**KARAPIRO SCHOOL**

**EOTC Caregiver Guidelines**

**GUIDELINES FOR CAREGIVERS & VOLUNTEERS FOR**

**EDUCATION OUTSIDE THE CLASSROOM (EOTC) EVENTS**

Karapiro School acknowledges that in many instances, without the help of caregivers, camps and trips cannot go ahead. They also appreciate that caregivers often take leave from work to accompany their children on these camps and trips.

Following are Kararpiro School’s guidelines for all Caregivers/Parent Helpers/Volunteers, with the purpose being to minimise risks and hazards and to ensure all possible steps are being taken to ensure the health and safety of all those involved in EOTC events.

These guidelines sit alongside and support the Karapiro School EOTC Policy and Procedure documents.

1. The Principal has the right to screen/police vet all Caregivers and to decline, at their discretion, if felt appropriate.
2. No volunteer will be below the age of 20 years (unless a trainee teacher).
3. Budget restrictions may mean that once the desired ratio is attained, surplus Caregivers may be required to pay, or, depending on the facilities and availability, at times a maximum number of Caregivers for an event may be stipulated.
4. A “Camp Caregivers/Parent Helpers” meeting will be held before each major trip/camp to provide clear guidelines, expectations and requirements, such as, but not limited to: curriculum links, allocation of student groups to supervise, mode of transport, expected time of arrival at venues, the programme, duties, nature of activities, sleeping arrangements etc.
5. All decisions are to be made by the Teacher, and at no time must Caregivers or Activity Group Supervisors change the programme without consulting the Teacher, unless there is an imminent risk to the safety of the children or themselves.
6. To ensure the required student/adult ratios are met at all times, Caregivers will not leave any location e.g. camp ground or activity group, without first informing the Teacher in charge.
7. Caregivers will have responsibility for the children in their care, including ensuring they are acting in an appropriate manner and upholding the virtues of Karapiro School.
8. Caregivers will not discipline children but will seek support from Teachers for any behavioural issues or incidents.
9. Before each camp or trip requiring Caregivers to transport students, Caregivers will be required to fill out a form stating their vehicle is warranted and registered, and that they hold a current driver’s licence. Evidence of the driver’s licence and the vehicle’s registration/warrant is required on Caregiver selection for a trip/camp, i.e. a photo, or they can text, email, or provide hardcopy copies to the organiser/teacher.
10. All drivers must follow the stated itinerary and no “detours” or unscheduled stops are permitted.
11. All vehicle incidents/accidents are to be reported to the Teacher in charge. The Teacher in charge will report to the Principal as soon as practical. The teacher and/or Principal will contact Caregivers of involved students as soon as practical and possible.
12. It is possible that Caregivers may be in charge of or supervising an activity group which does not include their own child/children.
13. Caregivers are expected to stay with their allocated activity group at all times.
14. Caregivers are expected to participate in all activities for the entire duration of the event.
15. In the instance that sleeping arrangements do not allow for separate adult/child sleeping quarters, Caregivers will only sleep in a minimum of pairs, and with children of the same gender. If a child is withdrawn from sleeping quarters for any reason, a minimum of 2 adults will supervise them.
16. Caregivers must consider those they are supervising/working with at all times, such as keeping noise levels to a minimum after student lights out.
17. Caregivers are discouraged from giving treats to students, so as not to: put pressure on other Caregivers to do the same, contradict the school’s healthy eating programmes, or unknowingly jeopardise student health and safety in the instance of allergies.
18. No smoking/vapping is permitted when supervising children, or in the presence of children, and specific venue designated smoking areas/regulations will be adhered to at all times.
19. For safety reasons, consumption of alcohol is not permitted at any time for the duration of the camp or trip.