

DRURY SCHOOL: Policy 5.12 – Risk Management for Education Outside The Classroom (EOTC)

Rationale:

EOTC programmes give opportunities to enhance learning in specific curriculum areas. Teachers need to implement good procedures designed to provide a safe environment for students.

EOTC programmes should be planned well in advance using risk management procedures.

Purposes:

1. To help staff plan EOTC programmes considering the risk management factors.
2. Help pupils develop an attitude of responsibility particularly towards their own safety and that of others.

Guidelines:

- Read the school policy on education outside the classroom, particularly the requirements for health and safety and risk management.
- Complete the appropriate Safety Action Plan form prior to leaving the school.
- Identify likely risks and decide on management procedures. A cellphone must be available.
- Necessary approvals from Principal, parents and BOT where appropriate must be gained well prior to EOTC event.
- Decide how you will keep a regular check on numbers
- Personally check the area to be used and gain any necessary approvals from the owners.
- Complete an event inventory regarding staff skill/experience requirements if necessary.
- If any resident staff are involved, contact them and brief them on what you want to achieve and the details of the group. This should include RAMS from site provider.
- If travel is involved, establish the time it will take, any stops to be made and what transport will be used.
- Decide what activities will take place, the time for each activity and the equipment used.
- Ensure suitably skilled/qualified instructors are employed where activities require them e.g. canoeing, abseiling.
- Make sure the children are fully aware of what to take, their responsibilities and acceptable standards of behaviour, boundaries.
- Make sure children are fully aware of emergency procedures.
- Prepare worksheets or other resources the children will need.
- Make sure that they understand what minimum impact on the environment means.
- Ensure that all due care and reasonable, practicable steps have been taken regarding all activities.
- Adult to child ratios as per MOE guidelines.
- Carry out appropriate vetting procedures for overnight activities involving parents.

Evaluation:

- How effective were the risk management procedures for the EOTC experience?
 - Was preparation adequate?
 - Were the objectives reached?
 - Were all requirements of the Risk Management Policy adhered to?

Conclusion:

This school is committed to providing EOTC for all children in various curriculum areas, and recognises the requirement of planned safe practices in these programmes.