

Education Outside the Classroom (EOTC)

5.10

Rationale

1. EOTC is an important part of this school's learning programme.
2. All curriculum areas are enhanced by relevant, enjoyable, and challenging experiences beyond the classroom. These experiences contribute to the learning of each student and support their social, emotional, and physical development. Participation in sporting, cultural and vocational opportunities outside the classroom also add value to student learning.

Requirements:

1. Have an EOTC coordinator with appropriate training and experience;
2. Ensure all EOTC events are subject to approved Risk Management procedures;
3. Provide annual first aid training for staff and maintain a pool with current qualifications for EOTC events. Adult supervision with current first aid qualification will be available at all overnight events. Overnight events in remote locations (2 hours walk from a road) must have at least one supervising adult has an Outdoor First Aid qualification
4. Follow Ministry of Education regulations and guidelines on safety and supervision, risk management, leadership and legal requirements;
5. Inform caregivers of EOTC events in a timely manner;
6. EOTC activities and events should have clear learning outcomes;
7. Alcohol is not to be consumed onsite at EOTC events or at any time by staff or parents/volunteers with caregiver responsibility;
8. The principal will report on EOTC events and matters in his monthly Board Report;
9. Where possible a staff member will be present at all EOTC events;
10. All EOTC events must adhere to the trip planning and approval procedures;
11. All regular sporting fixtures will be managed by the school's Sports Co-ordinator and will not require separate EOTC approval. All other sporting events, including overnight and overseas events, will be subject to the normal EOTC events approval procedures.
12. There will be an annual presentation to staff to familiarise and refresh understanding of EOTC policy, procedures and expected best practice;
13. A standard incident response card will be available in school vehicles used for EOTC and Sports event transportation;

14. Responsibility for approving proposed EOTC events will be as follows:

Day Trips	Deputy Principal
Overnight Trips/Camps	Board of Trustees
Overseas Trips	Board of Trustees

Responsibility for final approval of EOTC events will be as follows:

Day Trips	Deputy Principal
Overnight Trips/Camps	Principal
Overseas Trips	Board of Trustees

Associated Procedures:

Day Trip Procedures
Overnight Trip / Camp Procedures
Overseas Trip Procedures

Adopted by Board of Trustees: 16 October 2018