

Extra-Curricular Activities Policy For

St Peter's College Dunboyne

Scope:

- Extra-curricular activities is activities for the whole student body of St Peters College. Ideally there should be a diverse range of activities to cater for all students.

RELATIONSHIP TO SCHOOL'S MISSION / VISION / AIMS:

- To foster confidence in our students and teachers to develop their talents and abilities.
- To respect the diversity of our student body.
- To encourage students to be positive in their outlook on life and make a positive contribution to their school and society
- To prepare students for further education and world of work.
- To nurture the values of tolerance, inclusion and care within the school and wider community.

Rationale

St Peter's College recognises how extra-curricular activities can help in the achievement of all of the above aims of the schools mission statement. It is because of this recognition that the school has such a high emphasis on extra-curricular activities and encourages all students to participate in these.

GOALS:

- Ensure consistent approaches to the planning and implementation of Extra-Curricular activities in the school.
- Provide the school community with a clear understanding of the role of Extra-Curricular activities in the school.
- Enable students to take full advantage of Extra-Curricular activities with a view to achieving a rounded education.
- Encourage parents to take an interest in and share responsibility for their children's overall development through support of the school's Extra-Curricular activities.
- Provide teachers and other staff members with assurance and guidelines to help them with what is effectively voluntary work for the benefit of the students and the whole school community.

POLICY CONTENT:

The policy content for extra curricular activities will address many of the same issues that affect normal school activities however due to the fact that a lot of

extra-curricular activities take place outside school times or outside school grounds there is a unique set of issues that need to be addressed

These are:

Proposing ECA, Parental Involvement and Consent, Insurance, Transport, Health and Safety, Behaviour and Discipline Supervision, Child Protection

See appendix:

ROLES AND RESPONSIBILITIES in developing and implementing the policy:

St Peter's College should address the roles and responsibilities of the various stakeholders.

These might include the following:

Board of Management

- To ensure that the policy is developed and evaluated going forward.
- To approve the policy.
- To consider reports from the Principal/Deputy Principal on implementation of the policy
- To support and affirm teachers involved in ECA

Principal/Deputy Principal

- To put in place the structures and procedures for the implementation of the policy.
- To monitor policy implementation through MAC
- To support and affirm teachers involved in ECA

ECA Teachers

- To implement the policy and provide feedback on its application.
- To keep records of ECA incidents and report these to the Principal/Deputy Principal.
- To ensure student awareness and acceptance of the policy.

Parents

- To read, understand, and support the policy.
- To provide any relevant information requested by the school regarding their children and ECA.
- To encourage their children to participate in ECA.
- To support and affirm teachers involved in ECA

Students

- To obey all instructions of supervisors of ECA and St Peter's College school rules
- To always act in a safe manner when involved in ECA.
- To acknowledge the work being done through ECA on their behalf by being always respectful.
- To gain enjoyment and fulfilment from their involvement.

IMPLEMENTATION PROCEDURES:

The success of extra-curricular activities is hinged upon good planning and coordination between persons involved. Drawing up a yearly plan for ECA in the school (this may require amendment as the year progresses).

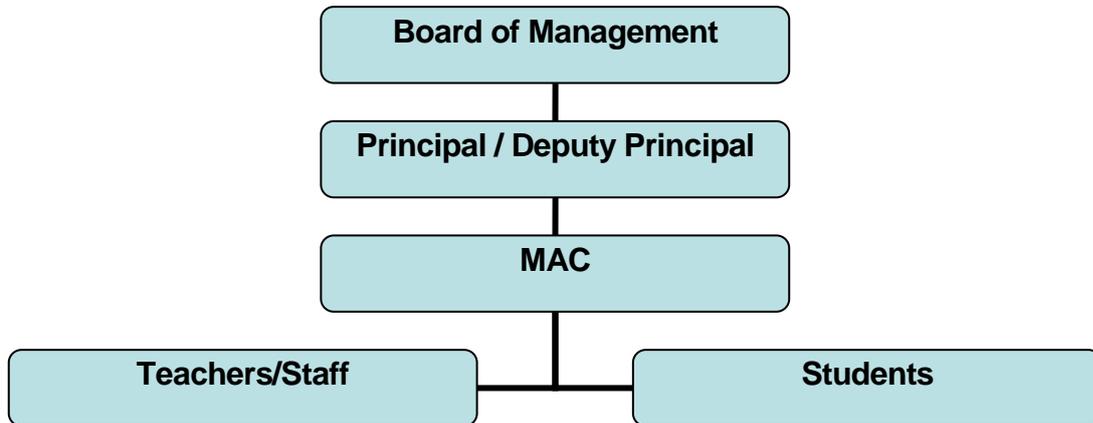
SUCCESS CRITERIA:

The success of the ECA Policy can be measured in terms of:

- Increased pupil participation in ECA.
- More teachers willing to supervise ECA.
- A reduction in the number of ECA injury events.
- A reduction in disciplinary incidents arising from ECA.
- More and varied activities for students to participate in.
- Reduced insurance premiums.
- Smoother running of the ECA process.

MONITORING PROCEDURES:

Monitoring of the ECA Policy implementation should entail a structured feedback mechanism. All persons involved in ECA's will report to MAC. The Committee collates this information and will work with the Principal/Deputy Principal on developments and issues to be addressed. The Principal/Deputy Principal will then report to the Board of Management and make suggestions for the future.



REVIEW PROCEDURES (who will do what when):

The policy should be reviewed after a two years, with the review team comprising of MAC, the Principal, and the Deputy Principal. It should address any policy areas that need amendment or improvement.

Signed: _____

Dated: _____

Review Date: _____

Appendix: 1

Proposing new ECA

As the needs of the student are ever changing so is the need for new and alternative ECA. New ideas are welcomed but must be passed formally. New ideas can be put into a proposal form for the perusal of the Principal/Vice principal and/or the person in charge of extra-curricular. The form should include some but not necessarily all of the following.

- Consent letter/Contract
- Proposed date, time of departure, and time of return for the activity
- Proposed itinerary
- List of affected students
- Aims and objectives of the activity
- How these aims and objectives will be met
- Possible follow-up activities
- Breakdown of the various costs associated with the activity, and a total cost
- Any special funding available for the activity
- Cost to the students
- Supervision levels required for the activity
- A note that the activity is covered by the school's insurance

Some of the above list may not be applicable but teachers are encouraged to have as much information as possible submitted.

Parental Involvement and Consent

As holistic education is dependent on a cooperative approach between parents and the school, it is vital that parents are fully aware of and committed to the success of the school's ECA and ECA policy. .

In relation to individual ECA, there should be a note in the diary which outlines the activity the students will be involved in; this should be signed by a parent/guardian

- A confidential medical form(provided by the parent/guardian) highlighting any illnesses that a pupil may have or medication that he is taking and granting authority to the school to act in an emergency medical situation in the event that a parent cannot be contacted (a separate form for the latter covering the whole year might be an alternative solution).

Insurance

St Peter's College is fully covered by insurance for:

- Group personal accident insurance to cover the school for situations where accidents occur for which the school cannot be deemed negligent.
- Travel insurance,

Meath Vec provide the following

- Public liability insurance to protect the school if the school's actions result in bodily injury to others, including students.
- Employer's liability insurance to cover the school from claims by employees who suffer bodily injury in the course of employment by the school for ECA.

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 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 traveling, but teachers have the right to intervene in cases where they feel that student safety is being compromised.
- Vehicles to be left in the same condition of tidiness as they were found.

Health Safety:

Health and safety of the students is paramount and due to the nature of extra-curricular activities this is even more important. While it is accepted that a certain amount of "scrapes and scratches" will occur the idea of the health & safety aspect would be to minimise the risk of serious injury with certain safety precautions that may include some of the following:

- The availability of basic First Aid boxes at appropriate ECA to have at hand to deal with minor injuries.
- Training in First Aid for teachers involved in ECA.
- Clear procedures for teachers on handling emergency medical situations.
- It is recommended that 2 teachers should accompany students on long distance trips however this may not be necessary for local trips.

Behaviour and Discipline

The success of extra-curricular activities includes a good code of behaviour from all participants. It should be reminded to students that at all times they are representing the school and should act in a manner befitting to the school. The teacher in charge can deem what is appropriate and what is unacceptable in accordance with St Peter's College school rules. Behavioural issue that could arise include:

- Wearing of full school uniform unless instructed otherwise by the school.
- No smoking or alcohol consumption during ECA.
- Compliance with all instructions of bus drivers and other outside authorities with responsibility for ECA, such as instructors or guides.
- No leaving the tour group, for any reason, without permission.

- Strict adherence to any safety and 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, ECA organizers, and property of others when on ECA (this would include opposing teams during games).
- Remaining in assigned accommodation and rooms during overnight, or longer, trips
- Accepting teacher's authority on trips.

It must be stated that this is not an exhaustive list

With relation to school work missed.

- It is be expected that all work missed due to extra-curricular activities (including homework) should be caught up on by the pupil. The onus is on the student to get this work themselves.

Withdrawal of student from ECA:

This decision may be made by school management, parent or teacher in charge.

Class teacher may recommend withdrawal of student from ECA to management or teacher in charge in certain circumstances

Child protection:

- The school abides by all Children First guidelines.
- Students are encouraged to report any incidents to school authorities
- Staff are informed of child protection guidelines