

# INDEMNITY AND EXCURSION POLICY

DATE OF REVIEW OF POLICY:  
October 2017

DATE OF NEXT REVIEW:  
September 2018



## Review members:

- Ms L van Vuuren – Academic director
- Mr J Smit – Discipline manager Princess Park
- Mr M Dutuma – Principal Princess Park
- Ms K Walker – Principal Princess Park
- Ms E Hattingh – Principal Princess Park
- Ms E Madsen-Leibold – Principal Queens Private School
- Ms S du Plessis – Principal Queens Private School
- Ms L Moyo – Principal Royal Schools Alberton
- Ms L Breedt – Principal Royal Schools Alberton
- Ms N Bodley – Principal Royal Schools Sky City

## 1. INTRODUCTION

Excursions are viewed as an important aspect of the learning process of our learners. Excursions are arranged upon instigation by the Principal who has been urged by:

- Heads of Departments (HODs)
- Educators
- Parent/s or guardian/s

## 2. PLANNING OF THE EXCURSION

- Permission must be obtained from the Principal and Academic Director for the arrangement of any excursion
- Excursions should be included in the term planning of educators
- Excursion are linked to the learning outcomes taught at the school
- A written quote should be requested from the service provider and transport provider
- The cost charged should take into account the written quotes obtained
- The transport and service provider shall be a reputable organisation which is registered and has road worthy vehicles (and appropriately licensed drivers) or facilities
- A detailed cost calculation will be made per learner and submitted to the Principal and Financial Director of the school together with copies of the written quotes obtained

## 3. BEFORE THE EXCURSION

Upon approval of the request for the excursion, the following steps shall be followed by the Principal/ educator arranging the excursion:

- Complete a payment requisition form and submit it to the financial director for payment in the required format
- Once payment has been made to the provider the financial director will supply the education with proof of payment
- The educator should arrange for a letter to be sent to parents/guardians with details of the excursion, including the date, cost, departure and arrival times as well as any pick-up or drop-off arrangements

- An indemnity form to attend the excursion should be distributed to learners (Appendix A) who shall provide same to their parent/s or guardian/s for their approval and the learner shall return the signed form back to the school/their educator
- Returned indemnity forms should be filed by the educator
- The educator should notify the financial director of the amount and date to invoice parents for the excursion
- The educator should request learners to make payment for the excursion via EFT, credit card payment or cash payable at reception
- No learner will be allowed to attend an excursion without a validly signed permission and indemnity form
- No refunds will be paid in respect of learners who do not attend the excursion due to not returning the validly signed permission and indemnity form
- No learner will be allowed to attend an excursion unless the prescribed fee for the excursion has been paid

#### **4. DURING THE EXCURSION**

- All learners must be dressed in school uniform unless otherwise instructed to them by the Principal or their educator
- The responsible educator will do everything in his/her power to ensure the safety and good behavior of learners and staff on the excursion
- As per the contract (Learner Admission Contract and Application Form) with parent/s or guardian/s the school management, employees or agents will not accept responsibility for any damage or loss due to injuries or death for any reason whatsoever, whether such damage occurred on or off the school premises, during participation in extra mural activities, transportation and any other events at any time or place
- Parent/s or guardian/s irrevocably authorise the school management and employees of the school to subject or admit the learner to any medical facility for medical treatment in the event of an emergency and indemnifies the school management and employees of the school against any claims or monies owing as a result thereof

#### **5. AFTER THE EXCURSION**

- The school shall endeavor to return all belongings of the learner entrusted to any educator, employee and/or agent of the school during any excursion
- The educator responsible for the excursion shall submit a short report of the excursion to the Principal within seven days of the end of the excursion regarding the results and developments thereof

#### **6. AMENDMENTS TO THE POLICY**

The School reserves its right to deviate from this policy if it deems it necessary or appropriate and to amend this policy from time to time in accordance with any changed policy considerations of the School or legal developments

**APPENDIX A**

**EXCURSIONS INDEMNITY FORM**

I, \_\_\_\_\_ the "parent" or "guardian" of \_\_\_\_\_ (the "learner") in Grade \_\_\_\_\_ give my consent that he/she may attend the following excursion:

<b>DESCRIPTION</b>	
<b>VENUE</b>	
<b>DATE OF EXCURSION</b>	

I accept that the school management, educators, employees and/or agents of the school will not accept responsibility for any damage or loss due to injuries, theft, death, damage to property or any other reason whatsoever, whether such damage occurred on or off the school premises, and whether or not such damage was caused by the learner or the school management, educators, employees and/or agents of the school during participation in any extra mural activities, transportation, excursion, and any other events at any time or place suffered by any learner/s and/or parent/s and/or guardian/s.

I indemnify the school management, educators, employees and/or agents of the school against any responsibility, liability, claim or action for any damage or loss due to injuries, theft, death, damage to property or any other reason whatsoever, whether such damage occurred on or off the school premises, and whether or not such damage was caused by the learner or the school management, educators, employees and/or agents of the school during participation in any extra mural activities, transportation, excursion, and any other events at any time or place suffered by any learner/s and/or parent/s and/or guardian/s.

I irrevocably and unconditionally authorise the school management, educators, employees and/or agents to subject, perform, or admit the learner to any medical facility or medical treatment in the event of an emergency and hereby indemnify the school management, educators, employees and/or agents against any responsibility, liability, claims or actions of whatsoever nature as a result or pursuant thereof.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**