

Protocol
for Educational Outings
(Academic and
Formative)



CRAIGHOUSE
SCHOOL

Protocol for Educational Outings (Academic and Formative)

I Definition:

An outing is any activity that takes place which implies going from Craighouse School to a different location, and where the school is responsible for the pupils who take part.

II Person charge:

The person in charge is the head of the relevant section. During each outing, he/she will be responsible for the activity.

III Procedure:

1. All outings must bear relation to our Educational Project and be included in the academic or formative planning.
2. Heads of department or subject coordinators may suggest outings during the creation of the yearly calendar (October-November of the previous year).
3. All outings must be considered in the budget of the department or section.
4. Once the proposal is put forward, the heads and deputy heads of section evaluate the proposal while considering the following:
 - Main objective
 - Transversal objectives
 - Design of the teaching activity, which addresses curricular contents
 - Number of pupils involved
 - Number pupils per teacher
 - Level of participation
 - Outing costs
 - Safety measures for pupils and teachers
 - Number of accompanying teachers
 - Outing schedule (leaving and arrival times)
 - Outing requirements: lunch, water, & equipment
 - Medical forms of pupils and teachers who will take part in the outing
 - Impact of the outing on the section's academic and general calendars
5. After evaluating the viability of the proposal, the school appoints a teacher in charge who will be responsible for the outing. Teachers, coordinators, the head of department and the Formative Area are informed, and the outing is included in the calendar.
6. The section assistant contacts the person in charge of school transport to book the buses.

7. The buses/vans will be the ones that belong to the companies with which the school has a service contract.
8. Taxis will only be used if parents sign a written form where the use of a taxi is explicitly authorised, and if the school insurance covers any accident. In this case, the authorisation form must include the accompanying teacher's full name.
9. The department which has organised an outing and the section assistant will be responsible for writing the letter to be sent to parents. This letter should include all necessary information, including outing schedule, objectives, and authorisation slip.
The letters for all outings must include:
 - Objective of the outing
 - Leaving and arrival locations
 - Leaving and arrival times
 - Transport to be used
 - Details of the place to be visited
 - Names of the teachers in charge
 - Pupils' required clothes
 - Equipment needed for the outing
 - Authorisation slip to be signed by the parents of each pupil
 - Date by which the signed slip must be returned to the school
10. All letters must be sent in English and Spanish, in the format established by the school.
11. All letters must be checked by the Communications Department and must be approved by the headmaster's office.
12. Letters must be sent to parents a week in advance.
13. Authorisation slips for outings must be handed in to the teacher responsible for the outing or to the section assistant prior to the outing, as established in the letter.
14. All letters must say that last-minute phone calls or e-mails will not be accepted as means of authorisation.
15. Insurance: the school has a civil liability insurance, and pupils have an accident insurance from Clínica Alemana.

Outing form

1. The section assistant will make a list with the names of all pupils, their RUT, their parents' names, and contact numbers.
2. There will be three copies of this list: one stays in the section, one in Reception and one is taken by the teacher in charge of the outing with all necessary information of pupils and parents.
3. An additional list with pupils' names and RUT must be presented to each bus driver.

Safety measures

1. For each outing, the teacher in charge must request a first-aid kit at the infirmary.
2. The infirmary or section must be aware of and inform the teacher responsible of any pupils with special medical conditions (allergies, epilepsy, asthma, etc.).
3. Depending on the type of trip, there must be at least one teacher for approximately every ten pupils.
4. All pupils and teachers must travel wearing their safety belt.
5. The teacher in charge of the outing must call the roll before the outing and before they head back.
6. During the outing, pupils may not leave the group or go to public toilets on their own. They must always go in groups of three.
7. The teacher in charge must stay with the pupils until their parents have picked them up at the agreed time.
8. If a parent does not show up at the agreed time to pick up a pupil, the teacher in charge will contact the parent and the pupil will wait in the reception area with the duty guard.

Note:

This policy may be subject to change or revision due to national contingencies beyond the control of the school.

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