



MICHAEL PARK SCHOOL AND KINDERGARTEN MANAGEMENT POLICY

EDUCATION OUTSIDE THE CLASSROOM (EOTC)

Rationale

EOTC is an essential component in Steiner education. It enriches the learning experience for students across a range of learning contexts and curriculum areas. Social, intellectual, emotional and physical development, and learning in all curriculum areas are enhanced by relevant, enjoyable and progressive experience, beyond the classroom. Because of the risk inherent in many EOTC activities it is essential that high standards of planning and procedures are in place and that effective safety precautions are undertaken ahead of any EOTC activity.

The Board is required to meet particular standards of care in order to fulfill its legal obligations.

Goals

1. To enable students to experience regular EOTC activities as part of their learning programme.
2. To ensure EOTC activities are well planned and managed and that any associated risks are minimized.
3. To fulfill legal obligations as they pertain to planning and operation of EOTC events
4. To ensure staff, students and volunteers understand school protocols and procedures for EOTC events.
5. To ensure suitably qualified and experienced staff lead and assist EOTC events.
6. To ensure regular review of EOTC practices.

Guidelines

1. The Principal and Health and Safety Officer will develop and implement a set of procedures in line with published EOTC guidelines and health and safety standards to guide the planning for any EOTC activities. This will ensure that:
 - a) Any risks associated with the event are identified, minimised or eliminated
 - b) A site-assessment is carried out where necessary
 - c) Appropriate dietary and medical information is obtained
 - d) Necessary consents are sought
 - e) A suitable number of qualified first aiders are on the trip.
2. The Board delegates to the Principal the task of overseeing the planning and approval of any EOTC day trips and EOTC activities held on school premises.
3. The Board EOTC portfolio holder will audit the planning for any overnight EOTC events / camps and these events shall require Board approval before they proceed. The Principal will ensure that procedures are in place to guide the planning and approval process.
4. A blanket consent will be obtained from parents / caregivers covering any EOTC day trips / events not involving water activities.
5. For overnight events and any events involving water activities, separate consents will be obtained from the parents prior to approval.

6. Where activities on an EOTC event are led by a contracting provider, contracting forms will be completed prior to approval.
7. Any adults attending overnight trips and camps will be police-vetted and required to adhere to the school protocols for adults attending trips and camps .
8. Adequate and on-going training will be provided for teachers planning and leading EOTC events.
9. Respect for the environment and the needs and values of other people should feature in the planning and programme for EOTC activities.
10. Normal school rules apply during EOTC experiences.
11. All overnight trips / camps will be reviewed at the conclusion of the event to identify areas for improvement.
12. Any safety issues resulting from an EOTC event shall be notified to the Health and Safety committee and a review undertaken to with input of the Board EOTC portfolio holder.

Related Policy

Child Protection
 Curriculum Assessment & Reporting
 Designated Volunteer
 Health & Safety

Procedures/supporting documentation

Staff induction
 RAMS Health and safety register
 Administering medication
 Accident management
 Alcohol, smoking and drugs
 Behaviour management – managing challenging behaviour and physical restraint (policy and procedures)
 Civil Defence and crisis procedures
 Collection, storage and access to personal information
 Court orders against parents/caregivers
 Parent helpers, Adult behaviour at school (adult conduct at school)
 Police vetting
 Protected disclosures

Policy type:	Management Policy	NZSTA Governance Framework:
Date reviewed:	22/09/2022	Related NAGs: NAG5
Signed for MPS Board:		