



ST JOSEPH'S SCHOOL PLEASANT POINT

EDUCATION OUTSIDE THE CLASSROOM POLICY

RATIONALE:

Education outside the classroom (EOTC) at St Joseph's should reflect and enrich the curriculum providing further opportunities for individual learning, personal growth and development.

EOTC aims to enrich the classroom programme and enhance learning by providing first hand experiences and develop social skills by relating to others in the community.

GUIDELINES:

1. Definite educational objectives relating to the curriculum and to school and class programmes must be established.
2. Trips should be at the discretion of the Principal. When trips require transport, the B.O.T. will be informed.
3. All trips involving overnight stays require written permission from the respective parents, which must include any relevant information on medications, health and behaviour.
4. Where trips involve considerable distances of travel an attempt should be made to reimburse driver expenses or part thereof.
5. Parent involvement, support and expertise will be encouraged in Outdoor Education.
6. All precautions must be taken to ensure the safety of all those involved. The key resource will be the Ministry of Education, *EOTC guidelines - Bringing the Curriculum Alive*.

Suggested Ratios:

- a. Adult/Student Ratio: Ratio's will vary depending on activities eg Camp ratio's will be 1:6; Activities near water will be 1:4; Day trips will vary depending on environment and will range from 1:6 – 1:9. We acknowledge that ratios are only effective if supported by experienced and vigilant adults.
- b. Risk Management:
 - i. Activities will be led by competent, qualified staff. If an instructor is used to lead an activity that involves risk, their qualifications to do so will be shown to

the Principal before the activity takes place.

- ii. RAM forms will be prepared by staff and/or specialist instructors/operators for all activities being undertaken.
- iii. For overnight camps the completed forms will be presented to the BOT for approval before the planned activity.

c. Alcohol: In accordance with Ministry guidelines, no alcohol will be consumed during activities or trips.

d. Staffing: The BOT will ensure that, if at all possible, two staff members are present during school camps, at least one will hold a current First aid certificate.

e. Transport: All vehicles/drivers must have current registration, WOF and licences and adhere to legal requirements regarding loading, driving hours, speeds and towing. All drivers will drive defensively when transporting students. A declaration will be signed by drivers prior to the trip. (See appendix A)

Reviewed: March 2005, June 2010, August 2013

Chairperson: _____

Date: _____

This policy should be read in conjunction with the Special Character policy and the school's Mission Statement.

Appendix A

I am able/unable to supply transport forstudents to travel

to.....for.....

- *My vehicle is insured and holds a current registration and W.O.F.*
- *I hold a full driver's licence*
- *I have sufficient seat belts to accommodate above number of students*

Signed: _____

Date: _____