

EDUCATION OUTSIDE THE CLASSROOM

PROCEDURE

## 

**RATIONALE:**

Experiences outside the classroom reinforce learning by enabling students to make connections between what they have learnt in the classroom and the world beyond the classroom. EOTC experiences give students opportunities to demonstrate the essential knowledge, skills, values, attitudes and key competencies identified in the National Curriculum (New Zealand Curriculum and Te Maratanga O Aotearoa).

The EOTC programme is important to Wellington SDA School, and aims to provide:

* Opportunities beyond the classroom to support learning in all areas of the curriculum
* Opportunities for students to discover, enjoy, learn and develop in outdoor, leisure and recreational contexts
* Safe learning experiences across a variety of contexts and environments.

Wellington SDA School recognises the potential benefits to staff and students through experiencing acceptable risks. The school’s EOTC programme will aim to strike the right balance, so that the real risks are managed and learning opportunities are experienced to the full.

**GUIDELINES:**

1. To provide opportunities for the community to participate in the education of students through sharing knowledge and experience.
2. To assist students to understand and appreciate other cultures both past and present.
3. To enable students to appreciate the different aspects of their local environment.
4. To introduce students to the challenges of the environment, and the skills for coping with them.
5. To enhance self esteem in students by developing strengths and abilities.
6. To help students develop an attitude of responsibility towards their own safety and that of others.

**PROGRAMME PLANNING CONSIDERATIONS**

1. All students are encouraged to participate in trips unless there are special circumstances.
2. The school will provide alternative learning situations for students unable to participate in planned EOTC programmes.
3. All school trips will be planned according to the the school’s Quality Management and Safety System (QMS) and RAMS report.
4. Excursions for students in Years 0-4 will be limited to a duration of one day or one overnight stay, except in exceptional crcumstances.
5. Years 5 - 8 students **may be** offered a camp/lodge experience of up to four night’s duration once in a two-year period. This is dependent on the goodwill, skills and experience of staff.
6. Definite educational objectives relating to the curriculum and to school and class programmes must be established.
7. First priority should be given to the utilisation of resources in the school’s local area.
8. The ratio of adults to students will be: .
9. **Adults transporting students on school trips will be required to provide a seatbelt for each passenger and approved car seats/restraints for children under seven years old. Drivers will be checked to ensure that they are licensed and vehicles have a current Warrant of Fitness and Registration.**
10. All EOTC trips and visits must be approved by either the Principal or the BOT.
11. The Board delegates to the Principal, responsibility for approval for all trips excluding overnight stays.
12. BOT approval must be given for all overnight or more stays. When permission is sought, full programme details will be presented to the BOT five weeks in advance. Such details will include a completed QMS and RAMS report.

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| POLICE VETTING *(Also refer to Policy Section 6 –General Legislation)*  **Non-Teaching Employees, Parents/Caregivers as Camp Assistants, Regular School volunteers (sport coaches/cultural assistants) and Contractors.**  **The Principal reserves the right to have any persons *Police Vetted* if they are accompanying any Education Outside the Classroom events of one(1) night’s stay or more . That person must agree to being vetted.**  **When:**   * **Parent assistance on overnight EOTC activities** * **Regular sport/cultural assistants** |

## Event Category Table

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| --- | --- | --- |
| Low Risk | High Risk | Overnight |
| Routine and expected activities and environments   * School grounds * Supervised local visits. | Where risk exposure is greater than what would typically be the case at school.   * Adventurous activities * Hazardous environments. | Including residential and overseas trips. |
| E.g. Trip to supermarket,  Field trip to beach (sand dune study, no swimming). | E.g. Day ski trip,  Fun run in Botanical Gardens. | E.g. Sports trip to Nelson,  Duke of Edinburgh tramp. |
| ❑ Activity Proposal  ❑ HOD Approval  ❑ EOTC Coordinator Approval | ❑ Activity Proposal  ❑ HOD Approval  ❑ EOTC Coordinator/Principal Approval | ❑ Activity Proposal  ❑ HOD Approval  ❑ EOTC Coordinator Approval  ❑ Principal/BOT Approval |
| ❑ Staffing allocated  ❑ Blanket consent | ❑ Staffing allocated, supervision structure  ❑ External provider contracts  ❑ Parental Notification and consent  ❑ Specific Risk disclosure | ❑ Staffing allocated, supervision structure  ❑ External provider contracts  ❑ Parental Notification and consent  ❑ Specific Risk disclosure |
| May include but not limited to:  ❑ Student medical lists  ❑ Emergency contact information  ❑ Risk assessment  ❑ Emergency communication plan | May include but not limited to:  ❑ Student medical list  ❑ Emergency contact information  ❑ Risk assessment  ❑ Transport plan  ❑ Site plan and information  ❑ Emergency communication plan | May include but not limited to:  ❑ Student medical list  ❑ Emergency contact information  ❑ Risk assessment  ❑ Transport plan  ❑ Site plan and information  ❑ Emergency communication plan |
| Ratio – 1 adult:9 students | Ratio – 1 adult:4 students | Ratio – 1 adult:5 students |

**Review Responsibility: *Principal , DP & EOTC Curriculum Co-ordinator***

**Date Confirmed: ……………………………………………….**

**Principal: …………………………………………………………..**