

Education Outside The Classroom (EOTC) Policy

Rationale:

EOTC provides the opportunity for a range of positive outcomes in a student's education.

EOTC strengthens all curriculum areas, especially health and physical education.

The degree of risk inherent in many EOTC activities makes effective safety precautions and high standards of planning and operation necessary.

Goals:

1. To provide students with opportunities to learn outside the classroom, including workplace visits, class trips, overnight camps and overseas trips.
2. To promote an appreciation of our heritages and to enhance mental, physical and spiritual well being through positive experiences in a range of environments.
3. To ensure suitably qualified and experienced staff lead and assist in EOTC events.
4. To meet the particular standards of care expected of a professional leader / outdoor leader in order to fulfil legal obligations.
5. To ensure EOTC experiences are well planned and managed.

Guidelines:

1. Boards are required to meet particular standards of care in order to fulfil legal obligations.
2. Staff will organise trips and visits, which provide relevant and worthwhile learning experiences.
3. Staff will ensure that:
 - a) They are aware of the Health and Safety in Employment Act (1992) / MOE / WSC legislation / regulations / guidelines on safety and supervision
 - b) Complete risk management (RAM) forms in sufficient detail
 - c) Consult with senior management prior to trip planning
 - d) Adequately brief students on requirements and responsibilities
4. Adequate and ongoing training will be provided for all leaders involved in EOTC.
5. Students may be eligible for financial assistance to enable them to participate in EOTC activities if:
 - a) The EOTC experience is a curriculum requirement
 - b) There is no other way to complete an assessment
 - c) They are fit to carry out the activity
6. Respect for the environment and the needs and values of other people should feature in planning for EOTC activities.
7. Parent consent will usually be required before a student is involved in an EOTC programme, providing information about risks, and requesting specific student requirements.
8. Normal school rules will apply during EOTC experiences. There is no place for alcohol and drugs.

9. The Western Springs Board of Trustees delegates the authority to approve over night trips to the principal. The principal will report to the board in the event of trips of this type in his monthly report.
10. For overseas trips the teacher i/c of the trip must submit a draft budget to the Finance Officer and the EOTC co-ordinator at the time the request for the trip to be approved is made. The Overseas Trip Budget Template will be used to plan for the trip. In addition to usual expenses for travel, accommodation, events, hireage, food, etc the budget must also include:
 - a. A contingency of 5-10% to cover unforeseen expenses
 - b. Cost of relief teachers used to cover classes of teachers going on the trip
 - c. Cost of allowances for teachers on the trip in accordance with STCA requirements
 - d. Cost of travel insurance for all those involved
 - e. Income and fundraising projections to be separately itemized
11. The EOTC coordinator / committee will carry out:
 - a) A post-EOTC review/debrief including a review against the RAMS or a review of any safety issues that arise
 - b) an annual review to obtain:
 - i) a stocktake of staff skills and experience
 - ii) an inventory of EOTC events over the year
 - c) any corrective actions arising out of a) or b).

Related Documents

- Health & Safety in Employment Act (1992)
- Ministry of Education guidelines
- Te Kete Ipurangi website: www.tki.org.nz
- WSC Staff Handbook

Ratified by Board: _____ Simon Penlington _____ signed for BOT

_____ 24/06/2013 _____ date

Reviewed: _____ date

_____ signed for BOT