



# ROTORUA INTERMEDIATE SCHOOL BOARD OF TRUSTEES POLICY

## EDUCATION OUTSIDE THE CLASSROOM

### Rationale:

Educational experiences outside of the classroom enrich many aspects of the school curricula as well as providing further opportunities for learning, personal growth and social development. EOTC activities, by their nature, require specific guidelines to ensure their effectiveness, and the safety of students.

### Guidelines:

1. An EOTC Approved RAMS form for all EOTC activities must be prepared by the staff member taking responsibility for planning the activity. Day trip applications must be submitted to the Whanau Leader for approval within the time schedule, as indicated on each form, and to the Principal when activities are deemed to be of Extreme or High Risk.

Overnight applications must be submitted to the EOTC Leader for approval two weeks prior to the activity. This allows time to review the application for completeness and compliance with the criteria detailed below.

2. Applications for approval must detail the following:
  - a) dates and times of departure and return
  - b) venue(s)
  - c) teacher with overall responsibility
  - d) classes involved and numbers
  - e) pupil to teacher/adult ratio
  - f) accommodation provisions (where appropriate)
  - g) transport arrangements
  - h) summary of pre venue visit report when required to be undertaken
  - i) correspondence to parents and consent forms
  - j) outline of programme objectives
  - k) financial information - cost to pupils, reimbursements, etc
  - l) special circumstances/ provisions - safety requirements, 'expert' help, etc.
  - l) drivers are made aware that they must hold a current drivers licence and if using their personal vehicle it must have a current warrant of fitness
3. Parent/ whanau/adult volunteers need to be made aware of safe supervision practices and made aware that they are not to be alone with any student at any time during excursion, must always have another student or adult with them. *(MOE EOTC guidelines: page 39)*
4. The appropriate pupil to adult ratio and relevant competency abilities are very important and must comply with MOE regulations. The ratio may vary according to the activity.
5. Summary of pre venue visit when required to be undertaken

The following is to be used as a guideline (confirm with MOE prior to organising):

**Extreme Risk:** 1 Adults per 4 students; (Uncontrolled high risk environment).

**High Risk:** 1 Adult per 7 students; (Semi Controlled high risk environment).

**Moderate Risk:** 3 Adults per class. (Semi controlled low risk environment).

**Low Risk:** 2 Adults per class. (Fully controlled and low risk environment)

6. Organising staff may wish to make use of established local or national organisations for advice and guidance in:

- a) planning,
- b) instruction and skills,
- c) equipment,
- d) levels of adventure relative to age group,
- e) safety and supervision relative to activities.

When using outside agencies teacher in charge needs to be ensured these agencies RAMS providers are using and meet current codes of best practice, and/or following accepted best practice guidelines. (*Codes of best practice, 7: 223,225,235,236*)

f)

**(Refer EOTC Guidelines to Principals: Section 6 Leadership and Safety guidelines).**

7. Student and staff safety is paramount on EOTC activities. Organising staff should consider (where appropriate) the following:

- a) Ensure that all camp leaders have visited and familiarised themselves with the camp prior to involving students.
- b) Ensure all programmes, involving camp, have been signed off by the Teacher in Charge of EOTC.
- c) Establish 24 hour contact with recognised emergency facilities, eg, Coastguard, Search and Rescue, Police, Forest Park H.Q., Mountain Radio Service, Armed Forces.
- d) Establish defined procedures for dealing with potential risk and emergencies.
- e) The provision of an emergency vehicle, or other necessary means of emergency transport.
- f) Have access to cell phone contact or an alternative form of contact.
- g) Ensure that parents and students are made fully aware of the procedures to be undertaken in the event of a student behaving in such a manner where he/she is putting themselves or others at risk
- h) In the event of a serious accident or emergency the school is to be contacted at the earliest possible instance. If outside normal school hours the Principal or either The Deputy Principals are to be contacted

All activities and learning experiences must reflect and develop safe and respectful behaviour. Therefore, those operating the camp should take appropriate steps to ensure the safety of students, whether the risk to safety is from climatic conditions, illness, behaviour of other students, or adults.

The school has standard procedures to deal with such circumstances and all involved with the camp must be made aware of these safety requirements and the related procedures.

**Conclusion:**

The range of EOTC activities is very broad and may include curriculum related studies, environmental education, visits to industrial sites, Marae, museums and other places of educational interest along with the adventure of camping, tramping and outdoor pursuits. However, procedures are required to minimise risk, ensure safety and provide necessary supervision. (Refer to 'Safety & Supervision' circular 1985/1 and 'Legal Aspects' circular 1988/28).

The School will have a set of management procedures that will facilitate compliance with legislation and regulations.

**Effectiveness Review:**

*The review process involved gathering information for making judgments about the extent to which objectives have been achieved, then deciding any further action needed to the revealed successes and weaknesses.*

1. *Identify who will be responsible for leading the review, and those to be involved*
2. *Decide a timeframe for the review*
3. *Gather and consider information related to the policy objectives*
4. *Make judgments about achievement and effectiveness of the objectives*
5. *Recommend future actions*
6. *Report*