



EDUCATION OUTSIDE THE CLASSROOM GUIDELINES

RATIONALE

To promote opportunity for “education outside the classroom” while ensuring a safe physical and emotional environment for students.

GUIDELINES

1. The BOT will ensure that in all education outside the classroom activities all such reasonable precautions are taken to ensure there are appropriate standards, policies and processes in place to manage and minimise risk to students and to ensure the delivery of the appropriate standard of care to students.
2. The BOT shall ensure that in respect of each education outside the classroom program that all risks and hazards have been identified; assessed; minimised and managed and that acceptable levels of care are going to be provided in accordance with sound professional practice.
3. All education outside the classroom shall have the prior approval of the Principal and in such instances where such education includes overnight camp and stays prior approval of the Board of Trustees in addition to approval of the Principal is required.
4. Prior to any such Board of Trustee and/or Principal approvals being given in respect of education outside the classroom purposes the following issues shall be considered by the Board of Trustees and/or the Principal as the case may be:
 - i. the nature of the area in which the education is to take place
 - ii. the abilities, competence and experience of the staff involved in leading the outdoor activities
 - iii. the objectives of the outdoor education programme
 - iv. the needs, age, experience and ability of the participative students
 - v. the identification of and the degree of any possible hazard involved
 - vi. AND the setting of the minimum adult/student ratios to govern such education outside the classroom activities shall be part of any such approval being granted.
5. To provide a properly and adequately managed opportunity through which students can face challenges, experience adventure and learn and develop skills.

6. To ensure appropriate consultation with parents and caregivers on all issues relating to education outside the classroom activities; such consultation to include the obtaining of parent's consents to the participation of children in activities which are or might be potentially hazardous; or which are outside normal school hours; or which extend beyond the immediate school environment; or which will incur extra cost to the parent or caregiver.
7. To ensure that parents and caregivers are included in the Education Outside the Classroom activities and to ensure that such parents and caregivers assisting in such programs are fully briefed on student safety and control while on Education Outside the Classroom activities.
8. The BOT shall review the processes that are in place relating to the choice of activities for appropriate outdoor programs; the selection and briefing of staff (including assistants and volunteers); and to ensure appropriate and acceptable levels of supervision.
9. To ensure that the Education Outside the Classroom Program is designed to allow for the various ages and abilities of children involved in the program and that such programs are at all times available and accessible to all students regardless of circumstances or cost.
10. To make suitable allowances for the costs of the Education Outside the Classroom Policy in each Annual Budgeting round.
11. To ensure that suitable processes are in place to select and brief "staff" (including volunteers, appropriate professionals, student instructors) assisting with the Education Outside the Classroom programs.
12. To ensure processes are in place that provide an appropriate choice of outdoor education activities with appropriate levels of supervision from suitably qualified and experienced persons.
13. To ensure that all persons involved in Education Outside the Classroom activities and programs are aware that any form of participation in such activities or programs is required to be both alcohol and smoking free.
14. To empower the Principal with an unfettered discretion as to the inclusion or exclusion of any offered voluntary assistance from any member of the community so long as the safety management of the participating students is not affected.
15. To allow the Board of Trustees to delegate to a named sub-committee of itself (always with the inclusion of the Principal) the power to make decisions on Education Outside the Classroom activities in accordance with these guidelines.

Reviewed: August 2015

Next Review: June 2019