

**SCHOOL DEVELOPMENT PLANNING EXTRA CURRICULAR ACTIVITIES**  
**(E.C.A)**

**1. Proposing ECA:**

As E.C.A is a dynamic program, there will be times when teachers or others have ideas for new activities that should be added to facilitate consideration of these in a formal manner, the E.C.A policy should contain an E.C.A proposal form. Such a form would provide details of the following for the proposed activity:

- Details of activity proposed.
- Proposed date, time of departure and time of return from the activity.
- Details of the various costs associated with the activity, and a total cost.
- Supervision levels required for the activity.

**2. Parental Involvement and consent:**

It is the role and responsibility of parents/guardian to:

- Consent to their child becoming involved in E.C.A.
- To read, understand and support the policy.
- To provide any relevant information to the school.
- To encourage their children to participate in E.C.A.
- To support and affirm teachers involved in E.C.A.

**3. Insurance:**

To take into account the fact that E.C.A takes place outside of school hours and/or school premises, the school must have adequate insurance including:

- “Public liability insurance”; to protect the school if the school’s actions result in bodily injury to others, including students.
- “Employers liability insurance”; to cover the school from claims by employees who suffer bodily injury in the course of employment by the school for E.C.A
- “Group personal accident insurance”; to cover the school for situations where accidents occur for which the school cannot be deemed negligent.
- “Travel insurance”, if the activity involves overseas travel.
- It is vital that the host of a particular off-campus E.C.A has adequate insurance, along with any company or individual transporting groups to and from E.C.A

**4. Transport:**

- Transport supplied must be suitable and well maintained, with teachers having the right to refuse any vehicle that they deem unsuitable for the outing in favour of a suitable replacement vehicle or a refund.
- The driver should be used to dealing with the students and have a full knowledge of and follow the itinerary and timetable for the activity subject to changes by the teachers.

- The driver is responsible for the safety of the students while travelling, but teachers have the right to intervene in cases where they feel that student safety is being compromised.
- The vehicle must be equipped with a safety belt for each student and it is the responsibility of each pupil to wear their safety belt.
- Vehicles to be left in the same condition of tidiness as they were found.
- As a general principal it is expected that students would remain on the bus until it returns to school.
- Parents and guardians should inform the school of any medical conditions which impact on a child's participation in E.C.A.
- Basic first aid boxes should be available at appropriate E.C.A. to have at hand to deal with minor injuries.
- Training in First Aid should be available for teachers involved in E.C.A.
- Good knowledge of an E.C.A. venue from a health and safety perspective. This would cover such things as the adequacy of any equipment being supplied, the health and safety qualifications of any outside supervisors of an E.C.A., the location of and distance to nearest hospital, the availability of a local doctor, and emergency evacuation procedures for indoor activities.
- A thorough inspection of any accommodation that student might be staying in during E.C.A. for proper hygiene and safety standards.
- Close supervision of students that are known to be higher health risk than normal (e.g. asthmatics or epileptics)
- Clear procedures for teachers on handling emergency medical situations.
- The provision by the school or reliable mobile phones to all teachers taking part in E.C.A.
- Adequate level of adult supervision for supervision.
- Teachers should satisfy themselves as to the suitability of an E.C.A. venue from a health and safety point of view.

##### **5. Behaviour and Discipline:**

The success of the school's E.C.A. programme is dependent on the good behaviour of the students involved. As a general rule, the school's existing policy on student behaviour should apply to E.C.A., as the students are representative of the school at such activities. However, given the nature of E.C.A. settings, including being off school grounds and in the public view, there are certain behavioural issues that should be emphasised. These might include:

- Wearing of full school uniform unless instructed otherwise by the school.
- No smoking or alcohol consumption during E.C.A.
- Compliance with all instructions of bus drivers and other outside authorities with responsibility for E.C.A., such as instructors or guides.
- No leaving of the tour group for any reason without permission.
- Strict adherence to any safety or health precautions associated with a particular activity.

- Agreement to take a prescribed action, such as waiting at a particular location or contacting a teacher by phone, if a student becomes separated from a group.
- The utmost respect to be shown to the public, E.C.A. organizers and the property of others when on E.C.A.
- Remaining in assigned accommodation and rooms during overnight or longer trips.

#### **6. Supervision:**

Recognising that teachers and other staff members give up a large portion of their own time voluntarily to ensure the success of E.C.A., any E.C.A. policy should strive to provide teachers with assistance and guidance in their supervisory duties associated with activities. Clearly, teachers have to be extra vigilant when taking children out of the school, having to pay attention to such things as road safety, behaviour on the bus, risks posed by particular venues, and the health and safety of students at all times. To this end the policy might address:

- Setting levels for supervisor/student ratios, to be agreed with management. These levels will vary according to the activity being undertaken, its duration and the ages of the student taking part ( for example a group of sixth years attending a theatre may require much less supervision than a group of second years on a hiking trip), but minimum ratios should be established.
- Providing teachers with all necessary equipment such as mobile phones, First Aid kits, and emergency details.
- Making First Aid and safety courses available to teachers.
- Facilitating teachers in becoming “au fait” with E.C.A. venues.

#### **7. Co-ordination:**

The co-ordinating teacher would liaise with management to ensure smooth running of E.C.A.

#### **8. Overnight Stays:**

When E.C.A events require that a group of students spend one or more nights away from home the school must

- Ensure that the accommodation is clean, safe, and appropriate for the students.
- Establish a list of the items that students should bring with them for such a trip.
- Be aware of whether students are prone to any problems that may have particular relevance to overnight stays.
- Have an evacuation plan in the event of a fire and ensure that the students are familiar with this.
- Establish and police a curfew for students.
- Conduct a headcount every evening and morning to ensure that all students are accounted for.
- In cases of overseas trips, make provision for medical care if it should be required.

- Provide students with a contact for a teacher that they can use if required.

**9. Community use of facilities:**

- This is totally at the discretion of the Board of Management.
- All external groups using the school must provide, in hard copy, proof of their own Public Liability Insurance.

**10. Legal Issues:**

Reasonable care must be exercised in the following:

- The nature of the activity chosen.
- The venue.
- The means of transportation.
- The demands on the physical resources of the pupils, having regard to their age and capacity.
- The dangers to which pupils may be exposed.
- Before any activity is contemplated, serious and detailed consideration, duly minuted, should be undertaken to ensure that there are enough Supervisors for all aspects of the activity in question.
- It is important to note that Supervisory resources should not be spread too thinly.

**11. Child Protection:**

Our school policy on ECA is based on the DES issued Child Protection Guidelines.