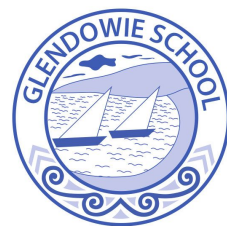


EDUCATION OUTSIDE THE CLASSROOM POLICY (EOTC)



RATIONALE

- EOTC describes curriculum based learning that extends beyond the four walls of the classroom (Safety & EOTC, MOE booklet). In terms of this policy, EOTC will be learning, that extends outside the school gate.
- Varied experiences are necessary for development, and all learners should be given opportunities to explore the world outside the classroom appropriate to their needs.
- Trustees have the ultimate legal responsibility for students in their care and this responsibility exists while their employees have charge of students whether inside or outside of the school, or out of normal hours.

PURPOSE

EOTC programme in the school will:

- Increase learner’s knowledge, understanding and appreciation of the school area, local district, and other places, including some unfamiliar places.
- Help learners develop self-confidence and enhance learning while visiting or being in situations different from their everyday lives.
- Help learners develop an attitude of responsibility, particularly towards their own safety and that of others.
- Provide opportunities to enrich the curriculum and classroom learning programme.

GUIDELINES

- Follow Ministry of Education guidelines for good practice for EOTC called “Bringing the Curriculum Alive.”
- The Board have permitted management to be responsible for category A and B activities which do not include high risk.
- The BOT will be consulted regarding out of school activities and High Risk activities especially (Category C and D)
- The Principal will designate the category of an event, in line with this policy.
- The appropriateness of the activity is determined depending on the learning needs of the students, and the developmental age they are at.
- Ensure that staff who are taking sports trips have access to a current qualified first aider.
- All leaders of trips will have access to a cell phone to call 111 for emergency assistance
- EOTC activities have been identified in the following categories
 - On site on school grounds lower and higher risk environments
 - Off site within school hours lower and higher risk environments
 - Off site outside school hours lower and higher risk environments
 - Off site overnight stays lower and higher risk environments

REFERENCE

- EOTC Safety Management Plan.

MANAGEMENT GUIDE FOR EOTC ACTIVITY TYPES

KEY

High-risk Health: Take medication or supplies (named plastic container from office) for High-risk students who have a Health Action Plan.

Blanket consent: Parents are given opportunity to sign permission, at time of enrolment, to approve all trips within the allotted category.

Parent consent: Signed parent permission required for individual trips (if consent not returned on time, teachers may choose to ring the parent before the trip to get verbal consent)

RAMS: Risk Analysis Management System (usually used for higher-risk activities where specialised skills and/or equipment is required eg kayaking). The Principal may request this form as well as SAP

SAP: Safety Action Plan

Senior Management: Principal, DP or AP

Activity type	Description	Approval	Parental consent	Risk management planning
A. On site In the school grounds	(i) Lower risk environments For example: measuring for maths, sports day, enviro group, adventure based learning activities, painting murals etc <i>Please note:</i> If money is requested, parent permission is not required on parent information letter. Exceptions for: sincerely held religious or cultural views, and specified parts of the health curriculum related to sexuality education. (Refer to Principal).	None required.	Blanket consent	N/A
	(ii) Higher risk environments For example hiring a climbing wall	Senior Management or Sports Leader, or none	Parent consent and risk disclosure with a RAM	SAP and/or RAM
B. Off-site Within school hours Short visits to local venues	(i) Lower risk environments Including only: Neighbouring Schools: St Heliers school, Churchill Park School, Glendowie College, Sacred Heart College and Glendowie Kindergarten. Local Parks: Roberta Rd Park (not the beach), Glendowie Park (cross the road from school) Churchill Park and Cross field park. Other: Roberta Rd shops, St Andrews rest home and Maskell St shops	Senior Management or Sports leader	Blanket Consent	SAP High-risk Health
	(i) Lower risk environments For examples: Mt Taylor Hill, Tahuna Torea, museums, art gallery, sports events, zoo.	Senior Management or Sports Lader	Parent Consent Risk disclosure with a RAM	SAP and/or RAM High-risk Health
	(ii) Higher risk environments For example: aquatic environments (river, beach but not swimming), farm visit, planting trees, ferry,			

Activity type	Description	Approval	Parental consent	Risk Management Planning
C. Off site which may extend after out of school hours additional risk management required	(i) Lower risk environments – lower technical skills required For example: farm visit, day orienteering in a local park, city visit, swimming in pools, train, ferry trip	Senior Management and/or BOT approval	Parental Consent	SAP and/or RAM High-risk Health
	(ii) Higher risk environments – higher technical skills required For example: skiing, sailing, rock climbing, swimming in natural environments (beach, river), factory visit, forestry or agricultural field trip involving chemicals or heavy machinery.	Senior Management and/or BOT approval	Parent Consent and Risk disclosure	SAP and/or RAM High-risk Health
D. Off site Residential overnight	(i) Lower risk environments – lower technical skills required For example: trip to another city or region, sports tournaments, historical sites and bush walks with well-formed tracks.	Principal and BOT approval	Parent Consent and Risk disclosure	SAP and/or RAM High-risk Health
	(ii) Higher risk environments – higher technical skills required For example: overseas trips, into natural water, bush or alpine environments, outdoor education camps, multi-day outdoor pursuits journeys in the back country (for example, biking, tramping, kayaking).	Principal and BOT approval	Parent Consent and Risk disclosure	SAP and/or RAM High-risk Health

Approved: Nov 2014

Reviewed: 23 May 2017

Signed by Chairperson:

