



EDUCATION OUTSIDE THE CLASSROOM (EOTC) POLICY

RATIONALE

Educational trips, visits and camps can enhance learning by providing first hand experiences. The range can encompass visits to places of educational interest, curriculum related trips, sports trips or school camps. It gives students the opportunity to experiment and experience the environment outside and explore and develop ideas about the world and people.

Guidelines

These guidelines are written to ensure that children's welfare, safety and supervision are protected. Duration: day trips only are permissible. Permission will not be granted for overnight ventures.

Planning

- a) Planning of trips must take the needs of children, their age and experience and their financial resources into consideration.
- b) Trips must be for the purpose of meeting educational objectives. These objectives should be identified in writing.

Personnel

- a) Teachers supervising must have sound management and leadership skills and teaching skills appropriate to the environment. They should initiate personal growth of children, be trained and prepared in meeting emergencies and be aware of all legal responsibilities.
- b) Beginning teachers must be accompanied by an experienced teacher when taking their class on trips.
- c) Support People will sign and adhere to the Code of Conduct.

Organisation

Teachers *must* complete an ODS EOTC form and a Risk Analysis and Management form and send it to head office for approval *before* finalising arrangements for any event which involves taking children out of the host school. Both of these forms are enclosed.

Consents

The consent of parents/caregivers *must* be obtained for any trip involving travel.

Safety and medical issues

- a) A suitable medical kit must accompany any trip leaving the school grounds.
- b) Details of any accident *must* be recorded in the Accident/Incident Form and handed to the Lead Teacher/Director/Assistant Director as soon as practically possible.
- c) Medical forms are checked prior to the trip and any child requiring medication to be noted.

Supervision

- a) An appropriate adult/child ratio *must* be maintained throughout the trip.
- b) The ratio for high risk activities should be at least 1:4. Please check with Head Office when planning your trip on exactly what the required ratio will be. For all other activities, the ratio should be 1:8.

Travel

- a) When using parent transport, every passenger *must* wear a seat belt or appropriate child safety harness.
- b) Every driver *must* have a FULL NZ Driver's Licence and every car a current Warrant of Fitness, and at least be insured for third party.

EOTC Outcomes

In the course of their EOTC experiences, children will gain new knowledge and understandings, skills and abilities, and attitudes, as well as building on those they already have. Participation in first hand educational experiences will enhance student learning.

Date Reviewed: April 2010

Policy to be reviewed three years from date of last review.