



**Whakatane Intermediate School
Board of Trustees**

Education Outside the Classroom (EOTC) Policy

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1. Purpose

EOTC is curriculum-based teaching and learning that extends the four walls of the classroom. The purpose of this policy is to provide opportunities and experiences that broaden and enrich student's learning and development. Education Outside the Classroom provides opportunities for a vast array of positive outcomes in a student's education.

This Policy provides guidelines to ensuring the safety of students, staff and volunteers when participating in EOTC activities, including the framework against which to organise outings ensuring that they comply with the relevant safety policies of the school.

2. Terms and Definitions

Term	Definition
Board Of Trustees	An appointed or elected group that supervises or governs the affairs of a public or private organisations.
Principal	A person who has controlling authority or is in a leading position as: ^ The Chief Executive Officer of an Educational Institution.
EOTC	Education Outside the Classroom
Risk Management	The culture, processes, coordinated activities, and structures that are directed towards realising potential opportunities and/or managing adverse effects. The risk management process involves communicating, consulting, establishing context, identifying, analysing, evaluating, treating, monitoring and reviewing risks.
Good Practice	A method or technique that has consistently shown results superior to those achieved with other means, and that is used as a benchmark.
Senior Management	Their role is to set the strategic direction of the school and then manage this, lead any changes and generally make sure that the school is doing the best it can for the children that attend.
Day Trips	Activities not involving overnight stays, which may vary from class trips, syndicate trips, students involved in sports, academic or cultural activities
Overnight Camps	Activities involving class, individual syndicate, sporting team trips which involve staying one or more nights at a designated location.

3. Approval

3.1 Board of Trustees

An internal approval form indicating the educational purpose, names of teachers (specifying teacher in charge) and numbers of students involved, ratio of adults to students, dates and times, method of transport, accommodation arrangements, statement of costs (including student levies), a programme outline and arrangements for student health and safety is completed for all trips outside of the school. The length of overnight trips will generally not exceed 3 school days. All trips must have planned curricular/extra-curricular purposes.

Prior Board of Trustees approval in writing is obtained for all trips outside of the school involving

- ▲ A significant element of risk to student or staff safety.
- ▲ Day Trips
- ▲ Overnight Stays or Camps and,
- ▲ Sporting Events
- ▲ Cultural Events (Kapa Haka)
- ▲ Overseas Trips
- ▲ Academic Events

3.2 Principal

Prior approval from the principal is obtained for all trips outside of the school that do not come within the provisions of (2) above.

No student is excluded from taking part in a programme because of physical or financial difficulties (the budget provides for this).

3.3 Parents

Parents are advised in writing of a proposed trip, giving details of purpose, dates and times, cost, transport, accommodation, adult supervision, required clothing/equipment and any other useful information. Notification will include the school's standard parent consent form.

4. Planning

4.1 Principal

The principal provides staff with Guidelines for Good Practice and Risk Management, and staff involved in supervising EOTC programmes must be conversant with these Guidelines.

4.2 Staff

Staff responsible for organising the trip are also responsible for making arrangements for in-school programmes and supervision for any student not taking part in the trip.

The conduct of staff and adopted caregivers shall be exemplary, and their supervision and care of students is to the highest standard. Adopted caregivers sign a code of conduct prior to taking part in supervisory assistance.

Alongside the in-depth planning of curricular activities the following list is expected when students are involved in EOTC activities:

- A minimum ratio of 1 adult to 7 students is provided on all class excursions. And a ratio of 1 adult to 4 students in and around water.
- ⤴ Essential safety requirements include:
 - ⤴ All students in private cars must wear seat belts (combined diagonal shoulder and lap restraints).
 - ⤴ All students travelling by bus must be seated.
 - ⤴ First aid kits must be taken on all excursions and a person is designated in charge of first aid on the trip.
 - ⤴ Cellular phone is taken on all excursions.

5. Effectiveness Self-Review

This policy will be reviewed in accordance with the Board of Trustees triennial programme of self-review, and the review report will be available to members of the school community after it has been approved by the board.

The review will be conducted in the form of a **Board of Trustees, Staff and Parent** survey, using the objectives listed above as the criteria for determining effectiveness of the policy in action.

6. Version Adopted

Chairperson

Principal

Date