
Macleans College - POLICIES & DIRECTIVES

SECTION NO: 700

POLICY NO: 702

ISSUE DATE: 22.3.17

TITLE: **EDUCATION OUTSIDE THE
CLASSROOM (EOTC)**

ISSUE NO: 6

Rationale

Education is not limited to the classroom and education outside the classroom (EOTC) is seen as being an important part of the educative process. The school believes in utilising a range of environments, and experiences to enhance the learning of their students. The school believes in providing students with the opportunity to participate in recreation, leisure, and sport. Such education, however, must fall within the requirements of Macleans College safe school policies (Section No. 1100)

Engaging in EOTC

With all events beyond the classroom there is a potential for gain and a potential for loss.

To realise the gains teaching staff, and those supporting the teachers (support staff, volunteers, student leaders and contractors) are responsible for;

1. The writing of the specific goals and outcomes for any EOTC episode.
2. Ensuring the safety of all students and adults involved in the events. Risk identification, elimination, isolation and minimisation are crucial elements in mitigating the losses and thus realising the gains.

The procedures specified in this document apply to teaching staff, and those supporting the teachers (support staff, volunteers, student leaders and contractors). The BOT (Board of Trustees) have delegated responsibility for all EOTC matters to the Principal.

GLOSSARY

BOT	Board of Trustees
EOTC	Education outside the classroom is defined as all those events that occur outside the classroom, both on, and off-site, including all curriculum events, sporting events and cultural events.
HOF	Head of Faculty
MC	Macleans College
NID	National incident database
PD	Professional development
RAMS	Risk analysis and management system
SMTE	The Senior Management team member with responsibility for EOTC
SMP	Safety Management plan
TIC	Teacher in charge

EDUCATION OUTSIDE THE CLASSROOM (EOTC) PROCEDURES

1. PLANNING AND APPROVAL

- The SMT member with responsibility for EOTC (SMTE) must approve, for inclusion on the school calendar (key dates), any events that remove students from other curriculum classes. All activities where students leave the campus must be communicated to the SMTE.
- In the planning phase, pre-approval must be given by the appropriate Head of Faculty (HOF) for the event goals and objectives and by the SMTE for events where students will be absent from other classes.
- Where possible approval (pre and final) is required at least two weeks before a day event, at least eight weeks before an overnight trip and at least a year before an overseas trip.
- Teachers and contractors have approved alternative plans if the event is weather dependent or they are suddenly unable to attend or lead the event (illness, death in the family etc).
- Where an event is stopped or changed once it is underway the change must be communicated to EOTC coordinator or SMTE and verbal approval confirmed.
- Variation from EOTC procedures should only be considered when following the procedures compromises the safety of an individual or group.
- Risk Management procedures will be followed for all outdoor education trips. An Education Outside the Classroom (EOTC) approval form, which includes risk analysis and management must be submitted and approved before any EOTC activity takes place. (*See Appendix 1,2*)
- Any off-site premises where the curriculum is delivered shall meet Worksafe NZ requirements for the quality, health, safety and comfort of students.
- Caregivers have the right to refuse permission for off-site trips except those directly related to curriculum assessment.
- Macleans College employees will have discretion with respect to all activities outside the classroom. Specific roles, as outlined on the EOTC approval form will be given to parents, senior students, voluntary helpers and outside providers.

2. GUIDELINES:

- Any proposed overnight trip must have approval of the Board of Trustees. Curriculum related and extra-curricular trips will be approved by the Senior Management Team (SMT) on their behalf.
- Permission slips, signed by a caregiver, must be completed by each student prior to the trip leaving. Such a form must contain caregivers' contact phone numbers and any health considerations.
- Details such as departure times, arrival times, emergency contact numbers, proposed itinerary and outline of activities must be conveyed to caregivers prior to permission
- Off-site camps are used as orientation and induction courses for Year 9 students and are coordinated by whanau house staff and are the responsibility of whanau house leaders.
- Written communication to parents and caregivers about off-site camp procedures, including safety and health assurances, will be given well in advance of the camp.
- Written permission along with relevant student health information and medication will be returned by parents and caregivers to the school.

- The whanau house leaders and the senior management team will evaluate off-site camp procedures and effectiveness as part of their annual review.
- Waivers to seek medical attention if deemed necessary subject to any written condition, must be provided for in the signed permission slip.
- Activities involving high risk should only be undertaken under the supervision of personnel with appropriate competence.
- With all outdoor activities, student numbers must be checked at the start and end of the activity. Where there is a possibility of students going missing eg. on a tramp, students numbers should be checked on a more regular basis.
- Additional information should be sent to the parent via letter or e mail for overnight and overseas trips. E.g. gear list, itinerary, transport arrangements, school rules, incident management plans, additional consent forms, contact details.

3. PERMISSION - PARENTAL CONSENT, including Information to Parents

It is a requirement of our school that parents are informed and consent is obtained as described below.

(This information is on the school Intranet, under EOTC and under Communication/Forms/EOTC)

		To do
Step 1	Gain approval from Faculty Head / Head of Department	TIC
Step 2	Gain approval from THO for the date to be added to Key dates At least: 2 weeks prior for day trips 8 weeks prior for overnight trips 1 Year for overseas trips	THO adds to Key Dates
Step 3	TIC Sets up a GROUP in KAMAR called, for example, <i>TRIP: Business Studies 11BSC</i> – link http://intranet/kamar/assets/kamar-groups.pdf	TIC
Step 4	Fill in ALL SECTIONS of the appropriate category EOTC + RAMS Forms + other where required. The checklist on page 2 of the EOTC form will show exactly what needs to be done. <i>NOTE: For ANY trip organized by Macleans College but run by an outside provider where there will be NO STAFF MEMBER accompanying the group, a legal disclaimer needs to be signed by parents. 1BUC can provide this.</i>	Email to 1BUC . You will be contacted if all requirements have not been met. Once completed it will be forwarded to AM for approval.
	Day Trip - For example – Aquatic activities; Factory visits; Forestry or Agricultural field trips; Geography field trips; Horse-riding; Rock Climbing; Sailing; Science field trips; Skiing; Swimming; Waka ama, Art Gallery; Career Days; Museum; Music Trips; Sport Competitions and 1 x day Sport Tournaments and Recreation Events in school time/may go outside school time. START > All Programs > Communication > Forms > EOTC > EOTCApprovalForm-Day Trips and RAMS: START > All Programs > Communication > Forms > EOTC	TIC

	<p>Overnight(s) and Overseas Trips <u>START > All Programs > Communication > Forms > EOTC > EOTCApapprovalForm-Overnight/Overseas Trips</u> RAMS: <u>START > All Programs > Communication > Forms > EOTC</u></p>	TIC
Step 5	<p>For both categories, a Notification of Trip letter is generated in KAMAR, with Permission Slip. This is then emailed and /or printed to students and TIC. <i>Note – for overnight trips you may have additional information to send to parents, for example, gear lists, itinerary, etc ...</i></p> <p>It is your responsibility to distribute, collect and hold ALL permission slips. Students must not go on the trip without the permission slip. (NO EXCEPTIONS) Letters can be printed as a class set or emailed directly to students. Any letters which need to be reprinted should be done by the TIC (access to the letter is automatically given in Kamar when it is generated. Reception staff and 1KOE can also reprint letters in an emergency.</p>	1BUC will generate the letter
Step 6	<p>To book bus transport go to: <u>START > All Programs > Communication > Forms > School Transport Booking Request Form</u> (please send to office@macleans.school.nz) To book minivans, use the booking function in Kamar. All drivers (staff and parents) who are driving students under the direction of the school MUST complete a Driver Declaration form before the trip. <u>START > All Programs > Communication > Forms > EOTC > Driver Declaration</u></p>	TIC or Office
Step 7	<p>1BUC will enter the ATTENDANCE for the trip. However, if a student is absent from the trip it is up to the TIC to alter the attendance after the event.</p>	TIC
Step 8	<p>If there are any changes to the trip whilst away notify MAC. If an incident occurs on the trip – follow the school’s Emergency Plan Report incident to SMT or nominee.</p>	TIC
Step 9	<p>Notify the Office upon your return, in person or via e-mail, if you return during school hours. Office will sign EOTC form. Notify MAC or nominee on your return via e-mail/ text, if you return outside of school hours. For overnight/overseas trips – on return notify SMT or nominee.</p>	TIC

- Information on the activities, along with logistical information must be conveyed to the parent/caregiver by letter. Parents and students are given the opportunity to ask questions, through the TIC who is named on the letter.
- The letter will be created by **1BUC** in KAMAR using the information given on the first part of the EOTC form.
- Additional information should be sent to the parent via letter or email eg gear list, itinerary, transport arrangements, school rules, incident management plans, additional consent forms, contact details.
- Parental consent must be obtained for all EOTC trips. Without this the student will not be able to attend.
- Event-specific, season-specific, and course-specific parental consent is required as specified below:

Activity type	Description	Approval	Parental consent	Risk management planning
Day Trips	For example: museum, art gallery, sports and recreation events, music Trips career days, skiing, sailing, waka ama, rock climbing, swimming in natural environments (beach, river), factory visit, forestry or agricultural field trip involving chemicals or heavy machinery, horse-riding aquatic activities.	HOF/HOD SMTE	Parental permission slip. Separate consent from any outside providers may be required	General RAMS Transport RAMS SMP or RAMS from any outside providers. Contingency plans Health Information Other appropriate forms in appendices
Off site (residential overnight/s and Overseas trip)	For example: trip to another city or region, sports tournaments and exchanges, field trips to urban environments, historical sites and “front” country (having well-formed tracks), field trips (for example, social studies, biology, geography), 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, multi-day outdoor pursuits journeys in the back country (for example, biking, tramping, kayaking). Overseas trips	SMTE and Principal. BOT for Overseas trips	Parental Permission Slip. Separate Consent from outside Providers for High Risk activities may be required	Intention form Specific RAMS EOTC Emergency number Contingency plans Health Information Other appropriate forms in appendices
Note: If swimming is involved on any trip, a specific permission box must be included on the permission letter				

- It is important that parental consent, including risk disclosure and medical consent, and health information are completed by all adult and student participants in the EOTC event, to meet school health and safety responsibilities.
- The EOTC form and a list of all students attending the event are left at Reception (Blue Clipboard) .
- On return to school the TIC reports to or emails Reception to notify the school of their return. The entry is removed and the ‘returned’ added to the EOTC form. In situations where the students and staff return directly to home or after office hours, the TIC reports to either the Sports Coordinator or SMTE on that day. This can be done via email or text.
- The SMTE or Sports coordinator makes contact with the group if they do not receive confirmation that the group has returned by the specified time.

- Where possible, the TIC should have a list of student cell phone numbers and students should have a contact number for at least one of the accompanying teachers.
- Unsupervised/ unaccompanied activities, for example students transporting themselves to events or work experience are given contact details for the TIC and are to notify them of any changes to the activities and on their return and a Legal Disclaimer form must be signed by parents of all students.

4. SUPERVISION

- Competent staff are to lead all events. Currency is demonstrated to the Principal or SMTE Coordinator.
- The TIC, in consultation with and agreement from the Principal, has the right to not take a student that they deem will compromise safety.
- All Support staff, student teachers, parent volunteers and contractors are police vetted for their suitability to work with students.
- Checks are made that support staff, volunteers and student leaders have the necessary understanding to be involved in EOTC.
- Teachers, Support staff, volunteers, student leaders and contractors are briefed by the Teacher in Charge (TIC) regarding the objectives of the trip, specific roles and responsibilities, risk management for all parties including self, and the school policies and procedures.
- All staff are capable of implementing the School Trauma Plan.
- Where possible, all participants should have access to a qualified and current First Aid provider at all times during an event, including in transit to and from the event.
- Outside providers must supply an up to date RAMS/Site Management Plan for all activities undertaken.
- Where no staff member accompanies the trip, a legal disclaimer form must be included with the permission slip. This will be provided, on request at the time of the EOTC application.

The **supervision ratio** is established prior to the approval process.

The ratio is a decision of the TIC and SMTE and will be based on the following:

Competence of the staff, volunteers, student leaders and contractors, level of first aid cover, gender, age, behaviour and ability of students, special needs of students (medical, behavioural and educational), duration and nature of activity – land based, water based, nature of site, site requirements (e.g. permits), incident management options, access to emergency services, season, weather forecast and remoteness of site.

Some guidelines;

Any considerable differences to these guidelines must be discussed with the SMTE at the planning stage.

The ratio of adult : student will depend on the risk level.

For overnight events a minimum of 2 staff members is required, and in addition to this a female member of staff must be present if there are female students in attendance.

Special note on Ratios:

“A ratio compares the number of skilled and experienced supervisors with the number of novices involved in an EOTC event (at times adults may be novices). It is important that the selected ratio ensures that both quality learning and safety are maximised. Ratios for EOTC are hard to prescribe, as they will vary according to the age and needs of the students, the activity, the location and the competence of the students and staff involved. Competence is central to setting ratios and putting an effective supervision plan in place for any EOTC activity. If in doubt, be conservative and/or seek professional advice when deciding on ratios and an appropriate supervision plan.” (Ministry of Education, 2009)

- Activities requiring technical outdoor skills have approved technical advisors appointed to advise MC on the running of these activities, including venues/sites, SMPs, professional development (PD) requirements for staff, annual review and any incident/near miss investigation (where appropriate).
- Those staff leading an activity for the first time are supervised by a senior staff member who is competent to run the event or the technical advisor for the first event and until they are judged as competent to lead the event.
- There is to be no use of alcohol or non-prescription drugs on any MC EOTC event.

5. RISK IDENTIFICATION, ANALYSIS AND MANAGEMENT (RAMS)

- For all levels of EOTC staff must consider the potential risks and their causes. In doing so they must assess the level of frequency and severity, and take action to eliminate, isolate or minimise them. All teaching staff, and those supporting the teachers (support staff, volunteers, student leaders and contractors) are active ‘risk managers.’
- For any particular event a Risk Analysis and Management system (RAMS) form needs to be completed by the TIC in consultation with the HOF or SMTE.
- For day trips a minimum requirement is a First Aid Kit and knowledge of the nearest emergency services.
- For all events, any special needs (Health, medical, supervision, educational, diet and other) of staff and students, and any site or activity specific hazards or other information is added to the RAMS under “Event specific information”.

In constructing the RAMS the following have been considered:

- Potential risks.
- Hazards (causal factors). These are the contributing factors to incidents (Hazards are the cause or source of harm, Health & Safety At Work Act 2015).
- The management strategies including the industry standards (current accepted/best practices) and any school developed strategies, which will mitigate against the losses.
- Incident management plans
- Equipment for emergency situations
- Equipment factors, including any hazards associated with its use.
- People factors, including any hazards associated with them.
- Environmental factors, including associated hazards.
- The potential severity and frequency.
- Where appropriate, student and staff swimming competency.
- Appropriate equipment for emergency evacuation and first aid shall be available at all events and on route to events (cell phone or mountain radio, first aid kit).
- Staff must be aware of the nearest medical centre/hospital and how to get there.
- Staff should be familiar with the environment and the area where the programme activities will take place. All leaders must have visited the site before using it with students or they must be accompanied by a staff member who has used the site before.
- The TIC discusses with staff a copy of the RAMS form and that this is taken with them.
- Any new hazards, incidents and near misses are reported immediately to the EOTC coordinator.

Note: There is to be NO mass swimming. Any non-pool swimming requires permission from the SMTE prior to the trip

6. TRANSPORT

- The situation of a teacher driving a hired bus over 11 seats is subject to Ministry of Transport regulations and Principal approval.
- A list of names of those on board must be carried on all vehicles transporting students from MC.
- A first aid kit is carried on all trips involving students from MC.
- Where seat belts are provided students must use them. A car with five seat belts can only transport five people.
- Staff and parents driving vehicles must have the appropriate licence under NZ law and be appropriately trained and competent to drive the vehicle in the intended traffic, road and weather conditions.

- All vehicles used must have both a current Warrant of Fitness and Registration.
- Mini buses can be driven by the holder of a car licence, provided there is a maximum of 11 passengers.
- Students are not permitted to drive the mini buses.
- For legal and insurance purposes teachers, support staff, volunteers, and contractors must have their licence sighted and their license number and name recorded on a Driver Declaration prior to driving the mini buses. *(See Appendix 3)*
- Licensed students may drive themselves in cars for school events. This is covered in the school policy relating to “Own Transport”
- It is school policy that no staff member is alone with a single student in a vehicle.
- The number of driving hours required for the journey and length of the driver’s workday (including non driving hours) must comply with NZ Transport Authority regulations
- Drivers must have planned strategies to avoid driver fatigue (planned stops, more than one driver).

7. INCIDENTS involving teachers, support staff, volunteers, student leaders and contractors and/or students

- MC believes that all teaching staff, and those supporting the teachers (support staff, volunteers, student leaders and contractors) should openly discuss their experiences, capture the reflections, and review the procedures. This way effective practice is assured.
- All MC staff must be aware and follow the Trauma Plan in the case of an incident.
- The Principal, TIC and SMTE are informed where there has been a serious harm incident and the Trauma Plan is followed.
- Where a serious harm incident or near miss has occurred the SMT is responsible for implementing an investigation. This is referred to the Principal and BOT where necessary. In the case of serious harm an external review may be appropriate.
- Annual safety reviews are carried out by the SMTE and reported to the School's Health and Safety Co-ordinator, Principal and BOT.
- All procedures recorded in the MC Health and Safety Policy and Procedures apply to EOTC.

8. EQUIPMENT

- Activities and circumstances for which safety equipment should be used are identified by the TIC of the event.
- Safety equipment and/or clothing is provided to all staff and students and is always used and/or worn.
- Students are not taken on events when they do not have the requisite gear and the school is unable to provide it.
- Staff and students are instructed in the safe use of all equipment including safety equipment.
- School first aid kits are carried for all events; their use is reported to the school nurse who arranges for their re-supply and regular checking (per term) of their contents.
- Contractors may choose to carry their own First aid kit but a MC kit must be carried within the group.
- All first aid treatments must be recorded in the First aid register (held in the Medical Centre). Treatments may first be recorded in the notebook in the first aid kit but must be added to the register on the return of the trip.

9. COMMUNICATIONS

- The TIC of the event ensures there is a communication system in place for all events.
- The TIC should have a note of all student cell phone numbers when on a trip and the students should be given the cell phone number of one of the staff on the trip for emergency contact.
- There is contact (when appropriate) between staff in the field and the SMTE or nominee.
- The TIC must communicate with the SMTE / reception or nominee on their return.

10. REVIEW

- The EOTC procedures, RAMS and contingency plans will be reviewed annually against current accepted (best) practice by the SMTE or nominee.
- Safety emails, hazard identification and incident reports inform practice both immediately and annually.
- Annual review is used to help identify the training needs of staff. There is a dedicated whole staff meeting at the start of the year to address identified needs.

11. INDUCTION

- The school-wide procedures apply for all new and returning staff, including reading and understanding this document.
- A Beginning Teacher is supervised for at least the first event where practical.

12. STUDENT BEHAVIOUR

- Students are required to adhere to the Macleans College Code of Conduct and any risk management requirements relayed to them by staff.
- Students and parents are informed of the procedures associated with any breach of these codes. This includes the option to send students home at the parent's expense.

14. STAFF RESPONSIBILITIES AROUND EOTC/TRIPS/ TRANSPORT.

What	Description	Who	Back up
Trip Approval	To approve trips and add to key dates	THO	MAC
Trip letters/Permission slips	Generate a trip letter and permission slip for all trips through the template on KAMAR.	1BUC	1KOE/1HER/1TAN
EOTC	Check EOTC form. Add transport RAMS	1BUC	MAC
	Sign completed EOTC form, return to 1BUC to be copied. Original is returned to TIC, copy held at office	MAC	THO
Transport Booking	All bus/taxi bookings to be completed on receiving a booking request form. All bookings to be added to spreadsheet with teacher code/ ETA and ETD. Booking request form to be printed and filed. Minibus bookings to be made by TIC	1HER	1TAN
Student Absences	All absences for trips to be entered on the request of the TIC of trip.	1BUC	1KOE
EOTC Board	Daily updating of the EOTC clipboard. Old EOTC forms to be filed and current forms to be visible on the clip board.	1HER	1TAN
Record of outside coaches	An up to date record is to be kept on Google Docs	ODE	1HUG
Police vetting of outside coaches and volunteers	Organisation of police vetting to be carried out	ODE	1HUG

Reference:

- EOTC Guidelines 2016 – Bringing the curriculum alive (MoE updated Feb 2017)