

24. EDUCATION OUTSIDE THE CLASSROOM

Rationale

To provide opportunities for students to achieve the personal growth, knowledge and skills gained in learning activities beyond the classroom.

Purpose

- To provide students with cultural, educational, recreational opportunities outside the classroom in a variety of settings.
- To provide clear guidelines for students, parents and staff on the procedures to be followed in organising trips.
- To provide clear guidelines as to the manner in which those taking part in school trips are to conduct themselves.
- To provide a safe working environment for all students, staff and contractors.

Procedures

- Initial planning must be approved by the Associate Principal.
Approval Forms are to be completed and lodged with the Associate Principal (once initial planning approval has been granted)
- Board approval must be sought for trips involving overnight stays.
The Approval Form is to be completed available online and submitted to the Board of Trustees in advance of the trip. Adequate teacher/adult supervision must be provided. Where appropriate, the level of supervision will be decided in consultation with the HOD Outdoor Education/AP/Principal/Board of Trustees.
- All Parents/caregivers or community members attending overnight trips will be police vetted and will be accepted, or not, by the Principal.
- The Board of Trustees, before giving permission for the trip to proceed, must be assured that:
 - It is staffed by approved personnel and that there are adequately trained staff for the activities.
 - The finances will be well managed. All money must go through the school accounting system.
 - The programme is suitable and well managed for the age and abilities of the students.
 - Any service provider employed by the school to provide instruction is suitably qualified (where appropriate).
 - The [‘Management Guide for EOTC Activity Type’](#) Matrix determines whether Low Risk or High Risk RAMS forms are to be completed.
- A trip which takes place in the name of the school is under the control of the school.
- School rules apply to students and parents/caregivers in respect of general behaviour, consumption of alcohol or drugs and relationships with staff.

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- The staff member in charge is responsible for applying school rules and taking appropriate action when the rules are breached.
- Any student going on a school trip undertakes to obey staff members' instructions and to accept the decision of the staff member in charge.
- Should the teacher in charge decide that a students' behaviour is such that the student must leave the trip, the cost of transporting the student back to school is to be paid for by the student's parents/caregiver.
- Parents/caregivers and other adults who are not staff members accompanying the tour will undertake to accept the authority of the teacher(s) in charge. Where the teacher makes a ruling with which other adults disagree, then the matter should first be discussed with the teacher(s) in charge, and then the Principal if the problem cannot be resolved.
- The teacher(s) in charge, is/are acting on behalf of the Principal during the course of a trip. Should a situation arise during the trip when the action of an adult non-staff member compromises the good conduct and/or safety of the trip, then the teacher(s) in charge may ask that person to leave the tour group.
- Parents/caregivers attending an overnight excursion are required to confirm they have received a copy and agree with the Education Outside of the Classroom Policy and the RAMS forms.
- Parents/Caregivers must be informed of the details of the trip and their consent must be obtained.
 - Consent forms must be sent home. Parents must give consent and declare any medical or dietary information. These forms must be collected back in.
 - Consent forms must state that if a student is sent home from a trip, collection or the cost of transporting the student back to school is to be paid for by the student's parents/caregiver.
 - Students and parents must be made aware of the itinerary, equipment required and the risk involved in participating in high risk activities.
 - Parents/caregivers attending EOTC trips as helpers must declare to staff members any medical or dietary information. If they are to drive the vehicles, they must hold a current driver's licence and this must be available.

Acceptance

I confirm I have received, read and agree to the Education Outside of the Classroom Policy

Parent Name:

Signature:

Date:

Childs name:

Childs Form Class:

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