



Education Outside the Classroom (EOTC) Policy

Policy to support Health & Safety

Outcome statement

Education is not limited to the classroom, and Education Outside the Classroom (EOTC) is an important part of the educative process. The school believes in utilising a range of environments and experiences to enhance the learning, wellbeing and development of students. The school believes in providing students with opportunities to participate in curriculum, recreation, cultural, sporting and outdoor learning experiences. All EOTC experiences will be planned and managed within Pukekohe Hill School's health and safety management system and in accordance with relevant legislation and current Ministry of Education EOTC guidance.

Scoping

Education Outside the Classroom (EOTC) includes learning experiences that occur outside the normal classroom environment, both on and off the school site, including curriculum, sporting, cultural, recreational and outdoor activities, camps and overnight experiences.

EOTC sits within the school's safety management system. The level of planning, approval, consent, supervision and risk management required will reflect the nature of the activity, environment, participants and level of risk involved.

Delegations

The Board is responsible for ensuring appropriate policies and systems are in place to support safe EOTC experiences.

The Principal is responsible for ensuring that the school's EOTC safety management system is implemented effectively and that appropriate approval, planning and risk-management processes are followed.

EOTC leaders are responsible for ensuring activities are appropriately planned, risks are identified and managed, and effective supervision and emergency procedures are in place.

All participants and leaders of EOTC experiences have a responsibility for their own safety and for acting in ways that support the safety and wellbeing of others.

All volunteers are responsible for following the expectations, instructions and guidance of EOTC leaders and for acting in accordance with this policy and associated safety procedures

Expectations and limitations

Taking students outside the usual school environment provides valuable opportunities for learning, challenge, connection and personal growth. It may also expose students and adults to unfamiliar environments and additional risks. Careful planning, competent leadership and effective risk management are therefore required.

To make EOTC effective and safe, the school will:

- Use EOTC to enhance learning through a balanced range of curriculum, cultural, recreational, sporting and outdoor experiences.
- Follow current Ministry of Education EOTC Guidelines and recognised good-practice guidance, including guidance provided by Education Outdoors New Zealand (EONZ).

- Ensure EOTC activities are planned and managed as part of the school's health and safety management system, with risks identified, assessed, managed and reviewed at a level appropriate to the activity.
- Implement a process for selecting volunteers for EOTC experiences. Volunteers will understand their responsibilities, supervision requirements and the standards of behaviour expected while participating in EOTC.
- Require Police vetting for volunteers attending overnight EOTC experiences where they will have responsibility for or significant contact with students. The school may also require Police vetting for other volunteers where the nature of their involvement, including regular or one-to-one contact with students, makes this appropriate.
- Ensure that where relevant information is returned through a Police vet, an appropriate risk assessment is undertaken in accordance with Ministry of Education guidance and the school's child-safety procedures. The Board or Principal retains the right to decline a volunteer's involvement.
- Ensure adequate staffing and effective supervision for all EOTC experiences. There are no prescribed adult-to-student ratios for EOTC activities. Supervision arrangements will reflect the age, abilities and needs of students; the nature and risk of the activity; the environment; the competence and experience of leaders and volunteers; and the requirements of any external provider.
- Ensure that roles, responsibilities and supervision arrangements are clearly understood by adults involved in EOTC experiences.
- 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 local environment where appropriate for EOTC activities.
- Ensure that those involved with EOTC activities demonstrate respect for the environment, local communities, tikanga, cultural considerations and the needs and values of others.
- Take all reasonable steps to ensure EOTC experiences are inclusive and accessible for students with differing needs. Individual support, reasonable adjustments or alternative learning opportunities will be considered where required.
- Ensure EOTC provides opportunities for enjoyment, reflection, confidence building, connection and the development of individual and group skills.
- Ensure significant incidents, near misses and identified concerns arising from EOTC experiences are reported and reviewed through the school's health and safety systems.
- Ensure appropriate post-activity evaluation and review occurs, particularly for higher-risk, new or overnight EOTC experiences, so that learning informs future planning.
- Ensure staff involved in leading EOTC experiences have appropriate competence, knowledge and experience for their responsibilities. The school will support appropriate professional learning where required.
- Ensure parents/caregivers receive appropriate information about EOTC activities and that specific consent is obtained where required by the school's EOTC risk and consent framework.
- Ensure the skills, competence and experience required to lead activities are identified during planning and recorded where appropriate in the Safety Action Plan or other approved EOTC planning documentation.
- Ensure students requiring additional medical, learning, language, behavioural, cultural or accessibility support are identified and appropriately catered for within EOTC planning.
- Ensure appropriate first-aid capability is available for each EOTC experience, taking into account the activity, location, accessibility of emergency services and needs of participants.
- Ensure appropriate emergency procedures and communication arrangements are established for EOTC experiences and included in RAMs documentation.
- Ensure external providers are appropriately selected and that their responsibilities and the school's responsibilities for managing safety are clearly established before the activity takes place.

Procedures/supporting documentation

Resources

- *Ministry of Education – Education Outside the Classroom (EOTC) Guidelines 2025: Bringing the Curriculum Alive*
- *Education Outdoors New Zealand (EONZ) – EOTC Safety Management Plan Template and Toolkit*
- *EONZ – EOTC Good Practice resources*
- *Relevant activity-specific good-practice guidelines*
- *Pukekohe Hill School Health and Safety Policy*
- *Pukekohe Hill School Child Protection procedures*

Monitoring

The Principal will ensure that the school's EOTC procedures and safety management systems are regularly reviewed.

Significant EOTC incidents, emerging risks or matters requiring governance oversight will be reported to the Board through the school's health and safety reporting processes.

The Board will review this policy in accordance with its policy review cycle and following any significant legislative or Ministry guidance changes.

Legislative compliance

This policy will be implemented consistently with relevant legislation and guidance, including:

- Education and Training Act 2020 and subsequent amendments
- Health and Safety at Work Act 2015
- Children's Act 2014 and associated safety-checking requirements
- Privacy Act 2020
- Human Rights Act 1993
- Ministry of Education EOTC Guidelines 2025: Bringing the Curriculum Alive
- eonz.org.nz

Reviewed: <i>August 2026</i>	Next review: <i>August 2029</i>
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Low Risk	Medium Risk	High Risk	Overnight
School based / School boundary	Franklin Events	Events involving machinery	Camps and overnight experiences
Routine and expected activities and environments - School grounds - Supervised local visits.	Risk levels increased due to travel off site activity.	Where risk exposure is greater than what would typically be the case at school. Adventurous activities & Hazardous environments., Water activities	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: - Team Leader Approval - Inform Leadership team	Activity Proposal Requirement: - Team Leader Approval - Inform Leadership team	Activity Proposal Requirement: - Team Leader / DP Approval - Principal Approval Approval form	Activity Proposal Requirement: - Team Leader / DP Approval - Principal Approval - BOT Approval Approval form
Consent Requirement: - Staffing allocated related to activity. - Parents informed through newsletter or dojo or Facebook	Consent Requirement: - Staffing allocated related to activity. - Caregiver permission slips	Consent Requirement: - Staffing allocated related to activity. - Caregiver permission slips - External provider contact information and agreement.	Consent Requirement: - Staffing allocated related to activity. - Caregiver permission and agreement. - Medical information - External provider contact information and agreement. - Volunteer contract / details
Risk Identification: Discussion at Team meetings with identification of risks and management actions.	Risk Identification: - SAP - (Safety Action Plan) for travel. - SAP - of main activities	Risk Identification: - SAP - (Safety Action Plan) for travel. - SAP - of main activities from provider	Risk Identification: - SAP - (Safety Action Plan) for travel, camp activities. - SAP - of activities delivered by provider
Information required (but not limited to:) - Student medical issues known - Emergency communication plan - Teachers with cellphones during activities	Information required (but not limited to:) - Student medical list - Emergency communication plan - Teachers mobile contact information - Contact details for parent transport & supervision. - Transport plan - SAP	Information required (but not limited to:) - Student medical list - Emergency communication plan - Teachers mobile contact information - Contact details for parent transport & supervision. - Transport plan - SAP	Information required (but not limited to:) - Student medical list - Emergency contact information - Risk assessment - Transport plan - Site plan and information - Emergency communication plan