

EDUCATION OUTSIDE THE CLASSROOM POLICY

Read: 1 Related policies: *Health and Safety*
Student Transport

2 *Health and Safety Staff Handbook.*

DEFINITION:

Education Outside the Classroom (EOTC) is a generic term to describe curriculum-based learning that extends beyond the four walls of the classroom. This can range from a museum or marae visit to a sports trip, outdoor education camp or a rocky shore field trip.

(MOE: “*Safety and EOTC: A good practice guide for New Zealand schools*”
http://www.tki.org.nz/r/eotc/resources/safety_e.php)

PURPOSE:

The EOTC programme at Long Bay College aims to:

- provide students with opportunities to learn outside the classroom, in all curriculum areas;
- promote appreciation of our heritages – local, national and global;
- increase students’ awareness and understanding of the traditions and values of their own, the tangata whenua and other cultural groups;
- increase students’ understanding of different perspectives on land, natural resources and the environment, and of the need for conservation management;
- provide students with opportunities for enjoyment, adventure and challenge, both close to home and far away;
- provide students with opportunities to enhance spiritual, physical and mental well-being through uplifting experiences in a natural environment;
- develop students’ skills so they can move with confidence and safety in urban, rural and wilderness settings;
- help students develop respect for themselves and others, by providing them with opportunities for personal and social development;
- enable students to take increased responsibility for their own development and to regard learning as enjoyable, continuous and lifelong;
- provide students with opportunities to develop in many diverse ways.

GENERAL:

The purpose of this policy document is to ensure that all people concerned with Education Outside the Classroom at Long Bay College understand the obligations to the health and safety of students, staff, themselves and the environment in their places of work.

POLICY GOAL:

It is recognised that safe and quality learning experiences are intrinsic to the teaching and learning process. Lessons and programmes should be based on the educational needs of students and the community, in conjunction with curriculum statements. All EOTC activities should, therefore, be appropriate to these needs and based on sound teaching and learning practices. Alongside these needs is the potential for loss if programmes are not effectively managed. The degree of risk inherent in many EOTC activities makes effective safety precautions necessary.

GUIDELINES FOR ALL EOTC ACTIVITIES:

Responsibilities:

The Board is responsible for the actions of staff, outside instructors or volunteers involved in EOTC.

All such persons will be selected on the basis of their skills, experience and qualifications relevant to the activities proposed.

Where training is required to ensure an appropriate skills or qualifications base, this will be accessed and funded by the Board.

All reasonable precautions are to be taken to minimise the risk to students, staff and others and to ensure that all receive the appropriate standard of care. This will involve the identifying, assessing, minimising and managing of risks according to sound professional practice.

Staff will be fully briefed about the risk management procedures for each EOTC activity. The activities will be appropriate for the group of students, and supervision will be appropriate.

Parents must be fully informed about EOTC programmes in the college. The written consent of parents must be obtained for all EOTC activities and parents must be informed of the nature of the activities.

Students with special needs will be included in all EOTC programmes where their safety can be assured.

The Principal will appoint an EOTC Co-ordinator to work with the Deputy Principal. They will be responsible for overseeing EOTC programmes.

The Deputy Principal, in consultation with the EOTC Co-ordinator, will be responsible for the implementation of the Quality Management and Safety systems.

In consultation with the Principal, the Deputy Principal and the EOTC Co-ordinator reserve the right to exclude any persons from involvement in any activities.

All Overseas Trips, overnight trips or trips longer than four days must be approved by the Board of Trustees. Organisers will obtain the approval of the Board of Trustees for any overnight trip and any one day trip that could be hazardous. The Board of Trustees is to be notified at least two months in advance.

Planning:

All EOTC programmes are to be planned according to the procedures as stated in the Long Bay College EOTC Handbook.

All activities involving students leaving the school during normal class time shall be relevant to the College curriculum and co-curriculum programme.

The Teacher in Charge of the activity shall negotiate with the Deputy Principal and Head of Faculty or Director of Sport regarding timing, appropriateness and supervision.

No EOTC activity is to proceed unless the appropriate school trip forms, as specified in the EOTC Handbook, are correct, complete and signed by the Deputy Principal.

Safety:

All students have to have completed the appropriate permission and medical declaration forms and given these to the Teacher in Charge before participating in any EOTC activities.

Staff must be aware of medical conditions that exist within a group of students and have taken steps to ensure that those who need medication have it available.

All equipment bought for higher risk activities must comply with minimum safety standards for each activity as stated in the most up to date EOTC guidelines published and available on <http://eotc.tki.org.nz/EOTC-home>. Teachers in Charge must be familiar with the appropriate safety policies. Instructors must hold appropriate qualifications which must be sighted by the organising teacher.

The College encourages staff to gain and maintain appropriate skills and qualifications.

Guidelines for safe practices will be those determined by the appropriate industry standards/sporting organisations/or current Ministry of Education Guidelines available on <http://eotc.tki.org.nz/EOTC-home>. Teachers in Charge must be familiar with the appropriate safety protocols and procedures for all EOTC activities undertaken. The only off-site venues to be used are those which are selected on the basis that they are considered safe and suitable for the activity.

If any activity has a high perceived risk, then before it takes place, it must be approved by the Board of Trustees. (See Long Bay College EOTC Handbook for definition of activities deemed to be high risk.)

EOTC leaders are to report immediately to the Principal any serious misadventure or behaviour that is cause for concern.

All accidents or incidents will be recorded in the Accident Register and the EOTC Co-ordinator will analyse for trends which may indicate unsafe practices requiring changes in policy or operational procedures on an annual basis.

Behaviour:

Long Bay College rules and Codes of Behaviour shall apply in relation to all activities outside the classroom. This applies to students, staff and supervising adults.

Budget:

Activities which have a financial cost to students may be highly recommended but not compulsory. If the activity is used for an assessment there must be other opportunities for any student unable to undertake the activity to complete the assessment without prejudice. No student shall be excluded from appropriate curriculum EOTC opportunities for financial hardship or cultural reasons or through disability. Programmes will encourage an awareness of and sensitivity to Maori and other cultures.

All activities will be self-funding. A small percentage of the Budget shall be calculated to allow for contingencies.

This policy is intended to be consistent with the following Acts:

- Privacy Act, 1993.
- Health and Safety in Employment Act 1992 (HSE)
- The Crimes Act (1961)
- Children, Young Persons and their Families Act (1989)

New/Reviewed	Tabled	Adopted	Signed
1992		25/2/92	
28/11/95	3/6/97		
2 nd draft reviewed 17/6/97	1/7/97	5/8/97	By Joan Titman, Board Chairperson
Aug 2003 – Sept 2006	6/9/06	10/10/06	By Andrew Stewart, Board Chairperson
21/10/08	3/3/09	7/4/09	By Richard Griffin, Board Chairperson
20/4/10	4/5/10	1/6/10	By Rob Gosling, Board Chairperson
26/6/12	7/8/12	4/9/12	By Rob Gosling, Board Chairperson
15/9/14 to Sub Committee	4/11/14	2/12/14	By Robyn van der Sande, Board Chairperson
5/12/17 Under review		7/2/18	By Robyn van der Sande, Board Chairperson