



ST FRANCIS XAVIER CATHOLIC SCHOOL GUIDELINES FOR PARENTS ATTENDING SCHOOL TRIPS

Education Outside the Classroom (EOTC) is a valuable way for children to develop a better understanding of the environment, a concept taught or, an outdoor learning experience. The following list of responsibilities serves to help parents appreciate their role when on an EOTC activity.

1. Taking children on a school trip is a significant responsibility. The school has an EOTC Policy and this is adhered to. Each teacher is also responsible for preparing a Risk Management Plan and this identifies obstacles, risks associated with the activity and in the event of an emergency, what steps will be taken to ensure that the children and parents are safe.
2. The number of parents assisting a group of children is dependent on the degree of difficulty and risk that the children will encounter. This child to parent ratio is the responsibility of the teacher and may vary from activity to activity or even day to day if situations determine. For example a 1:4 ratio for swimming at the beach may well change to a 1:2 ratio if the weather deteriorates and the surf increases.
3. Either prior to the trip, or before the activity starts, parents and students will be briefed about the activity by the activity organiser, the classroom teacher or both parties. This will include a discussion about the RAMS (Risks Analysis Management) and the risks associated with the activity.
4. The teacher will liaise with the event organizer with regards to pupils needing additional support. Due to privacy reasons we are not always allowed to disclose to parents specific issues relating to individual children. If however, the teacher is significantly concerned for a child's safety it may be necessary to tell you. Such information must be treated with the utmost confidentiality.
5. Should it be necessary, the disciplining of the child is the responsibility of the teacher.
6. The teacher has ultimate responsibility for the EOTC experience. Parents are requested to comply with this.
7. Parents need to be prepared for an activity that they agree to supervise. If you do not have the skills, fitness, agility or confidence to assist in an EOTC activity prior to the trip then please advise the classroom teacher. For example if you cannot swim and it is a snorkelling trip then we need to know.
8. If you have a medical condition please inform the EOTC teacher.

9. Due to the fact that we need you to concentrate on the pupils in your care, we respectfully ask that you do not bring pre-schoolers on school trips.

Thank you for your willingness to support our school EOTC experience. We appreciate your time.