



MARIAN SCHOOL BOARD OF TRUSTEES

EDUCATION OUTSIDE THE CLASSROOM POLICY

PURPOSE

To encourage full participation in 'out of school' activities which by their nature will enhance the current school curriculum.

POLICY

1. To ensure all children have access to a wide range of activities and to take advantage of the attractions of our environment.
2. To foster teambuilding amongst class and team units through a range of activities away from the Marian School environment.
3. To allow interaction with the wider community.
4. All trips outside the immediate environment of Marian School will require the approval of the Principal. All overnight camps will require the approval of the Board of Trustees.
5. Before giving approval of all trips, consideration will be given to risk analysis, management plan, budget and parent consultation.
6. Parents/Caregivers will be advised of all such trips and must give written consent. They will also be invited to become involved in these trips.
7. The safety of all children will be paramount when planning any trip. Pupil/adult ratios will be determined, by the management, in terms of ratio of competency to incompetency of students, with general guidelines being 1:8 with 1:4 near water.
8. Where practical, consideration will be given to undertaking trips outside Hamilton by bus. Where a bus is used all pupils must remain seated at all times.
9. Travel may be undertaken in private vehicles which have a current Warrant of Fitness and registration. A seat belt must be available for each pupil. Drivers must hold a current full drivers licence. Where such travel is undertaken a list of vehicles and passengers will be left at the school office. Children are not to swap vehicles from notified list, unless agreed to prior to travel and noted.
10. A car must be made available on all trips for emergencies.
11. A first aid kit will be taken on all trips and on all trips a person trained in first aid should be available.
12. For the overall safety and security of all children, alcohol will be forbidden on all school trips.
13. At least one cell phone will be taken on any school trip.

14. The following forms, where applicable, need to be completed before each trip:
- Teachers: * School Trip Checklist
 - * Risk Analysis and Management System

 - Parents: * Parent Permission Slip
 - * Transportation Form
 - * Health Profile

REVIEW

This policy will be reviewed triennially.

APPROVED 7 December 2004

Board of Trustees Chairperson: