



St Michael's Church School

6:6 POLICY ON EDUCATION OUTSIDE THE CLASSROOM

RATIONALE:

- St. Michael's Church school is a Christian School in the Anglican tradition reflecting the intentions of the St. Michael's Church School Statute.
- School excursions are an integral part of pupils' education.
- Excursions will be well organised and pupil safety paramount.

PURPOSE:

- The intention of this policy is to maximise the safety of pupils and staff when participating in outings and to provide staff with a framework against which to organise outings in order that they comply with the relevant safety policies of the School

GUIDELINES:

- The Principal will approve all excursions within the city limits not involving an overnight stay, or requiring another agency to assume health and safety responsibilities for the pupils
- All other excursions will be approved in advance, by the Principal.
- The Board shall be informed of all trips that extend beyond the normal school day
- A written proposal outlining the draft programme and seeking approval in principle to proceed will be submitted to the Principal by the Teacher-in-charge.
- If approval in principle to proceed is given, a further detailed written proposal, covering relevant items from the list below, must be submitted to the Principal:
 - programme in detail
 - staffing
 - adult/pupil ratios
 - accommodation
 - transport
 - costs
 - risk analysis/safety action plan
 - draft letter /or consent forms for parents
- A Safety Action Plan will be prepared by the teacher responsible for such outings, and it will be put into action for such activities. When outside agencies are involved, their risk management policies and the qualifications of their instructors will be investigated to ensure that they have satisfactory systems in place.
- No trip requiring transport will be undertaken without the parents' prior knowledge. Notification will include the date, purpose of the visit, the destination and duration. Activities requiring the Principals' approval must be notified to parents prior to the event.
- Charges for any activity will be clearly explained in the notification to parents
- Details of any specific medical needs of students relevant to the activity must be ascertained by the staff member responsible for the visit and recorded on the Safety Action Plan. A first aid kit, mobile phone and syndicate emergency kit will be carried on the outing and personnel with a current first aid certificate will be present.

- Commercial transport will be used as appropriate for trips. Distance, number of students and/or frequency of transport needed will be factors that influence the decision to use commercial transport.
- When private cars are used all appropriate safety regulations will be adhered to, particularly in regard to the number of passengers, the provision and use of seat belts and the driver to complete the transport compliant form.
- A vehicle suitable for use in the event of an emergency must be available for all overnight events.
- The adult/pupil ratio will be appropriate to the activity and the age and experience of the pupils and the competence of the staff/helpers supervising the activity.
- The tasks and responsibilities of adult helpers will be clearly defined and communicated to helpers prior to the event.
- If groups of pupils are formed, the adult responsible for each group will be identified.
- The School office will be provided with a copy of the written organisation of any outing to ensure that the location of staff and pupils is known at all times. Changes to the organisation of an event will be communicated to the School office and any staff directly involved.
- The Teacher-in-Charge will inform the School Office upon departure and return from the outing.

CONCLUSION:

School excursions will be safe and successful experiences for all participants.

Refer: 5:10 Procedures for First Aid and Accidents
and Safety Action Plan