

# EDUCATION TRIPS AND VISITS POLICY

**NAG I  
NO. 107**

## **Purpose**

To provide a clear structure for planning external educational activities, to enhance the curriculum, while ensuring the welfare and safety of all students.

## **Guidelines**

1. The Principal has overall responsibility for all trips.
2. Objectives and planning for trips must be established and defined when presenting a proposal to the Principal. Consideration must be given to financial resources when establishing cost. A Trips Form must be submitted initially. A SAP (Safety Action Plan) must also be submitted where appropriate.
3. Safety of children on school trips and visits is paramount; therefore parental supervision will be required at times to ensure the correct adult/student ratio is maintained. The minimum adult/pupil ratio set by the BOT is, 1:20 for general class trips, e.g. shows or performances, 1:8 for non-risk related trips e.g. visits to MOTAT, zoo, museum, and 1:4 for any activity involving elements of risk e.g. kayaking, swimming at beaches, abseiling.
4. A written travel consent form for trips and visits must be signed by a parent/caregiver at the time of enrolment. The signed travel consent form must be held on file for the duration of the students enrolment at the School.
5. Parents must be informed in advance of all organised trips through a letter from the class teacher or team leader.
6. When planning trips or visits, specific attention will be given to any student who requires medication.
7. Consent for a students attendance at School camp must be sought on a separate consent form.
8. All parents/adults who volunteer to stay overnight at school camps must be police vetted.
9. When parents and teachers are transporting children on school trips in private cars, it is the driver's responsibility to ensure they are fully compliant with the NZ Transport Agency requirements relating to licensing, vehicle registration and warrant of fitness. Students travelling in a private vehicle under 8 years old must only be transported using an authorised car seat.
10. Parents who are in a supervisory role must not have a pre-schooler in their care.
11. All adult helpers involved must be briefed by the teacher in charge of the trip on their responsibilities before departure.
12. General school rules apply on all trips and visits.