

	<p style="text-align: center;"><i>ST. RITA'S CATHOLIC SCHOOL</i></p> <p style="text-align: center;"><i>POLICY MANUAL</i></p>	POLICY NO. 2
		RELEASE DATE August 2006
	<p>EXTRA CURRICULAR POLICY</p>	REVISION NO.
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1.0 POLICY STATEMENT:

In accordance with the St. Rita's School Mission Statement, we believe that extra-curricular activities play a vital role in the total development of our students. All grades from Preparatory to Year 7 will be offered extra curricular activities throughout the year.

2.0 SCOPE:

- 2.1 This policy encompasses, but is not limited to activities such as excursions, camps, sports, educational and cultural activities.
- 2.2 This policy applies to all members of our School Community - students, parents, clergy, staff and visitors.

3.0 DEFINITION

The duty of care owed to a student by a teacher is that of a "reasonable" teacher. This means that the duty of care owed is the duty one would expect from a hypothetical teacher with normal skills and attributes. This requires teachers to take reasonable care, and to avoid injuries to students which could reasonably be foreseen as possibly occurring. What is "reasonable" and "reasonably foreseeable" will depend on the particular circumstances.

4.0 RESPONSIBILITIES

- 4.1 The Principal is responsible for ensuring adherence to this policy.
- 4.2 The School Staff is expected to comply with the procedures and practices which are established under this policy.
- 4.3 Staff members are expected to exercise Duty of Care at all times.
- 4.4 These procedures and practices will be available to all staff at all times.

5.0 MINIMUM REQUIREMENTS

- 5.1 Excursion/Activity Proposal documentation must be completed prior to any activity being undertaken.
- 5.2 Chartered buses or maxi-taxis are the preferred mode of transport.
- 5.3 Details of transport requirements are to be faxed to Charter companies. The school's requirements are to be confirmed by the charter company.
- 5.4 Buses must comply with standards set out in the Qld. Department of Safety Standards Policy.

5.5 All students must be seated whilst travelling on a bus. 3 for 2 seating – Three primary students may be carried in a bench type bus seat designed for two adults if :

- the seat is not fitted with seatbelts;
- the placement and construction of the seat allows it; and
- the journey time of the third child in the seat is not longer than 90 minutes“ Transport Operations (Passenger Transport) Standard 2000

Seatbelts will be required when travelling in speed zones over 90 km per hour.

5.6 In determining levels of adult supervision, consideration will be given to the age of students.

5.7 A permission form must be sent to families before each relevant activity. This form must be returned signed by a parent/guardian before the date of the activity.

5.8 During excursions there will be at least one designated, qualified first aider in accordance with the Excursion/Activity documentation.

5.9 A First Aid Kit must accompany each class/group on each activity.

5.10 The school office should be notified on the day of the activity of all participants involved in the planned activity.

5.11 Each student and adult should wear appropriate sun protection for all outdoor activities.

5.12 Appropriate measures will be taken to ensure contact is available between the school and personnel involved in the activity.

5.13 Staff will revisit the concept of Duty of Care annually during the first staff meeting of the year.