



5.8 EDUCATION OUTSIDE THE CLASSROOM POLICY

Outcome statement

The School's Education Outside of the Classroom (EOTC) activities support and enhance the New Zealand Curriculum for our students. All EOTC activities are planned, approved, managed (including safety and risk management) and evaluated in accordance with the relevant legislation, the Ministry of Education Management Guide for EOTC Activities and the school's EOTC management systems.

Scope

This policy applies to all EOTC activities that students are involved in. EOTC is defined as all those events that occur outside the classroom, both on and off-site, including all curriculum, sporting, and cultural activities. It also includes overseas trips. This policy applies to all staff, students, whānau/parents/caregivers, volunteers and contractors who are involved in planning, managing, and carrying out EOTC activities.

Delegations

The Board and Principal are responsible for ensuring that EOTC activities are carried out safely and that they understand our school's EOTC safety planning and risk assessment documentation.

The Board delegates responsibility to the Principal for ensuring that:

- Risks are managed to prevent serious harm during EOTC events.
- Equipment is safe to use during the event.
- Students are supervised by competent adults, who meet legislative requirements such as police vetting or clean drivers license.
- Emergency procedures are planned and followed.
- Outdoor Providers have been checked on the NZ Worksafe register.
- Parental consent is provided and parents are reminded to update any health and contact details for the records.
- Students are briefed before going on an event to ensure they understand the reason for the event, the value of taking part in an event, as well as agreeing to follow school rules and the rules and guidelines set down by the person in charge.
- Documentation for each event is recorded and accessible to the Principal and SLT.

Expectations and limitations

The Board and the Principal will ensure that:

- All EOTC practice complies with the school's overarching safety management system and EOTC safety management planning.
- Resources are provided to establish, implement, maintain, and improve New Plymouth Girls' High School's safety management planning
- There are opportunities for adequate ongoing professional learning for all staff involved in EOTC.
- Responsibility for coordinating EOTC in the school is assigned to competent staff (e.g., the Principal, the EOTC coordinator, Deputy Principal with EOTC responsibility) and is adequately resourced.

- Valid informed consent from whānau/parents/caregivers is obtained commensurate with the level of risk. For example, permission for EOTC events which are low risk and local is given by parents when their child enrolls at the school and/or hostel. Specific permission is required for events beyond this scope which carry greater risk exposure.
- Recommendations from incident reviews are considered and implemented if appropriate.

To make EOTC effective and safe, the school will:

- Where appropriate, involve students, parents, caregivers, and the community at relevant stages of EOTC management (e.g., planning, approval, review, and evaluation).
- Take all practicable steps to include students with additional support needs.
- Be aware of cultural considerations of participants.
- Ensure, where possible, that students are not excluded for financial or special reasons.
- Provide alternative learning situations for students unable to participate.
- Follow Ministry of Education regulations and guidelines on safety and supervision, risk management, leadership, and legal requirements.

Monitoring

Conformance to this policy and the EOTC Procedures and Management System will be monitored through DP with EOTC responsibility and EOTC coordinator signing off every activity within the school. Any recommendations or incidents from the sign off process will be reported through the principal to the Board.

Best practice for the EOTC policy and procedures is informed by the DP with EOTC responsibility and the EOTC coordinator who will maintain active engagement with EONZ (Education Outdoors New Zealand) for guidance and updates.

Procedures/supporting documentation

Health and Safety Policy
 Child Protection Policy
 Police Vetting for Non-Teaching Staff Policy
 Privacy Policy
 EOTC Procedures and Management System Booklet
 EONZ (Education Outdoors New Zealand)

Legislative compliance

Education and Training Act 2020
 Health and Safety at Work Act 2015
 Vulnerable Children's Act 2014
 Crimes Act 1961
 The Health and Safety at Work (Adventure Activities) Regulations 2016

Reviewed: October 2024

Next review: 2027
