



## **NAG 1      Education Outside the Classroom Policy**

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Education Outside the Classroom (EOTC) is defined as all those events that occur outside the classroom, both on and off-site, including all curriculum, sporting and cultural activities. EOTC activities are defined by their level of risk. Planning, consent and supervision requirements are different for each level of risk.

### **Purpose**

The school's EOTC activities will support and enhance the New Zealand Curriculum. EOTC activities will not only enrich the curriculum but provide further opportunities for children to be confident, enthusiastic achievers.

Children will learn through experiences appropriate to their needs and environment and through opportunities to explore and learn from the world outside the classroom. Children will need a variety of experiences in order to develop their personal, social and physical skills. Participating and contributing to EOTC promotes a greater appreciation of inter-relationships within the environment and between people and their environments. EOTC also enhances staff/student, community/school and inter-school relationships and builds school spirit.

### **Guidelines**

EOTC activities must be approved by the Principal, and overnight camps by the Board of Trustees, who hold the ultimate legal responsibility for approved excursions. All school health and safety policies apply to EOTC activities. Taking children out of the school environment can provide them with life changing experiences which they will remember for the rest of their lives. It can also put them at risk and into unfamiliar situations. Therefore careful planning and preparation is needed to minimise risks and make EOTC a positive experience for each student.

### **Effective EOTC programmes:**

1. Enhance learning, through a variety of well-designed, first hand experiences;
2. Promote ecological awareness and personal responsibility towards environment;
3. Help students develop self-confidence, risk-taking, resilience and a sense of adventure through participation in 'challenge by choice' activities;
4. Provide experiences for students that encourage, model and explore school values
5. Provide experiences for students that encourage awareness of the philosophies and values of tangata whenua, and other cultures within the school community;
6. Increase students' knowledge, understanding, and appreciation of the school area, local community and other familiar and unfamiliar places;
7. Develop students' skills in observation, recording and organisation;
8. Assist students in their social development by placing them with others in unfamiliar situations and supporting them to problem solve and seek solutions together;
9. Help students develop an attitude of responsibility, particularly towards their own safety and that of others;
10. Provide students with opportunities to work together in groups.

**To make EOTC programmes safe, the school will:**

- A. Involve students, parents, caregivers, and the community at each stage of planning, preparation, performance and evaluation as appropriate
- B. Seek permission in principle from parents/caregivers for their child/ren to leave the school on EOTC activities during school hours for the coming year. The completed EOTC Permission Forms will be held in the relevant classrooms.
- C. Follow Ministry of Education regulations and guidelines on health and safety, supervision, risk management, leadership, vetting and legal requirements;
- D. The school will ensure that competent staff with relevant experience and skills accompany outdoor education trips. The ratio of adults to children required will be determined relative to the level of risk assessed to be associated with the EOTC activity for the group of students in question.
- E. Ensure Risk Management forms for trips and excursions are completed and given to the Principal for approval as part of the planning process. Syndicates or classes going off site for a short period of time must advise the school office of their destination, departure and return times, class/es involved or names of students and staff responsible for supervision.
- F. Be aware of cultural considerations of participants;
- G. Ensure, where possible, that students are not excluded for financial or special reasons; and provide alternative learning situations for students unable to participate;
- H. Ensure adequate ongoing training for all staff involved in EOTC, including support staff, attending approved workshops, seminars, courses and training where appropriate.
- I. Give students the opportunity to participate in curriculum related inter-school activities, field trips, cultural and sporting exchanges and excursions as appropriate.

Approved	May 2016	<p><b>Supporting Documents/Legislation</b></p> <ul style="list-style-type: none"> <li>● <u>EOTC Guidelines - Bringing the Curriculum Alive</u></li> <li>● Crimes Act 1961;</li> <li>● Children, Young Persons and their Families Act, 1989 – “In Loco Parents”;</li> <li>● Health and Safety in Employment Act 1992;</li> <li>● Accident Compensation and Rehabilitation Insurance Act 1992/2001</li> <li>● Vulnerable Children’s Act 201</li> </ul>
Review	May 2019	