

## **Education Outside the Classroom Procedures**

### **PURPOSES**

**EOTC programmes in this school will be designed to:**

- assist in the social development, self confidence, respect for others, self esteem and development of a sense of adventure
- develop and enhance outdoor experiences of the students through first hand experience
- provide experiences for learners that encourage awareness of the values and philosophies of the tangata whenua, along with the past and present cultures within the school community
- develop learners' skills in observation, recording, reporting and organisation
- help learners develop an attitude of responsibility, particularly towards their own safety and that of others.

### **PROCEDURES**

1. All EOTC activities will be approved and discussed with a Deputy Principal or the Principal.
2. The Risk Analysis form will be completed for each activity and submitted to the Deputy Principal who will retain the information for a year. Copies will be taken on the activity.
3. Parents will be advised of all trips, cost and nature of the activity. A signed consent form from a parent is required for all but local trips in the vicinity of a one kilometre radius.
4. For camps only, ensure that all volunteers are briefed on the safety procedures. These must be signed as read and understood. Those parents volunteering on a casual basis must be advised of procedures on this page.
5. Follow OSH and MOE guidelines and regulations on safety and supervision, risk management and legal requirements.
6. Require written permission to be obtained from the Board of Trustees and caregivers of individual children for EOTC programmes which are held outside normal school hours.
7. Require adult/pupil ratios of 1:6 for land trips and 1:4 for trips in or on the water.
8. Ensure a 1:1 adult/pupil ratio where there is a Special Needs pupil.
9. Inform caregivers/parents of EOTC programmes held within normal hours.
10. Request school details to be updated if changed and require permission slips to be filled out.

11. Ensure that separate health/consent forms for outdoor pursuit trips are collected.
12. In deciding EOTC activities, consider the relevance of the EOTC experience to curriculum goals and minimising costs to the school and families – not excluding children from participation.
13. Offer Year 6 children a camp experience at an approved camp area.
14. When hiring commercial operators as instructors within the approved programme, ensure the outdoor pursuit is covered by established guidelines and sound professional practice principles, and that a contractual agreement with outside providers has been signed.
15. Ensure that information about camp programmes and contact numbers are available at the school office.
16. Ensure that teachers where appropriate visit and be familiar with the area being visited. Teachers are to provide an OSAP (Outdoor Safety Action Plan) to the Board of Trustees and Senior Management prior to visit.
17. Have a camp evaluation presented to the Board of Trustees on return via the Staff Representative.