



## HEREWORTH SCHOOL

### ***Education Outside the Classroom Experiences Policy***

#### **Rationale**

*All L.E.O.T.C. experiences should be planned with specific learning goals in mind.*

#### **Goals**

- \* To provide students with opportunities to learn outside the classroom, in all curriculum areas.*
- \* To promote appreciation of our heritages – local, national and global.*
- \* To provide students with opportunities for enjoyment, adventure and challenge, both close to home and far away.*
- \* To provide students with opportunities to enhance spiritual, physical and mental well-being through uplifting experiences in a natural environment.*
- \* To provide the opportunity for children to develop skills enabling them to be confident and safe in a variety of settings.*
- \* To help students develop respect for themselves and others, by providing them with opportunities for personal and social development.*

#### **Guidelines**

- 1. L.E.O.T.C. day experiences outside the immediate community*
  - The following documentation must be completed:*
    - Application for Approval Form*
    - Parental consent form for a Day Trip*
    - Planning and Safety checklist*
    - RAM form (unless a copy of the same trip from the previous year is on file)*
  - Medical supplies – a first aid kit must be taken*
  - Individual medication must be taken*
  - An operational cell-phone must accompany each L.E.O.T.C. visit*
- 2. L.E.O.T.C. Overnight experiences*
  - Proposals to be submitted to the Principal at least six weeks prior to the trip.*
  - The venue must be visited by the teacher in order to familiarise themselves with any dangers and hazards as well as to inspect accommodation and facilities.*
  - Costing and camp proposal must be made known to parents. This must be done timeously.*

- **The following documentation must be completed:**
  - *Application for Approval Form (prior to planning)*
  - *Parental Consent and Health form*
  - *Venue facility and safety form*
  - *Contracting Checklist*
  - *Planning and Safety checklist*
  - *Incident report sheet*
  - *Medication administered*
  - *Even report and evaluation (completed by all staff and adult volunteers)*

**The following Five Stages of Safety Management must be applied for overnight trips/school camps:**

