the pupils are, as far as possible, kept safe
- f. Ensure that her/his conduct at all times is above reproach and that he/she is a role model for the pupils

Pupils will be instructed, verbally and in writing:

- a. That school rules apply on tours
- b. What standards of behaviour are expected
- c. What is appropriate and inappropriate personal and social conduct
- d. That they are required to obey the rules set by the leaders
- e. That they are to be punctual for all activities
- f. That they are to be present at all arranged activities

- g. That they should show respect for the environment in which they are by not littering, making undue noise or interfering in the privacy of others

6.5.3 DISCIPLINE

In the case of the pupils:

- a. Any infringement of the rules above may result in immediate sanctions by the leader of the group.
- b. The headmistress or one of the deputy heads will be informed of any disciplinary issues.
- c. A written report will be submitted at the end of the tour.
- d. Should the disciplinary problem(s) be of such a nature that the safety/well-being/ objectives of the tour are in jeopardy, the tour leader may decide to send the responsible pupil(s) back home. In such a case, the parents will be liable for any costs incurred.

6.6 SAFETY

The leader of the group will ensure that all pupils know:

- a. What to do if approached by anyone from outside the group
- b. Rendezvous procedures
- c. What to do if separated from the group

The tour leader shall ensure that all members of the party have the phone numbers of all the adults on the tour.

The tour leader will also have a clear plan of how to act in any emergency and who would need to be contacted.

6.7 PAYMENT

- a. Before any pupil is accepted as a member of the tour, clearance must be obtained from the Financial Manager. An account in arrears will preclude participation in a tour.
- b. Any expenses incurred by a pupil on the tour, not authorised and specified in 6.2 above, will be for the account of the pupil's parents. This may include damages and breakages incurred.
- c. The rules and regulations as specified in the Enrolment contract (paragraphs 47 and 48) will apply while the pupil is on tour and any medical expenses incurred will be for the parent's account.

7 GOVERNANCE

Good governance requires that a full record of the tour is kept for at least one year.
The record will include:

- a. The names of the members of staff accompanying the tour
- b. The names of the pupils on the tour
- c. The itinerary
- d. A detailed record of all expenses
- e. A full report by the leader of the tour at the end of the tour

8 REVIEW

This policy shall be reviewed at least every five years or when changes are deemed to be necessary by the Head or Deputy Heads