

**FROM: Permanent Secretary,  
Ministry of Education and Culture.**

**TO: Principals of Public Schools**

**DATED: 25th October, 1977**

**SUBJECT: Instructions in respect of School Camps,  
Education Outings and Rambles**

1. The attention of Principals is drawn to the guidelines in respect of the conduct of school outings;
  - a) A Principal is responsible for, inter alia, the supervision of the physical safety of pupils and for the allocation and supervision of the duties and responsibilities of members of staff. This duty of supervising the physical safety of pupils extends during every school day as well as over periods during which the children participate in extra curricula activities and/or official functions authorised by the Supervisor, Principal or Ministry. Further a Principal may delegate any duty to any member of his staff;
  - b) He should therefore ensure that -
    - (I) parental consent in writing is obtained for each child participating in the activity;
    - (II) adequate arrangements for supervision are made in respect of the number of teachers assigned to a group;
    - (III) where female students are participating in the activity, female teachers form part of the supervisory team.
2. Principals must apply well in advance of the proposed activity to the Permanent Secretary through the relevant school Supervisors for the necessary permission, indicating that the conditions as above have been satisfied.