



Education Outside of the Classroom Policy (EOTC)

Goal: The goal of this policy is to encourage education outside of the classroom whilst ensuring the safety of staff and students through a clearly defined risk management process.

Rationale: A procedure for education outside the classroom is necessary to ensure the safe running of a trip or event. Part of ensuring the safety of staff and students is identifying potential risk and then minimising, reducing or eliminating that risk as required. Education outside of the classroom is an opportunity for students to experience learning in a specific context and can enhance the learning process.

Related Policies: Health and Safety Policy

Child Protection Policy

Operational Procedures: A number of documents work in conjunction with this policy.

1. Introduction

Where the term staff is used in this document it applies to adults employed full time, part time or a paid to assist on the trip in some way. This differs from a volunteer who under the Health and Safety at work act does not qualify as a 'worker'

The Education Outside the Classroom Co-ordinator (with oversight from the Deputy Principal) is responsible for the day to day running of education outside of the classroom

The line of responsibility is represented below

Teacher -> Head of Department -> EOTC Co-ordinator -> Principal -> Board of Trustees

2. The classifying of an EOTC event is the first step in determining the risk. The 'Bringing the Curriculum Alive' document is the reference for the following classifications. See Appendix A

Event Approval:

In the planning phase, all trips and activities must be approved and supported by the relevant Head of Department.

The SchoolBridge EOTC Management Form outlines the stages necessary to be completed for a well-planned trip.

Parental Consent is required for all students participating in high risk or overnight events. Blanket consent has been obtained by parents/caregivers during the enrolment or re-enrolment process to allow students to be taken offsite, during school hours for low-risk activities.

Supervision:

Competent staff must lead all events

Staffing for an education outside of the classroom activity, where relief is required, must be approved by the EOTC Co-ordinator and Deputy Principal.

All staff, volunteers and contractors involved in EOTC must be police vetted to ensure the safety of all parties.

Staff must be aware of the expected outcomes of the trip and familiar with basic first aid and crisis management.

A qualified first aider must attend all overnight, high-risk trips or any out-of-town low risk activities.

When considering the number of staff to be on a trip, a contingency must be made for staff injury/illness.

If driving long distances where fatigue may be a factor, a second driver must be available and included in the staffing numbers in alignment with 2017 EONZ guidelines in response to driver fatigue

Regular inventory of staff must be completed by the EOTC Co-ordinator with the aim of identifying the skills and experiences of the staff in managing, participating, or assisting with Education outside of the classroom.

Risk management:

All EOTC events must have a risk analysis and management system (RAMS). The RAMS must meet student need and environment. Use the SchoolBridge EOTC Management Forms for all RAMS.

All potential risks must be identified and strategies to isolate, minimise or eliminate risk is the valuable part of this process.

It is good practice for staff to be familiar with the area/environment where the activities will take place.

Briefing students on risk and strategies to manage risk is a valuable learning experience and in the right context having students involved in identifying and managing risk is useful.

The RAMS must be viewed by all staff members and be aware of their individual roles and responsibilities in managing risk

A first aid kit must be available for all trips along with the crisis management steps, which are printed on a card in the first aid kits.

Transport:

Staff must have the correct licensing and experience for the conditions they are likely to encounter.

All vehicles are to be appropriately warranted and registered.

Students are not permitted to drive a College minivan. If a student is appropriately licensed and wants to take their own vehicle on local trips, they can do so with written parent permission.

A student can drive another student with written parent permission from both the driver and passengers.

Specific transport risk management should be included in the RAMS where there may be the risk of factors not likely to be encountered during normal daily driving experiences. This may include towing a trailer, driving on gravel or with chains.

Injuries, accidents and incidents:

If a student or a staff member is involved in an incident, please ensure the SchoolBridge Form *Hagley College EOTC Accident and Incident Form* is completed detailing the incident. If it is a serious incident and requires hospitalisation or meets the criteria for a notifiable injury, Worksafe New Zealand must be notified.

At the time of the incident:

- Ensure specific notes including pictures, where possible, at the time if this is helpful.
- Inform the parent(s) if necessary and contact the College to inform.

All procedures in the Hagley College Health and Safety Policy apply for Education outside of the Classroom.

Equipment:

Activities for which safety equipment should be used are identified by the Person In Charge of the activity.

Safety equipment and or clothing must be provided to all staff and students and used when and where it is appropriate.

Staff and students must be instructed on how to best use this equipment.

Safety equipment must comply with NZ standards and codes of practice.

A use of a maintenance log is kept for all safety equipment. Refer to Outdoor Education Systems Manual.

All equipment must be stored appropriately.

Protocols for food, water and waste on camps must be set up and explained to students.

Supporting Documents available on Sharepoint:

<https://hagleyschool.sharepoint.com/staff/SitePages/EOTCDocs.aspx>

- Appendix 1 – Categorising the risk by activity type
- EOTC Checklist and RAMS Form Template
- EOTC Health and Permission Form
- EOTC Relief Request
- RAMS example – Kayaking at Purau
- Accident and Incident Report Sheet
- Equipment Log
- Generic RAMs for transport
- Generic RAMS for category for low risk, high risk and overnight events

Approved by: _____

Designation: _____

Date Approved: _____ 26 July 2022 _____

Review Date: _____ July 2024 _____