

**Procedures for Outdoor Education**

1. Students will not be accepted into this course if they have monies owing for optional activities.
2. Timetabled Outdoor Education programmes will be offered to Year 12 and Year 13 students. Outdoor modules will be part of the Year 12 Physical Education or Outdoor Education programme. Trips will be planned to cause minimal disruption to students' curriculum study in other subjects.
3. Safety issues will determine programmes offered, staffing, sites and resources used. A Safety Management Plan is held in the Teacher in charge of Outdoor Education's office for Outdoor Education and should be referred to for all Level 3 trips.
4. Risk management plans will be written to cover any exercises taking place outside the school property.
5. EOTC trip planning procedures will be followed ensuring all appropriate information is made available to parents, staff, SLT and students. This includes parental permission for trips, medical arrangements, emergency cell phone, transport arrangements and details of financial contributions. Documents can be accessed from Groups/Admin/EOTC/EOTC trip planning/trip forms, and Procedures for Education Outside the Classroom must be followed.
6. Staffing procedures will ensure only appropriately qualified, experienced and competent staff will instruct on activities.
7. Equipment used will be bought, checked, maintained and replaced to ensure high standards of safety are maintained.
8. Outdoor Recreation unit standards will be offered where possible. Skills Active moderation systems will be adhered to.
9. The school will endeavour to keep parental contributions to Outdoor Education activities as low as possible within the safety guidelines and offer financial assistance to students unable to participate due to hardship.