



ST THOMAS'S
SCHOOL

School Camp / EOTC Experience Policy

To ensure that St Thomas's School encourages and supports educational trips and visits which enhance learning in all curriculum areas.

Definition

1. A school camp is defined as any school, class or group staying overnight or longer, within or outside of St Thomas's School grounds, where children are the responsibility of a St Thomas's School teacher or teachers.
2. An EOTC experience is defined as any occasion when students leave the school grounds for any academic, sporting or cultural purpose.

Guidelines

1. Applications for School Camp must be approved by the Principal and The Board of Trustees.
2. All volunteers / parents must be police vetted for camps.
3. Parents must complete and sign a comprehensive medical and permission form for their child to attend camp.
4. Applications for EOTC experience must be approved by the Principal.
5. Camp volunteers / parents must complete and sign a medical and dietary form.
6. It is not mandatory to have adult supervision in dormitory rooms.
7. If it is deemed necessary to have supervision in dormitory rooms, this should be carried out by at least two adults.
8. Risk Management requirements must be approved by the Principal.
9. A ratio of staff and volunteers to the number of students involved is to be 1:6 for Year 1 - 6 trips and 1:8 for Year 7 & 8 trips and where water is involved 1:4. Supervision needs vary according to age and ability of the participants, the activity involved and the environmental conditions. For low risk activities and in discussion between the lead teacher of the event and the Principal, the Principal may use their discretion to alter the ratio.



11. Ensure competencies of the teaching staff and volunteers are assessed in terms of being competent for the tasks within the Camp/ EOTC Experience as well as being competent and skilled to support the students' safety.
12. Ensure access to a comprehensive First-Aid Kit. A qualified "First-Aider" must accompany any school camp.
13. If any significant accident or incident happens during the time away from school, the teacher in charge must contact caregivers, as soon as possible.
14. Teaching staff and volunteers need to be informed to avoid situations where they are alone with a student. If it is possible they should try to stay visible by avoiding confined or closed spaces.
15. For the duration of the Camp/EOTC Experience, no alcohol or drugs will be taken or consumed by volunteers, staff or students. A declaration of agreement will be signed by all volunteers. **Drugs** are defined as chemicals that alter mood and/or behaviour. They include, but are not limited to illegal drugs, non-prescribed drugs, alcohol, solvents, and cannabis.
16. All school camps/EOTC Experiences are "smoke-free" and "vape-free"
17. All school EOTC events should be self-funded and volunteers should not bear any costs.
18. The teachers in charge should take into consideration any concerns raised by parents regarding their child attending camp.
19. Students with particular needs e.g. physical, emotional, intellectual may require specific Risk Management.
20. Transporting students by private vehicle:-
 - a. All vehicles must have a current W.O.F and Registration.
 - b. All drivers must have a current driver's licence.
 - c. Every child must have their own seat belt. All children under 7 must be correctly secured in an approved child restraint. All children from their 7th to their 8th birthday must be correctly secured in an approved child restraint if one is available in the vehicle and if not, in any child restraint or safety belt that is available.
 - d. Space for extra luggage must be provided for, where a requirement of the trip is to carry equipment.
 - e. Parents need to be sure that the children's behaviour does not distract them from their driving. Guidelines need to be given orally by the driver.



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- f. Parents are expected to act as role models for the students and avoid "road rage" or abusive language.
- g. All drivers are expected to adhere to the road rules, especially with regards to speed.

21. Transporting students by bus:-

Adult supervision must be carefully considered for all bus trips. Plans need to be in place for emergency situations e.g. bus break downs, traffic accidents or bus delays.

22. Any EOTC event may be cancelled or postponed prior to or during the event if St Thomas's School staff have identified a significant health and / or safety risk.

23. Parents should refrain from taking their child home during or after an EOTC event. If a parent needs to do so they must advise the St Thomas's teacher in charge and ensure the teacher has registered this in their records, before taking their child.

24. Parents can not take children from EOTC events who are not their own. This will be allowable in exceptional circumstances only when the parent of that child has advised the St Thomas's teacher in charge that they consent to this.

25. It is the responsibility of parents to ensure their child has all of the required equipment as recommended by the school. This includes, but is not limited to; sunscreen, food and water, warm clothing, a rain jacket, appropriate footwear and a hat.

Ratified by Board

Signed A.C.

Date 5/12/2023