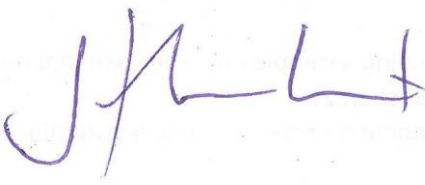




EDUCATION OUTSIDE OF THE CLASSROOM POLICY 2021

Signed By:	James Herbert  _____ Waikato Waldorf School Board, Presiding Member
Date Ratified:	Term 3 October 2021
Next Review Date:	Term 3 October 2024
Review Cycle:	Every three years (maximum)

Rationale

Students learn through experiences appropriate to their needs and environment. Students need a variety of experiences for maximum development, and should be given opportunities to explore and learn from the world outside the classroom.

School Boards and individual teachers have a duty of care to students, and responsibilities under the Health and Safety at Work Act 2015. The Ministry of Education’s Management Guide outlines the school approval, parental consent, and level of risk management and planning required for each activity type.

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Taking students out of the school environment can provide them with life-changing experiences that they will remember for the rest of their lives. It can also put them at risk and into unfamiliar situations. Careful planning and preparation is needed to minimise risks and make the activity the valuable experience it should be for each student.

What is it for?

Education Outside the Classroom (EOTC) activities must be approved according to the Ministry of Education Management Guide for EOTC activities. The School Board delegates approval in many instances but holds the ultimate legal responsibility for approved excursions. All school Health and Safety Policies and Procedures apply to EOTC activities. When there is more than one PCBU (Person Conducting a Business or Undertaking) involved (such as an outdoor education provider or other school Board), the Board and EOTC organisers consult, co-operate, and co-ordinate to ensure that health and safety responsibilities, including risk management, are met. Examples include interschool sports tournaments, school camps, and visits to outdoor education centres.

EOTC Programmes, Events, Activities, and Experiences:

- Enhance learning, through a variety of well-designed, first-hand experiences
- Provide experiences for students that encourage awareness of the values and philosophies of the tangata whenua, and other cultures within the school community
- Increase students' knowledge, understanding, and appreciation of the school area, local district, and other familiar and less familiar places
- Promote ecological awareness and personal responsibility towards the environment
- Develop students' skills in observation, recording, and organisation
- Help students develop self-confidence and a sense of adventure
- Assist students in their social development by placing them with others in less familiar situations
- Help students develop an attitude of responsibility, particularly towards their own safety and that of others
- Provide students with opportunities to work together in a group

How we do this?

To make EOTC effective and safe, the school will:



- 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
- Liaise with local early childhood centres and with contributing and receiving schools, where appropriate, so that EOTC programmes are co-ordinated
- Follow Ministry of Education regulations and guidelines on safety and supervision, risk management, leadership, and legal requirements
- Ensure adequate ongoing training for all staff involved in EOTC, including support staff
- Attend approved workshops, seminars, courses and training, and assessment schemes
- Follow best practice guidelines where they exist

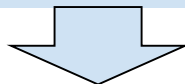
The Five Stages of EOTC Management

The School must retain records of the decision-making processes to show how legal and professional obligations have been satisfied and current best practice is being followed in all aspects of EOTC. To achieve this, the Five Stages of EOTC Management will be followed:

Stage 1 Initial planning and approval

Planning and Approval Process

1. EOTC event proposal, approval & intention
2. EOTC Class Trip checklist



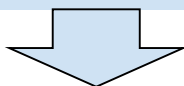
Stage 2 Planning and preparation

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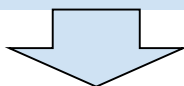


People	Programme	Outside Provider
3. Information for parents/whānau/caregivers	Lesson Planning Progress	16. Contracting checklist
4. Blanket consent for EOTC		17. External Provider Agreement
5. Parental consent, emergency contacts, and risk disclosure	EOTC experience planned to support teaching and learning of the school's curriculum	
6. Health profile and medical consent		
7. Health care plan		
8. Aquatic activity consent	Risk Management Process	
9. Student contract		
10. Camp Parent Consent, emergency contacts, and risk disclosure	14. SAP (Safety Action Plan) or similar form completed for each activity involving risk	
11. Volunteer assistant agreement		
12. Summary of Participants	15. Contents for first aid kit	
13. Parent Transport Form		



Stage 3 Pre-event planning checkpoint and final approval

EOTC event planning checklist to the EOTC event approver
Useful emergency numbers



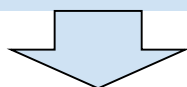
Stage 4 Implementation of the EOTC event



Careful observation, critical thinking and action based on sound judgement by competent staff ultimately ensure that learning and safety outcomes are met.

Information from other stages underpin this stage and will be accessible and referred to during the event.

- 18. Record of medication administered
- 19. Advice for media interviews (wallet card template)



Stage 5 Post-event review and evaluation

- 20. EOTC Trip Review
- 21. Injury report form to the EOTC event approver for follow-up

Types of EOTC activities

The various types of EOTC activities have distinct characteristics, which require different considerations and levels of risk management if they are to facilitate positive learning outcomes for students.

Activity Type	Description	Approval	Parental Consent	Risk Management Planning
	examples are indicative and not a complete list			
A On site-	(i) Lower risk environments	None required	None required	Current health information

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	in the school grounds	eg: sports day, horticulture, adventure-based learning (ABL) activities, painting murals, measuring for mathematics			Usual lesson planning
				
	(ii) Higher risk environments		Blanket Consent	Blanket Consent	Current health information
		eg. school pool or climbing wall.			Usual lesson planning or Safety Action Plan

B	Off site - short visits in the local community within school hours	(i) Lower risk environments	Principal or Senior Leadership Team	None or blanket consent (school decision)	Current health information
		eg museum, art gallery, botanic gardens, sports, cross-country-run training and recreation events			Generic Safety Action Plan (used by all staff)
				
		(ii) Higher risk environments	Principal or Senior Leadership Team	Blanket or separate consent (school decision)	Current health information
		eg aquatic environments (river, beach),			Generic Safety Action Plan

C	Off site - day trips, which may extend	(i) Lower risk environments - lower technical skills required	Principal or Senior Leadership Team	None or blanket consent	Current health information
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out of school hours	eg farm visit; day hike in a local park or in local bush; city visit; train, bus, or ferry trip; swimming in pools	Principal or Senior Leadership Team	Separate consent and risk disclosure	Generic Safety Action Plan

	(ii) Higher risk environments - higher technical skills required			Current health information
	eg. skiing, waka ama, rock climbing, swimming in natural environments (beach, river), field trip involving chemicals or heavy machinery			Specific Safety Action Plan

D Off site - residential multi-day trips further afield	(i) Lower risk environments - lower technical skills required	Principal or Senior Leadership Team	Separate consent	Current health information
	eg. trip to another region; sports tournaments; field trips to urban environments, historic sites, and "front country" (having well-formed tracks)			Specific Safety Action Plan

	(ii) Higher risk environments - more knowledge and/or technical skills required	Principal and/or Board	Separate consent and risk disclosure	Current health information
	eg: overseas trips; field trips into natural water, bush, or alpine environments, or other hazardous environments (for example, where chemicals, heavy machinery, or other hazards are present); outdoor education camps; outdoor			Specific Safety Action Plan



pursuit journeys in the "back country" (for example, biking, tramping, canoeing)

Ratios

The following adult/pupil ratios are to be maintained on all extended visits:

- Day Trip
 - Class 1 – 3 students 1:6
 - Class 4 - 9 students 1:8
 - Overnight education tours/visits 1:6
 - Hazardous activities 1:4
 - Boat trips (life jackets to be worn) 1:4
- Craft must be commanded by a licensed operator and the vessel licensed to carry passengers

Restrictions

The following activities are unlikely to be approved:

- Aircraft flights, other than commercial operated entities i.e. Domestic Airlines
- Boat trips, other than on vessels which are fully licensed to carry passengers.
- Trips to the snow and tramping in mountain areas, excepting on recognised and maintained, well-formed walkways and slopes, or in the case of approved excursions from recognised school camps.
- Skiing – off piste
- Water activities unless in well supervised areas, e.g. swimming
- River swimming

The following activities may be approved, conditional upon parental consent, and the availability of trained instructors:

- Yachting, canoeing (life jackets to be worn)
- Flying foxes, chairlifts
- Controlled camp activities, e.g. shooting, archery, horse-riding, go-carts, mini bikes, abseiling
- Skiing



- Water activities, e.g. swimming

General Guidelines

- There is no set ratio for sport exchanges within Hamilton i.e. swimming sports, school and cluster sports. Teachers in charge of these events are to ensure that no students are left unsupervised at these venues and there is to be at least one teacher on each bus transit. Teachers are to be in attendance at each venue.
- Bus is to be the preferred means of travel involving a full class or a significant number of students.
- There are often occasions where students are required at short notice to travel within Hamilton or the local environment to attend events. Permission is to be obtained from the Principal before students are allowed to attend. In the event of the Principal being unavailable a member of the Senior Leadership Team is to be consulted and permission obtained from them before travel is undertaken. Those with leadership responsibility should consider vehicle safety, student supervision, parental and guardian permission (either by note or phone call) transport arrangements, student supervision. There is no set ratio, although a ratio of no more than 1 adult to 8 students is considered desirable. Adults are to be briefed by teachers on their responsibilities before travel.
- Where a parent or teacher vehicle is to be used, those supplying transport are to have a full Driver's License, the vehicle is to have current registration and also a warrant of fitness and the car is to be in a road-worthy state. The parent or teacher driving is responsible for ensuring that students wear approved seat belts or child restraints. The designated organiser is to check this by way of notice or oral confirmation by those supplying transport. Permission is to be obtained from Senior Leadership Team before proceeding.
- Where a class wishes to walk outside the immediate school environment, permission is granted by a member of the Senior Leadership Team, consideration should be given to the planned activity and setting any guidelines such as a ratio. Factors to be considered include: student risk, road crossing or other environmental factors. It is usual for visits in the immediate environs to need a

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registered teacher; ratio of 1:8 is desirable. Assessment of student behaviour should also be considered before determining any ratio as each activity carries a different level of risk.

- For school cross country training there is no set ratio. Care will be taken by providing signage and also monitors at appropriate danger areas i.e. corners and crossings. Students will also be spoken to about the dangers that exist when running. Care will be taken when setting a course to minimise risk.
- For class visits outside the immediate environment of Hamilton, a risk management system must be completed and given to the Leadership Team before the visit is undertaken. The Senior Leadership team will view and sign this form as confirmation or permission is to be obtained at the previous month's Board of Trustees meeting. If this is unable to be done then the Board Presiding Member and the Principal can give permission if in their view all reasonable risks have been accounted for.
- All parents staying overnight on school camps are required to undergo Police Vetting. The information provided as a result of Police Vetting is confidential to the Principal and will be held in a secure place that only the Principal, or if given permission, a member of the Senior Leadership Team can access.
- Consumption of alcohol on school camps/other EOTC experiences is not permitted.
- The Senior Leadership Team have discretion to not allow students to attend any education outside the classroom experiences, if in their opinion, taking a student poses a considerable risk to the health and safety of the student or compromise the safety of the group or objective of the experience. Student safety is the primary concern. If parents or caregivers have a concern over a decision, then this is to be addressed through the complaints policy.
- On the enrolment form, parents or caregivers are asked to give 'blanket consent' for curriculum related visits inside the school environs or outside the school within the local community, that pose lessened risks. Teachers are asked to notify parents or caregivers of visits through the school, team or class newsletter at least 48 hours before the visit to allow any parent questions

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to be answered. Where permission has been obtained from the Leadership Team, notification to parents or caregivers is not required.

- The aim is to give parents or caregivers as much notice as possible before camp regarding health and safety issues (behavioural/or disabilities) to ensure that any concerns or issues can be appropriately managed and that the event can be properly coordinated and planned for.
- If an EOTC activity is cancelled or changes in the plan are made, i.e. later arrival time, the aim is to notify the parents with as much notice as possible via Facebook, website, text and the app.

Staffing:

For any overnight camp the students need to be accompanied by two registered teachers.

For any day trip there needs the students need to be accompanied by two members of staff one being a registered teacher.

On a regular planned curriculum activity locally based the students only need to be accompanied by a registered teacher.

Relieving Teachers:

A short-term reliever requires approval from the Principal to replace a teacher accompanying a class trip.

A registered long-term reliever is entitled to take his/her class on an excursion involving an overnight stay.

Provisionally Registered Teachers;

A provisionally registered Teacher must be accompanied by a registered teacher on all overnight camps. The programme being undertaken is the responsibility of the class teacher.

Emergency Vehicle:

All excursions involving an overnight stay require the availability of an emergency vehicle. such a vehicle is to identified before the camp. (Cost of running this vehicle is to be built into the costs of the camp).



First Aid Kit:

A complete first aid kit is to accompany all groups involved in any trip outside the school. Teachers are to assess all information required to enable them to appropriately deal with any identified student allergies or medical conditions before proceeding on a trip and take appropriate medication to respond to the relevant allergies or medical conditions. There are three types of kit one for day trips, one for camps and a third for wilderness camp.

Ongoing Resourcing Students:

Consideration needs to be given as whether ongoing resourcing students attend overnight stays. If it is considered appropriate by a member of the Senior Leadership Team then the students must be accompanied by an adult on a 1:1 basis. A discussion between the school and parents is to be arranged before the camp to discuss each child's circumstances and to agree on a plan for them where appropriate.

Emergency Communication

A cellphone (and/or emergency communication) is to accompany groups involved in all overnight and day excursions from school. Each group should nominate a person responsible for communicating to the Senior Leadership Team as and when appropriate and this number must be given to the Senior Leadership Team. Any associated costs will be met by the school.

Parent Briefing

Teachers are to brief parents of students accompanying the group on safety expectations prior to the trip. This briefing for parents is to undertaken by a briefing session or through written advice in the form of a newsletter etc. This will include issues such as:

- Will there be qualified staff or volunteers supervising/running the activities?
- Advice on the ratio of teachers and trained staff to students.
- What provision has been made for first aid/other emergency medical situations?

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- That a full risk analysis has been undertaken in respect of the camp activities.
- What provision has been made in respect of an early finish, or cancellation, including how and when parents will be notified.
- What provision has been made for emergencies?

Outdoor Education SAP (Safety Action Plan)

This needs to be completed and returned to the Principal two clear days before undertaking the trip. If the Principal is not available, then a member of the Senior Leadership Team.

Safety Action Plan forms are not required to be submitted for:

- Fairfield Cluster Sports Association events/and Culture Events.
- Other Sports/Cultural exchanges within the local vicinity
- Walking in local area
- Cross Country training
- Speech competition

Related School Policies

- Health and Safety - Workplace
- Student Behaviour Management
- Sunsafe
- Media Guidelines

Related Legislation

- Crimes Act 1961
- Children, Young Persons, and Their Families Act 1989
- Health and Safety at Work Act 2015
- Vulnerable Children Act 2014

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- Accident Compensation Act 2001

Resources

- TKI: [EOTC Guidelines](#)
- Sport New Zealand: [Outdoor Activities - Guidelines for Leaders](#)

Reference: TKI: EOTC Guidelines

The following documents can be sighted at the school office:

APPENDICES

Appendix 1 **Event Proposal, Approval and Intentions Form**

The Person in Charge (PIC) should complete this form at the outset of planning for the EOTC activity. Approval should be completed by the Principal or Board of Trustees

Appendix 2 **Class Trip Checklist**

Appendix 3 **Class Trip Notice to Parents**

Appendix 4 **Camp Cover Letter**

Appendix 5 **Camp Consent Form - includes Medical consent, Swimming Consent & Student Contract Forms**

Parents should be sent information about EOTC events especially in the 'higher-risk' categories. This will usually include a cover letter, the parent consent, health forms, student contract and gear list.

This form or a copy must be taken on the event. A copy should be retained by the School contact.

Appendix 6 **Camp Parent Consent Form**

All Parent Volunteers need to fill out a form

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This form or a copy must be taken on the event. A copy should be retained by the School contact.

Appendix 7 **Parent Transport Form**

This form is for use when students are to be transported for a school EOTC activity in a private vehicle. It clarifies the relationship between the school and the driver.

Appendix 8 **Safety Action Plan Form**

Appendix 9 **Contractor Agreement**

Appendix 10 **Record of Medication Administered**

Appendix 11 **Trip Review Form**

Appendix 12 **Injury and Incident Form**

Appendix 13 **Advice for Media Interviews**