



Education Outside the Classroom (EOTC) Policy

Policy to support NAG 5 Health & Safety

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 High 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 behavior 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 a member of the school leadership team 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.
- Resources within the school and local community will be utilised 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, etc. All messages 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.

EOTC Approval Delegations

Low Risk	Medium Risk	High Risk	Overseas
Subject Teacher Organisation	Subject Teacher Organisation	Head of Department Endorsement	Principal Endorsement
Head of Department Approval	Head of Department Approval	Leadership Team Approval	Board Approval

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

Reviewed: June 2022

Next review: June 2025

Low Risk	Medium Risk	High Risk	Overseas
Franklin Events	Events involving machinery	Camps and overnight experiences	Overseas experiences
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.	Overnight experiences Including camps and trips.
<i>Examples: Franklin sports events, swimming off-site, Marae day visit.</i>	<i>Examples: Day trips to museum, Beach Ed. Rock climbing</i>	<ul style="list-style-type: none"> <i>Examples: Duke of Ed, Matariki sleep over.</i> 	<i>Examples: Sports Tour to Australia, Representation at World Events</i>
Activity Proposal Requirement: <ul style="list-style-type: none"> Head of Department Approval Inform Leadership team 	Activity Proposal Requirement: <ul style="list-style-type: none"> Head of Department Approval Inform Leadership team 	Activity Proposal Requirement: <ul style="list-style-type: none"> Head of Department endorsement Leadership Team Approval Approval form 	Activity Proposal Requirement: <ul style="list-style-type: none"> Principal Endorsement BOT Approval Approval form
Consent Requirement: <ul style="list-style-type: none"> Staffing allocated related to activity. Caregiver notification 	Consent Requirement: <ul style="list-style-type: none"> Staffing allocated related to activity. Caregiver permission slips External provider contact information and agreement. 	Consent Requirement: <ul style="list-style-type: none"> Staffing allocated related to activity. Caregiver permission and agreement. Medical information External provider contact information and agreement. Volunteer contract / details 	Consent Requirement: <ul style="list-style-type: none"> Funding Agreement Staffing allocated related to activity. Caregiver permission and agreement. Medical information External provider contact information and agreement. Volunteer contract / details
Risk Identification: <ul style="list-style-type: none"> SAP - (Safety Action Plan) for travel. SAP - of main activities 	Risk Identification: <ul style="list-style-type: none"> SAP - (Safety Action Plan) for travel. SAP - of main activities from provider 	Risk Identification: <ul style="list-style-type: none"> SAP - (Safety Action Plan) for travel, camp activities. SAP - of activities delivered by provider 	Risk Identification: <ul style="list-style-type: none"> SAP - (Safety Action Plan) for travel, camp activities. SAP - of activities delivered by provider

<p>Information required (but not limited to:)</p> <ul style="list-style-type: none">• Student medical list• Emergency communication plan• Teachers mobile contact information• Contact details for parent transport & supervision.• Transport plan• SAP	<p>Information required (but not limited to:)</p> <ul style="list-style-type: none">• Student medical list• Emergency communication plan• Teachers mobile contact information• Contact details for parent transport & supervision.• Transport plan• SAP	<p>Information required (but not limited to:)</p> <ul style="list-style-type: none">• Student medical list• Emergency contact information• Risk assessment• Transport plan• Site plan and information• Emergency communication plan	<p>Information required (but not limited to:)</p> <ul style="list-style-type: none">• Student medical list• Emergency contact information• Risk assessment• Transport plan• Site plan and information• Emergency communication plan
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