



GENERAL

"Every Child Can Learn... Every Child Must Learn"

Schools' Bulletin

**ATTENTION: REGIONAL DIRECTORS, SCHOOL BOARD CHAIRMEN AND PRINCIPALS
OF ALL PUBLIC AND PRIVATE INSTITUTIONS**

SUBJECT: FIELD TRIPS POLICY GUIDELINES

Dear Colleagues,

In an effort to ensure that all our students are safe and secure during extra curricula activities such as field trips, the Ministry of Education Youth and Information is reinforcing its policies as outlined in the Field Trip Policy Guidelines.

The Field Trips Policy Guidelines 2015, under transportation, p.15 cites that:

The bona fide school bus (bus owned by the school) is the preferred means for transportation for several reasons as outlined below:

- The school bus is the safest means of transportation
- It is the easiest way to supervise many students
- School bus drivers are trained school employees

If school buses are not available, a recognized **Charter Bus** service should be used. Administrators must ensure that the following documents are produced:

- Certified copies of the insurance certificate, certificate of fitness, certificate of road license for the bus.
- A certified copy of a valid driver's license

The Field Trips Policy Guidelines 2015, under Emergency Communication, p. 24 cites:

- Clearly outline a method of communication that may be used in case of an emergency (such as the use of a cell phone), and have an alternate method if the primary means does not work.
- Provide phone numbers for field trip staff to use to contact a school administrator on a 24-hour basis in an emergency.

Winnie Berry
Chief Education Officer (Acting)

-----*April 15, 2018*-----

2 - 4 National Heroes Circle, Kingston 4, Jamaica, Tel: 922-1400, e-mail: winnie.berry@moey.gov.jm

- Contact a school administrator promptly in the event of an unusual incident such as any student injury.
- Allow the school administrator to contact parents/guardians in serious situations.

Teachers or staff members wanting to conduct activities outside of regular classroom time table, whether curricula/non-curricula activities, must bring such activities to the attention of the Principal in writing. Any deviation from this procedure will result in students being exposed to risks not covered by the school's insurers, where insurance exists.

Teachers are reminded that a neglect in the 'duty of care' in approved activities outside of what is required during the normal course of teaching, instruction, and discipline could leave them open for allegations of professional misconduct as per **Section 55 of the Education Regulations, 1980** which would warrant disciplinary action by the Board of Management.

All administration must be guided by the appended Field Trips Policy Guidelines, 1st Edition. This is to ensure due care and protection of our students and teachers at all times.

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