

OUR LADY OF THE SACRED HEART SCHOOL

EDUCATION OUTSIDE THE CLASSROOM (EOTC) POLICY

POLICY

To take all practicable steps to ensure the safety of students, staff and volunteers involved in any EOTC activities by complying with all relevant guidelines, standards and codes of practice (including Health & Safety in Employment Act 1992 ; “Safety & EOTC” (Ministry of Education 2002); NAGs 1 & 5; and best practice including the Promise and Code of Conduct attached).

IMPLEMENTATION

1. EOTC will be used to enhance learning and support the objectives of specific Essential Learning Areas of the school curriculum.
2. The safety of children, teachers and volunteers during EOTC is paramount. All those who take part in programmes must have a clear understanding of, and put into practice, the relevant policies and procedures including the EOTC Promise.
3. For all EOTC experiences the school will be guided by the MOE resource *Safety and EOTC* in relation to:
 - (a) Safety
 - (b) Programming
 - (c) Safety Management Systems
 - (d) Staffing and Supervision
 - (e) Legal Requirements
 - (f) Codes of Practice and Accepted Best Practice
4. The school will follow Ministry of Education regulations and guidelines on safety and supervision, risk management, leadership and legal requirements as specified in school documentation.
5. From Nov 1st 2013 child restraint laws have changed. All children travelling by private transport who are under 7 years old will be required to sit in an approved child restraint or booster and all children between 7 and 8 years old will be required to sit in an approved child restraint if one is available.
6. At planning stages, teachers will:
 - (a) determine the capability of the students and select manageable learning experiences appropriate and relevant to the children’s ages and abilities
 - (b) consider the resources of the school community and environs and any external specialist skills required for the activities planned
 - (c) consult with the Principal
 - (d) complete essential documentation as established in the School Procedures Manual and the School Safety Management System folder
 - (e) through the Principal, seek approval of the Board of Trustees for EOTC of more than a day’s duration
 - (f) ensure safety is paramount
 - (g) be guided by the resource, *Safety and EOTC*, MOE 2002

7. Teachers responsible for EOTC activities will have appropriate knowledge, activity skills, activity experience, group management skills and group management experience.
8. Teachers taking students to off-site activities are required to complete the Risk Analysis Management System (RAMS) forms. The risk assessment takes into account the context of the programme or activity and the skills and experience of staff, external providers, volunteers and students. Teachers must have current knowledge of the area to be visited. Pre-visits are essential.
9. Parents/caregivers will receive early communication about EOTC, will be required to give written permission for their child, will contribute to costs, and will be encouraged to participate where appropriate.
10. All students will be expected to attend EOTC opportunities and care will be taken to ensure, where possible, that students are not excluded from participation for any reason (eg social, special need, medical, cultural, financial etc)
11. If, for any of the above reasons, a student is unable to participate in an EOTC activity, the school will provide an alternative learning situation at school.
12. The school will ensure adequate on-going training for all staff involved in EOTC including financial support for staff to attend workshops, seminars, courses and training schemes, including First Aid training.
13. All EOTC activities will be conducted in accordance with the code of behaviour as established in the School Policy *Behaviour Education Guidelines*, and the attached Promise and Code
14. While involved in EOTC activities, students will wear suitable and appropriate clothing and comply with any need for sun protection. Full school uniform requirements will be respected at all times.
15. The School's EOTC Outdoor Safety Management System will be reviewed biennially, prior to the Year 5/6 Camp.

SCHOOL CAMP

16. In accepting the responsibility of taking students to camp away from the school environment, the school expects teachers to select manageable learning experiences which do not require specialist skill or equipment and are appropriate and relevant to the children's ages and abilities. If specialist skill is required the school will follow the guidelines for contracting outside providers. Refer Ps 29, 75 – 79 *Safety and EOTC*.
17. Depending on availability of experienced teachers and adult volunteers the school will offer Years 5 and 6 students a camp experience of up to four night's duration at an approved camp area, at least once in two years.
18. Selection and screening of adult volunteers for a camp experience will be the responsibility of the Teacher in Charge and the Principal. Wherever possible, volunteers will be well-known to the school and student group, and have supervisory skills.

Adopted as Policy 1 June 1993
Reviewed September 1995
Reviewed 22 July 1998
Reviewed 20 March 2002
Reviewed 20 October 2004
Reviewed 20 September 2006
Reviewed 16 May 2007
Reviewed 11 August 2010
Reviewed 5 December 2012
Reviewed 4 December 2013

CHAIRPERSON

SECRETARY

THE EDUCATION OUTSIDE THE CLASSROOM PROMISE OF OUR LADY OF THE SACRED HEART CHILDREN

(upholding the Catholic Character of our school)

When I am on a visit outside the school grounds, to the best of my ability I will...

- Remember to thank my teacher, the parent helpers, the people I am visiting
- Help others in my group when I can
- Listen carefully to speakers
- Avoid putting people down
- Remember that my actions reflect upon the name of my school
- Keep to the rules of the place I am visiting
- Remember the ‘no sharing food’ policy

SignedName
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THE EDUCATION OUTSIDE THE CLASSROOM CODE OF CONDUCT OF OUR LADY OF THE SACRED HEART PARENTS/CAREGIVERS

(upholding the Catholic Character of our school)

You can set the right tone, and help make the visit a success. I will...

- Encourage my child, and other people’s children throughout the trip
- Acknowledge the teacher is leading the trip
- Encourage the children to obey the rules of the place they are visiting
- Never shout or ridicule children
- Remember the ‘no sharing food’ or buying food policy
- Be a positive role model for my child and other children
- Remember that my actions reflect upon the name of my child’s school

SignedName
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