



# Ashbourne Community School Extra-Curricular Activities (ECA)

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### 1) Introduction and Scope of Policy

**This policy on extra curricular activities applies to all members of the staff of Ashbourne Community School who facilitate extra curricular activities, to the students participating in the activities and to their parents/guardians. It applies to all school activities including co-curricular activities and all those activities facilitated during and outside of normal school hours, both on and off the school grounds and anywhere students are clearly identified or identifiable as students of the School. This policy was drafted using a whole school approach, involving all members of the school community.**

### 2) Relationship to School Mission Statement

As stated in the School's mission statement, Ashbourne Community School is a partnership of students, staff, parents, Board of Management and our local community. Through positive staff and student relationships and the curriculum, which is offered, we aim to develop in each student a confident, healthy self-image and a sense of responsibility. Our school is a place where we foster such values as respect, inclusion and care and endeavour to help all students realise their potential and this is evident in our school policies and practice. This Extra Curricular policy is part of the general pastoral approach which is adopted by the school to ensure a healthy, caring and supportive learning environment and is one among many that serves to promote the school's ethos as outlined in the School's Mission Statement. The Board of Management asserts its right to protect and promote the School's ethos by requiring certain standards of behaviour & prohibiting certain practices.

Other related policies include:

- Code of Behaviour
- Health and Safety
- Child Protection Guidelines
- School Trips Policy
- Homework
- Anti-Bullying

### **3) The rationale for having ECA and the need for a relevant policy:**

- Within this holistic approach to education, an important part in a wide-ranging curriculum is the provision of a broad range of ECA, including sporting, artistic, educational, musical, cultural, debating, social, leisure and spiritual activities. These activities help to fulfil the school's objective of full development of students based on the principles of self-respect and respect for others, as per the mission statement and vision of the school.
- The curriculum content of some subjects requires co curricular activities. These include field studies /trips /outings /recreational activities, which take place on and off school grounds.
- ECA assist in bonding/relationship development between students as well as providing teachers with an opportunity to get to know students in a non-classroom environment.
- There should be a balanced programme of ECA for the school year that does not prove too costly for parents/guardians and does not overburden the school timetable.
- To assist staff in the planning of ECA. So that they are aware of all necessary precautions which must be observed to provide for the health and safety of staff and students. It also ensures that ECA take place efficiently and smoothly and that the standard of supervision is firmly within guidelines and standards.

### **4) ECA in the School Curriculum:**

The school recognises that ECA represents a valuable aspect of the learning process and contribute to the growth of a rounded individual. ECA complements in-school learning and activities and provides opportunities for all students, regardless of their academic ability, to explore and broaden their gifts and talents in other non-academic areas. In the modern environment in which the education system operates, the school's approach to ECA is framed within a formal policy adopted by teachers, students, parents/guardians and the Board of Management.

### **5) ECA Policy Goals:**

Ashbourne Community School's ECA policy has the following goals:

1. Ensure consistent approaches to the planning and implementation of ECA in school.
2. Provide the school community with a clear understanding of the role of ECA in the school.
3. Enable students to take full advantage of ECA with a view to achieving a rounded education and promote a positive sense of self-worth.
4. Encourage parents/guardians to take an interest in and share responsibility for their children's overall development through support of the school's ECA.

5. 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.

## 6) Policy Procedures

ECA are activities that take place either outside of the classroom, outside of school time or off the school premises, or both, meaning that there are certain unique issues that need to be addressed. The major issues that require attention include (in no particular order):

- Organising event/supervision
- Organising Transport
- Health and Safety
- Behaviour and Discipline
- Overnight Stays
- Legal Issues
- Child Protection

### Organising Event/Supervision

- Approach Deputy Principal with date, time & teachers involved for said activity/event allowing a reasonable time for organisation of supervision.
- The number of supervising adults per trip shall be discussed with management at time of organising the trip.

### Organising Transport

- Contact details of approved bus companies are available in the 'bus book' located beside Subject policy shelf in the staffroom.
- Details of trip to be inputted before trip takes place
- Where possible, most competitive quote to be accepted
- Minimum charge per student may be necessary to cover cost of bus hire

### Health and Safety

- Teachers/mentors should be made aware of existing medical conditions by the students when making themselves available for ECA. This information is contained in the student journal which is completed by each student with their parents/guardians at the beginning of the academic year.
- Teachers/mentors facilitating the ECA must ensure that basic First Aid boxes are available and at hand to deal with minor injuries.
- Risk Assessment and Incident Report Form – See Appendix 1 & 2.

### Behaviour/Discipline

- The school's existing Code of Behaviour policy on student behaviour applies to ECA, as the students are representing the school at such activities.
- Students are required to wear full school uniform unless instructed otherwise by the school.
- Students are advised not to leave the tour group, for any reason, without permission.

Legal Issues: Reasonable care must be exercised in the following:

- Nature of the activity chosen
- Venue chosen
- Means of transportation
- Demands on the physical resources of the pupils, having regard to their age and capacity.

- Dangers to which pupils may be exposed.

The other major area where legal issues are paramount relates to supervision. Before any activity is contemplated, serious and detailed consideration should be undertaken to ensure that there is adequate supervision for all aspects of the activity in question.

#### Child Protection

- The school policy on ECA is based on the DES issued Child Protection Guidelines.
- All supervisors (including non-teaching staff and external staff) must be Garda vetted.

### **7) Roles and Responsibilities of Whole School Community**

The school needs to take into consideration the roles and responsibilities of the various parties that make up the school community regarding ECA.

Board of Management:

- To ensure that the policy is developed and evaluated going forward.
- Following consideration of the contents of the policy, to agree and ratify the policy.
- To consider reports from the Principal/Deputy Principal on implementation of the policy.
- To support and affirm staff involved in ECA.

Principal/Deputy Principal:

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

ECA teachers/facilitators:

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

Parents/Guardians:

- 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 staff involved in ECA.

Students:

- To obey all instructions of supervisors of ECA.
- To always act in a safe manner when involved in ECA.
- To acknowledge the work being done through ECA on their behalf by being respectful.
- To gain enjoyment and fulfilment from their involvement.
- Bring to the attention of the facilitator any medical conditions which may impact on participation in the activity.
- To follow up on homework (See homework policy)

**8) Measuring/ Reviewing Policy Success & Procedures**

As part of the School Self Evaluation process, Ashbourne Community School will monitor, review and evaluate this Policy and all related work and procedure on an ongoing basis to ensure best practices.

This policy has been ratified by the Board of Management of Ashbourne Community School at its meeting on 27<sup>th</sup> May, 2015. (Ref. Meeting Nr. 212)

\_\_\_\_\_  
*Chairperson  
Board of Management  
Ashbourne Community School*

Date: \_\_\_\_\_



**Accident Report Form  
Ashbourne Community School**

Student/Name: \_\_\_\_\_

Year Group: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Date & Time of Accident: \_\_\_\_\_

Place of Accident: \_\_\_\_\_

\_\_\_\_\_

**DESCRIPTION OF THE ACCIDENT**

How did accident happen? What was the student/person doing? What treatment was given and by whom?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any hazards and/or unsafe conditions that may have been present at the time of accident.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NATURE OF INJURY**

- |          |                          |             |                          |
|----------|--------------------------|-------------|--------------------------|
| Fracture | <input type="checkbox"/> | Poisoning   | <input type="checkbox"/> |
| Bite     | <input type="checkbox"/> | Puncture    | <input type="checkbox"/> |
| Bruise   | <input type="checkbox"/> | Sprain      | <input type="checkbox"/> |
| Burn     | <input type="checkbox"/> | Dislocation | <input type="checkbox"/> |
| Cut      | <input type="checkbox"/> |             |                          |

Other \_\_\_\_\_ (specify)  
\_\_\_\_\_  
\_\_\_\_\_

**PART OF BODY INJURED**

- |        |                          |       |                          |      |                          |       |                          |       |                          |
|--------|--------------------------|-------|--------------------------|------|--------------------------|-------|--------------------------|-------|--------------------------|
| Ankle  | <input type="checkbox"/> | Hand  | <input type="checkbox"/> | Arm  | <input type="checkbox"/> | Head  | <input type="checkbox"/> | Back  | <input type="checkbox"/> |
| Knee   | <input type="checkbox"/> | Ear   | <input type="checkbox"/> | Nose | <input type="checkbox"/> | Face  | <input type="checkbox"/> | Scalp | <input type="checkbox"/> |
| Finger | <input type="checkbox"/> | Teeth | <input type="checkbox"/> | Foot | <input type="checkbox"/> | Wrist | <input type="checkbox"/> |       |                          |
| Other  |                          |       |                          |      |                          |       |                          |       | (specify)                |

**WITNESS(ES) PRESENT**

**ACTION TAKEN**

- |                     |                          |           |       |
|---------------------|--------------------------|-----------|-------|
| First Aid treatment | <input type="checkbox"/> | By (Name) | _____ |
| Sent to reception   | <input type="checkbox"/> | By (Name) | _____ |
| Sent home           | <input type="checkbox"/> | By (Name) | _____ |
| Sent to doctor      | <input type="checkbox"/> | By (Name) | _____ |

Doctor's Name \_\_\_\_\_

Sent to hospital  By (Name) \_\_\_\_\_

Name of hospital \_\_\_\_\_

Was a parent or other individual notified? Yes  No  When? \_\_\_\_\_

Name of individual notified: \_\_\_\_\_

Person(s) on duty/other _____ Signature
Title: _____
Date: _____