



# Education Outside the Classroom (EOTC) Policy

Policy to support NAG 5 Health & Safety

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## Outcome statement

Education is not limited to the classroom and education outside the classroom (EOTC) is seen as being an important part of the educative process. The school believes in utilising a range of environments, and experiences to enhance the learning of their students. The school believes in providing students with the opportunity to participate in recreation, leisure, and sport. Such education, however, must fall within the requirements of Pukekohe Hill School's health & safety policy.

## Scoping

Education Outside the Classroom (EOTC) is defined as all those events that occur outside the classroom, both on- and off-site, including all curriculum, sporting, and cultural activities. It also includes overseas trips. EOTC sits within our safety management system and planning and consent requirements vary according to the type of activity and risk assessment.

## Delegations

All participants and leaders of EOTC experiences have a responsibility for both their own safety and the safety of others.

## Expectations and limitations

Taking students out of the school environment can provide them with life-changing experiences, that 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

To make EOTC effective and safe, the school will:

- Use EOTC to enhance learning in a variety of curriculum areas through a balanced programme that provides a wide variety of adventure activities and outdoor pursuits.
- Follow Ministry of Education EOTC guidelines on safety and supervision, risk management, leadership and legal requirements.
- Implement a clear and transparent process will be used for selecting volunteers for EOTC experiences. Volunteers will understand the requirements and level of behaviour expected while on EOTC experiences. The Board requires Police Vetting to be undertaken for all EOTC volunteers for overnight experiences. It expects that volunteers for any other EOTC experience will declare any prior convictions and staff will exercise caution if concern is raised regarding any volunteers.
- Ensure that adequate ratios and effective supervision are provided for all EOTC experiences. There is no prescribed ratios for activities. Ratios will vary according to the age and needs of the students, the nature of the activity, the location, and the competence of the students and staff involved. A discussion will be held with school leadership to determine the ratio required for each EOTC experience.
- Ensure that no alcohol or drugs will be consumed by any person while on any EOTC experiences.
- Utilise the resources of the school, community and environs where possible for EOTC activities.
- Ensure that all involved with EOTC activities show respect for the environment, and the needs and values of other people, and cultural considerations.
- Take all practicable steps to include students with additional support needs. Alternative learning situations will be provided for students unable to participate.
- Ensure that EOTC includes elements of fun, time for reflection, the development of self-esteem and the opportunity to develop group skills.
- Ensure there is a robust post-evaluation and review of EOTC experiences.
- Ensure adequate ongoing training for all staff involved in EOTC including support for staff attending approved workshops, seminars, courses and training and assessment schemes.
- Ensure that written permission is sought from parents/caregivers for all EOTC activities that take place out of the school grounds

at a 'Medium Risk' level. Written permission may be in the form of email, classdojo message, etc. All message must be retained for proof of permission.

- Ensure that the skills and experience required to run each activity are identified and recorded on RAMS or Safety Action Plans.
- Ensure that students requiring additional language or behaviour support will be identified and catered for on the RAMS or Safety Action Plans.
- Ensure that all staff involved in EOTC experiences have a basic understanding of first aid.

## Procedures/supporting documentation

### Resources

- TKI: ***EOTC Guidelines***
- TKI: ***Learning Experiences Outside The Classroom***
- EONZ: ***EOTC SMP Template and Tools***
- SupportAdventure: ***Good Practice Guidelines***

## Monitoring

## Legislative compliance

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Reviewed: <i>August 2022</i>	Next review: <i>August 2025</i>
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Low Risk	Medium Risk	High Risk	Overnight
<b>School based / School boundary</b>	<b>Franklin Events</b>	<b>Events involving machinery</b>	<b>Camps and overnight experiences</b>
Routine and expected activities and environments <ul style="list-style-type: none"> <li>• School grounds</li> <li>• Supervised local visits.</li> </ul>	Risk levels increased due to travel off site activity.	Where risk exposure is greater than what would typically be the case at school. <ul style="list-style-type: none"> <li>• Adventurous activities &amp; Hazardous environments., Water activities</li> </ul>	Overnight experiences Including camps and trips.
<i>Examples: Trip to Indian Hall, cross country practice, Junior EOTC,</i>	<i>Examples: Franklin sports events, swimming off site, Marae day visit.</i>	<i>Examples: Day trips to museum, beach. Rock climbing walls. Rainbows End</i>	<i>Examples: Senior camp, Matariki sleep over:</i>
Activity Proposal Requirement: <ul style="list-style-type: none"> <li>• Team Leader Approval</li> <li>• Inform Leadership team</li> </ul>	Activity Proposal Requirement: <ul style="list-style-type: none"> <li>• Team Leader Approval</li> <li>• Inform Leadership team</li> </ul>	Activity Proposal Requirement: <ul style="list-style-type: none"> <li>• Team Leader / DP Approval</li> <li>• Principal Approval</li> <li>• <a href="#">Approval form</a></li> </ul>	Activity Proposal Requirement: <ul style="list-style-type: none"> <li>• Team Leader / DP Approval</li> <li>• Principal Approval</li> <li>• BOT Approval</li> <li>• <a href="#">Approval form</a></li> </ul>
Consent Requirement: <ul style="list-style-type: none"> <li>• Staffing allocated related to activity.</li> <li>• Parents informed through newsletter or dojo or Facebook</li> </ul>	Consent Requirement: <ul style="list-style-type: none"> <li>• Staffing allocated related to activity.</li> <li>• Caregiver permission slips</li> </ul>	Consent Requirement: <ul style="list-style-type: none"> <li>• Staffing allocated related to activity.</li> <li>• Caregiver permission slips</li> <li>• External provider contact information and agreement.</li> </ul>	Consent Requirement: <ul style="list-style-type: none"> <li>• Staffing allocated related to activity.</li> <li>• Caregiver permission and agreement.</li> <li>• Medical information</li> <li>• External provider contact information and agreement.</li> <li>• Volunteer contract / details</li> </ul>
Risk Identification: <ul style="list-style-type: none"> <li>• Discussion at Team meetings with identification of risks and management actions.</li> </ul>	Risk Identification: <ul style="list-style-type: none"> <li>• SAP - (Safety Action Plan) for travel.</li> <li>• SAP - of main activities</li> </ul>	Risk Identification: <ul style="list-style-type: none"> <li>• SAP - (Safety Action Plan) for travel.</li> <li>• SAP - of main activities from provider</li> </ul>	Risk Identification: <ul style="list-style-type: none"> <li>• SAP - (Safety Action Plan) for travel, camp activities.</li> <li>• SAP - of activities delivered by provider</li> </ul>
Information required (but not limited to:) <ul style="list-style-type: none"> <li>• Student medical issues known</li> <li>• Emergency communication plan</li> <li>• Teachers with cellphones during activities</li> </ul>	Information required (but not limited to:) <ul style="list-style-type: none"> <li>• Student medical list</li> <li>• Emergency communication plan</li> <li>• Teachers mobile contact information</li> <li>• Contact details for parent transport &amp; supervision.</li> <li>• Transport plan</li> <li>• SAP</li> </ul>	Information required (but not limited to:) <ul style="list-style-type: none"> <li>• Student medical list</li> <li>• Emergency communication plan</li> <li>• Teachers mobile contact information</li> <li>• Contact details for parent transport &amp; supervision.</li> <li>• Transport plan</li> <li>• SAP</li> </ul>	Information required (but not limited to:) <ul style="list-style-type: none"> <li>• Student medical list</li> <li>• Emergency contact information</li> <li>• Risk assessment</li> <li>• Transport plan</li> <li>• Site plan and information</li> <li>• Emergency communication plan</li> </ul>