

Protocol
for Educational Outings
(Academic and
Formative)



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 pupils who take part are under the responsibility of the school and representing Craighouse School.

II Responsibles

- The responsible person of the outing is the head of the relevant section.
- The person in charge of the outing will be the one who leads 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 of pupils per teacher.
 - Level of participation.
 - Additional requirements for pupils with special educational, physical or psychological needs as appropriate.
 - Outing costs.
 - Safety measures for pupils and 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, if applicable and the outing is included in the annual calendar.

6. Any outing must be previously scheduled in the annual calendar.
7. The Section Assistant contacts the Purchasing Officer of the school to request the buses.
8. The buses/vans will be those with which the school habitually works.
9. 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.
10. 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.
 - a) 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 parent of the pupil.
 - Date by which the signed slip must be returned to the school.
 - b) All letters must be sent in English and Spanish, in the format established by the school.
 - c) All letters must be checked by the Communications Department and must be approved by the Head of School office.
 - d) Letters must be sent to parents a week in advance.
 - e) 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.
 - f) All letters must say that last-minute phone calls or e-mails will not be accepted as means of authorisation.
11. Insurance: the school has a civil liability insurance, and pupils have an accident insurance from Clínica Alemana. The staff has a work-related accident insurance.

Outing form

1. Teacher in charge of the outing informs the Section Assistant 8 school days in advance the number and name of the pupils attending the activity.
2. The section assistant will make a list with:
 - a. Names of all pupils.
 - b. Classes.
 - c. RUT of all pupils.
 - d. Parents' names, and contact numbers of the pupils.
 - e. Day of the outing.
 - f. Time of the outing.
 - g. Returning time of the outing.
 - h. Name and telephone number of the teacher in charge of the outing.
3. There will be five copies of this list:
 - a. Stays in the section.
 - b. Reception.
 - c. Is taken by the teacher in charge of the outing with all necessary information of pupils and parents.
 - d. Infirmary with all necessary information of pupils and parents, who must check if any pupil has any special health condition (allergy, asthma, epilepsy, etc.).
 - e. Each driver only with pupils' names.

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 outing, there must be at least one teacher for approximately every ten pupils.
4. Before departure, Security must visually inspect the transport. If any anomaly occurs, the trip will be suspended until the situation has been resolved.
5. All pupils and teachers must travel wearing their safety belt.
6. The teacher in charge of the outing must call the roll before the outing and before they head back.
7. 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.

8. Upon return to the school, the teacher in charge must stay with the pupils until their parents have picked them up at the agreed time.
9. 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 school reception area with the duty guard.

Note:

This is only a referential document and the valid, official, and legal version in the country is the one written in Spanish.

Protocol 2018, revised April 2019, June 2022, August 2023
Updated August 2024