



## **Bader Intermediate EOTC Policy**

### Purpose:

EOTC excursions provide opportunities for students to evidence or experience actual situations in order to reinforce the teaching and learning that is happening in the School. This represents real life experiences. The safety of Staff and Students is paramount when activities take place outside the school environment. Therefore, safety procedures must be in place to provide adequate protection that prevents accidents occurring. (See EOTC procedures).

### Definition:

EOTC trips will fall into two categories:

- Day trips as part of curriculum delivery, and not involving any abnormal element of risk to students. The principal (acting with the delegated authority of the Board), may give approval for these trips and will report to the board accordingly.
- Trips incorporating at least one night away from home, and/or any trip involving any abnormal risk to students, and/or involve an element of risk greater than usual. Approval for these trips will be given by the board in line with all policies and procedures.

### Policy:

- Each activity will have a designated Teacher in Charge who must oversee the completion of the approval documentation prior to the activity taking place. If the planned event carries a minimum risk the Principal will approve the visit if all criteria has been met.
- In the case of events that have a higher level of risk (e.g. water activities, abseiling, over-night(s) stays, tramping) then the Teacher in Charge will complete the approval documentation and the Principal will seek the approval of the Board through the Board Chairperson well prior to the activity taking place.

- Agreed procedures must be followed on every activity that the School undertakes particularly now when new legislation provides for individuals that can be charged in the event of a serious incident occurring (Health & Safety at Work Act, 2015).
- Risk Analysis Management forms will be completed whenever students are taken out of the school grounds to show that all hazards have been identified and acknowledged. Procedures must be put in place to eliminate, isolate or minimize hazards from occurring or how to deal with them if they eventuate.
- A cost analysis budget planner must be completed and given to the Executive Officer at least 2 months prior to the proposed activity.
- The Principal will be advised in the event that a student may be disadvantaged through finance or other personal matters.

## CONCLUSION

It is the intention of the Sir Douglas Bader Intermediate Board to provide students with an array of EOTC activities and opportunities. Through this policy it is intended that all staff will follow and adhere to the policy and follow all correct steps when planning an EOTC event.

Presiding Member: Si'iva Stanley-Schuster

Approved date: 30/3/2023

Sign: 

Review Date: 30/8/2026