



Education Outside The Classroom (EOTC) Policy

Nag 5

Education Outside The Classroom is an essential component of our learning. The vision of New Zealand's National Curriculum cannot be achieved inside the classroom alone.

Education Outside The Classroom

Children learn through experiences appropriate to their needs and environment. Children need a variety of experiences for maximum development and should be given opportunities to explore and learn from the world outside the classroom.

EOTC activities must be approved by the Principal and overnight camps by the Board of Trustees, who hold the ultimate legal responsibility for approved excursions. All School Health & Safety Policies apply to EOTC activities.

To make EOTC effective and safe, the School will:

- * Involve students, parents, caregivers and the community at all relevant stages of planning, preparation, performance and evaluation.
- * Be aware of cultural considerations of participants.
- * Ensure, where possible, that students are not excluded for financial or special reasons.
- * Follow Ministry of Education regulations and guidelines on safety and supervision, risk management, leadership and legal requirements.

Taking children out of the School environment can provide them with life changing experiences which they will remember for the rest of their lives. It can also put them at risk and into unfamiliar situations. Careful planning and preparation is needed to minimise risks and make the activity a positive experience for each student.

Risk Management

Risk Management plans help identify the possible risks and hazards involved in the event and the steps taken to minimise them. They are important planning documents that

ensure that appropriate safety strategies and supervision exist and that the proposed activity is suitable for the intended participants.

When working with external EOTC providers, we will need to assure ourselves that Health & Safety Policies and Procedures are well established and practised. Copies of these will work alongside our own RAMs.

Supervision

All events must be led by Staff who are appropriately trained and competent in those areas. Competency can be measured by experience and/or qualifications. Staff have the right to say no to taking an event.

Parents, Contractors, Volunteers and Student Leaders must be checked for their suitability to work with children and adults.

- * Adequate adult/child ratios must be maintained throughout the trip. Our suggested ratio is 1:4 for high-risk activities, including bush, boating or water activities and a 1:6 minimum for all other activities.

Supervision Ratios

The supervision Ratio is established as part of the RAMS. The teacher in charge, determines the ratio, based on the following considerations:

- * The competence of the Staff, including Volunteer Assistants and Student Leaders.
- * First Aid Cover.
- * Gender, age, behaviour and ability of students (medical, educational).
- * The duration and the nature of the activity, for example, whether it is land based or water based.
- * The nature of the site and its remoteness.
- * Contingency options.
- * Access to emergency services.
- * The time of the year.
- * The weather forecast.

For help in determining ratios for an event, see Ratios - More Than Just Numbers on the Te Kete Ipurangi (TKI) website.

EOTC Transport

Private Car:

Any private car provided for students, must be registered and have a current Warrant of Fitness. All parents providing transport must have their full driver's licence even if they are only transporting their own children.

Parents who agree to provide transport, sign an assurance that these requirements have been met, and that everyone in the car will use seat belts. See the *Private Car Volunteer form (Private Car Volunteer Form.doc)*.

Public Transport or Chartered Transport:

The Operator's licence determines the conditions of travel.

Parent Help

Teachers will brief parent helpers and instructors of their specific roles, including supervision, driving guidelines, medical needs of specific students and any other relevant information.

EOTC First Aid/Medicines

Ensure that at least one adult has a current First Aid Certificate and that the first aid equipment is accessible at all times.

Ensure that individual medication is administered as required and recorded (on the Medication Administered form). Medicines, except asthma inhalers, are held by the teacher in charge.

Record any first aid treatments on a first aid log and any accidents on the Accident Register. If a student sustains a head injury, monitor them for delayed concussion.

If a student becomes ill at camp, alert the teacher in charge. Follow infection control procedures, including implementing heightened hygiene practices.

Note: No medication may be administered to a child without parental consent. Paracetamol may be given with verbal consent from a parent.

Parental Consent

Levels of Activity

At School or walking within the Naenae area.
For example: Sports events, fun days, nature studies.

Off-site events occurring entirely in school time, requiring travel.
For example: Zone sports, class trips to the museum.

Events involving an overnight stay.

Consent required

Our blanket consent is on the Enrolment form. This is explained at the Enrolment Meeting.

Parents are informed that the event is to occur and consent is sought.

Parent/Caregiver informed and consent is required.


Behaviour

All general school rules and policies must be followed by all participants.

If a student's behaviour on an EOTC activity is unacceptable, they may have to be returned to school. The teacher in charge must contact the Principal before taking any action.

The Principal informs the student's parents of the unacceptable behaviour and the arrangements for bringing the student back.

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Ratified by the Board



16th MAY 17

Chairperson

Date

Supporting documents

- Risk Analysis and Management (RAMs) form
- Camp Proposal form
- Camp Approval form
- Student Camp Contract
- Parent Volunteer Camp Contract
- Private Car Volunteer form