

EDUCATION OUTSIDE THE CLASSROOM POLICY

RATIONALE

Education outside the classroom (EOTC) provides opportunities for a vast array of positive outcomes in a student's education. Alongside these gains is the potential for loss if programmes are not effectively managed. The degree of risk inherent in many EOTC activities makes effective safety precautions necessary.

PURPOSES

1. To provide safety measures for all educational activities outside the school grounds.
2. To ensure parents and teachers are fully informed of their responsibilities for the proposed activities.
3. To decide the area of responsibility between the board and the principal in authorising trips.

GUIDELINES

1. All trips involving overnight arrangements should be submitted to the board 6 weeks before the planned venture. Day trips are the prerogative of the principal.
2. On each occasion when it is a board decision, the board will set the ratio of adults to children. In general, the usual minimum ratio is as follows, but this may be altered at the discretion of the principal according to the nature of the trip, or unless the venue being visited has requirements that are different from these in using this discretion. The principal should take account of those factors outlined in section 76 of the Safety and E.O.T.C. (Ministry of Education booklet).
Minimum ratio – 1 adult to 7 pupils *Water and bush activities – 1 adult to 5 pupils*
Junior activities – 1 adult to 6 pupils
 - The experience and suitability of the adults for the supervisory aspects of a trip, must be considered by the principal.
 - The supervisory needs of identified special needs children should be considered by the principal.
 - School to school visits are the exception.
3. The teacher responsible should make a prior visit to the area of the trip (orientation) to ensure site of activity is suitable (refer Safety and EOTC. practise guide for New Zealand schools.)
4. All private vehicles carrying children must have a current warrant of fitness, current registration and only 3 point diagonal seatbelts will be used for children. All drivers must have a current drivers licence.
5. Parent / caregiver consent must be obtained for all trips outside the school. In the case of interschool sports activities, one permission slip can be signed to cover the school year.
6. Children must be seated while travelling on a bus.
7. A certificated teacher should accompany each group; the exception would be at the discretion of the principal.
8. Where practical, buses will be used as transport.
9. Prior to each trip an approval O.E. (Outdoor Education) form, available from the office is to be completed by the teacher in charge.

CONCLUSION

This policy should be read in association with the Medication and Accident and Police Vetting policies, the school's Safety Management flowchart/procedures, and the EOTC booklet.

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