

# WAITAKERE COLLEGE

## Section A (NAG 1) CURRICULUM MANAGEMENT

**Policy:** Education Outside the Classroom (EOTC)

**Date of Review:** August 2019

**Reviewers:** Curriculum Sub-Committee, Ants Cotton, Gayna Hines

### Goal

To provide students with the opportunity to experience learning outside of the classroom in a planned, safe and well managed way. These learning opportunities can arise from within the curriculum as well as for reasons of personal, social, sporting and cultural development.

### Definition

This policy applies to all occasions in which students go out of the College as part of an activity organised or facilitated by the school. This includes activities held during school time, after school and on the weekend or in holidays, with the exception of regular school sporting fixtures. It also applies to events held within the school in which students stay overnight.

### Objectives

- 1 To ensure that the school and parents have adequate information about the EOTC event.
- 2 To ensure that safety of students, teachers and volunteers is paramount during the EOTC event.
- 3 To ensure that adults accompanying students to the EOTC event have an adequate level of skill so as to ensure student safety.

### Guidelines

- 1 Each trip needs to have a clear educational purpose.
- 2 Each trip (event) must have a nominated teacher in charge. That teacher will be responsible for the safety of students and staff while out of the school.
- 3 All EOTC events will be conducted within established risk management, legal, safety and supervision guidelines – as outlined in the current Ministry of Education Guidelines 2016.
- 4 The Senior Leadership team (SLT) member in charge of EOTC will outline to the Principal the upcoming EOTC events, a summary of which will appear in the Principal's report to the Board of Trustees.
- 5 Each overnight trip (event) will have the approval of the Principal and will be reported to the Board of Trustees by way of the Principal's Report.
- 6 Parents should be adequately informed about the trip (event). This includes a description of the event and activities, a cost breakdown and, trip start/end times. Parents should then complete a consent form and indicate any health concerns.
- 7 The teacher in charge of each EOTC event must seek approval for any EOTC event well in advance of that event and must receive written approval before proceeding.

8. The teacher in charge of each EOTC event will complete a written Risk Assessment Supervision Plan (Risk Analysis Management System or Safety Action Plan) appropriate to the trip and hand this to the SLT member in charge of EOTC in advance of the trip.
- 9 Police vetting of other adults is required.
- 10 Overseas trips require an increased level of planning, organisation and risk management. Refer to the Overseas Trip Policy.
- 11 All vehicles used by staff, students or volunteers in the course of a trip need to be registered, to have a current Warrant of Fitness and to have at least third party insurance.
- 12 All staff, volunteers or students driving a vehicle as part of a trip need to have a full and current motor vehicle licence that is appropriate to the class of vehicle being driven.
- 13 Alcohol is not to be consumed by staff, volunteers and students during school EOTC trips (see Staff Use of Alcohol policy).
- 14 If an outside provider is to be utilized, an agreement will need to be completed between the school and the outside provider that will provide an outline of the providers' RASP procedures.
- 15 Appropriate staff/student ratios will be established through discussion with the SLT member in charge of EOTC. Consideration will be made of the age of the students, the type of activity, the presence of water in the activity, the experience and skills of staff and any other safety factors. A separate teacher skill assessment is to be completed by each staff member attending an EOTC event.
16. Regular in-service training opportunities in First Aid will be provided for teachers and other relevant staff.
- 17 In the case of curriculum-based trips, efforts will be made to ensure that no student is excluded from participation for financial, cultural or other reasons. Teachers who have concerns about students in terms of behaviour should discuss this with the SLT member in charge of EOTC.
- 18 A budget will be prepared for each event. Charges to students and parents will cover all the costs of the event, except where approved by the Principal. Costs of staff reimbursements and teacher-relief will be clearly indicated and be subject to approval by the Principal.
- 19 Safety requirements for weekly sports activities are covered under a separate policy (see School Sports policy.)
- 20 Where students are to leave the school on personalised career programs then a separate set of procedures applies; the approval and risk management is delegated to the HOD Careers and information on those students is kept with the Student Support office.
- 21 Procedures for students on work experience are covered under a separate policy (See Work Experience policy).

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Chairperson

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Principal

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Date