

## **EDUCATIONAL TRIPS, VISITS and EOTC**

Reviewed 06.03.09 (Mark, Taz, Donal)

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Reviewed 29.02.2016 (Richard White, Donal McLean)

### **ACTION**

To protect the welfare and safety of children involved in off site school activities.

### **GUIDELINES**

1. Planning of trips must take into consideration the needs of children and their financial resources.
2. Trips must be for the purpose of meeting educational objectives relating to the curriculum. These objectives should be identified in writing.
3. Adequate adult/ child ratios must be maintained throughout the trip. This is 1:4 for high-risk activities including bush, boating or water activities and a 1:6 minimum for all other activities. For Seniors 1:10 minimum ratio for all local walking activities around the local community. Parental permission is required for all trips. PLEASE ENSURE RAMS are considered for all trips. The Principal must be notified and will determine whether or not an activity is high-risk and whether or not any trips can go ahead.
4. All trips should have a pre-visit by staff, to determine any hazards, if staff are not familiar with the trip.
5. The appropriate forms need to be completed and approval received as an integral part of the planning process. These forms comprise two or more of the following:
  - Application for Day/ Trip/ Visit or Sports Trip
  - Application for a School Camp
  - RAMS (Risk Analysis Management) form if applicable.
  - Permission slips and Medical Forms from parents (medical forms for overnight stays)
6. When using parent transport, every passenger must wear diagonal seatbelts or appropriate child safety harnesses, clean licence, WOF and Registration.
7. For any trip involving travel the consent of parents/ caregivers must be obtained.
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. A suitable Medical Kit must accompany any trip leaving the school grounds.
10. Details of any accident must be recorded on the Accident/ Incident Form and transcribed as soon as the group returns into the Medical Register located in the medical room at school.
11. 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.
12. All general school rules and policies must be followed by all participants.
13. School procedures in planning, obtaining appropriate approvals and conducting the programme must be followed.
14. Volunteer Parent/Caregiver Helpers will not be expected to pay to attend any trip or camp.