

EDUCATION OUTSIDE THE CLASSROOM

Purpose

- To protect the welfare and safety of children involved in activities outside the classroom.

Guidelines

1. Planning of trips must take into consideration the needs of children and their financial resources.
2. Activities must be for the purpose of meeting educational objectives relating to the curriculum.
3. Adequate adult / child ratios must be maintained throughout the trip
 - High risk activities (including bush, boating or water activities) In or on water 1:4
 - All other activities 1:6
4. The Principal will determine whether or not an activity is high risk.
5. The appropriate forms need to be completed and approval received as part of the planning process. These forms comprise two or more of the following:
 - Application for Day/ Trip/ Visit or Sports Trip / school camp
 - Application for a School Camp
 - RAMS (Risk Analysis Management) form (for overnight stays)
 - Permission slips and Medical Forms from parents (medical forms for overnight stays)
6. For any trip involving travel, the consent of Caregivers must be obtained and any risks associated with the programme are to be advised at this time.
7. All private vehicles transporting pupils must be registered and hold a current warrant of fitness. Pupils are to be seated wearing diagonal seatbelts.
8. For any trip involving an overnight stay, the approval of the Board of Trustees must be given, followed by the consent of parents/ caregivers.
9. It is mandatory to have a holder of current First Aid Certificate present on all overnight and adventure activities.
10. A suitable medical kit must accompany any trip leaving the school grounds.
11. Details of any accident must be recorded on the Accident/ Incident Form and upon return, into the Medical Register located in the medical room at school.
12. Supervising teachers must have sound management and leadership skills, teaching skills appropriate to the environment. They should initiate personal growth of children, be trained and prepared in meeting emergencies and be aware of all legal responsibilities.
13. All general school rules and policies must be followed by all participants. Alcoholic beverages and their consumption are prohibited on all school outings and camps. There will be no smoking on any Education Outside the Classroom (EOTC) by any staff or caregivers while they are in contact or within view of students. Trip notices or newsletters will remind helpers of these requirements.
14. The possession and use of illegal narcotic substances is prohibited. Solvents necessary to the function of the activity are controlled in such a way as to minimise "Solvent Abuse". The Principal is responsible for ensuring that Teachers/Caregivers are informed of their responsibilities. For overnight trips a formal face-to-face briefing/s with Caregivers attending camp must occur prior to departure and a copy of this policy and the emergency procedures must be distributed at that time.
15. The teacher in charge and the principal will make the selection of caregiver helpers. Caregivers will be well known to the school and student group and have proven supervisory skills. Police vetting may be undertaken.