



EDUCATION OUTSIDE THE CLASSROOM PROCEDURE

RATIONALE:

To enrich the classroom programme and enhance learning by providing first hand experiences.

GUIDELINES:

1. To provide opportunities for the community to participate in the education of students through sharing knowledge and experience.
2. To assist students to understand and appreciate other cultures both past and present.
3. To enable students to appreciate the different aspects of their local environment.
4. To introduce students to the challenges of the environment, and the skills for coping with them.
5. To enhance self esteem and resilience in students by developing strengths and abilities.
6. To help students develop an attitude of responsibility towards their own safety and that of others.

PROGRAMME PLANNING CONSIDERATIONS

1. All students are encouraged to participate in trips unless there are special circumstances.
2. The school will provide alternative learning situations for students unable to participate in planned EOTC programmes.
3. All school trips will be planned according to the school's Quality Management and Safety System (QMS) and RAMS report.
4. Excursions for students in Years 0-4 will be limited to a duration of one day or one overnight stay.
5. Years 5 - 8 students **may be** offered a camp/lodge experience of up to four night's duration once in a two-year period. This is dependent on the goodwill, skills and experience of staff.
6. Definite educational objectives relating to the curriculum and to school and class programmes must be established.
7. First priority should be given to the utilisation of resources in the school's local area.
8. The ratio of adults to students will be as specified in the school's QMS.

9. **Adults transporting students on school trips will be required to provide a seatbelt for each passenger. Drivers will be reminded that they must be licensed and vehicles must have a current Warrant of Fitness and Registration.**
10. All EOTC trips and visits must be approved by either the Principal or the BOT.
11. The Board delegates to the Principal, responsibility for approval for all trips excluding overnight stays.
12. BOT approval must be given for all overnight or more stays. When permission is sought, full programme details will be presented to the BOT five weeks in advance. Such details will include a completed RAMS report.

POLICE VETTING

(Also refer to Policy Section 6 –General Legislation)

Non-Teaching Employees, Parents/Caregivers as Camp Assistants, Regular School volunteers (sport coaches/cultural assistants) and Contractors.

The Principal reserves the right to have any persons Police Vetted if they are accompanying any Education Outside the Classroom events of one(1) night's stay or more . That person must agree to being vetted.

When:

- Parent assistance on overnight EOTC activities
- Regular sport/cultural assistants

Review Responsibility: *Principal , DP & EOTC Curriculum Co-ordinator*

Date Confirmed: 11 August 2020

Principal: *Karla Mitchell*