

HOKOWHITU SCHOOL EDUCATION OUTSIDE THE CLASSROOM POLICY

RATIONALE:

Children learn from opportunities to interact with and relate to the world beyond the classroom in a safe and consistent manner.

PURPOSES:

- To provide guidelines for children's health and safety while engaged in EOTC activities.
- To provide guidelines that enable all children to participate in EOTC activities regardless of circumstances.
- To provide guidelines for actions in the case of unexpected events.

GUIDELINES:

1. Ministry of Education guidelines and regulations will be followed at all times. The board's legal obligations include those set out in legislation and those arising out of the general law. Relevant training of staff will be provided as required.
2. All children are to be given the opportunity to participate in EOTC activities.
 - a. Parents will be notified in writing about all EOTC activities outside the school.
 - b. Permission is required for every trip outside the school involving transportation. If permission is not obtained, children will not participate and supervision will be provided at school instead.
 - c. Parents will be made aware of costs as far in advance as possible. No child will be excluded from EOTC activities solely due to financial hardship.
3. All EOTC events must have the appropriate approval and documentation.
 - a. Principal approval is required for all education experiences outside the school.
 - b. BOT approval is required for all visits involving overnight stays.
 - c. The Principal will keep a register of all visits.
 - d. Documentation is outlined in Outdoor Safety Management System.
4. Supervision of children is paramount for health and safety on EOTC activities.
 - a. Parents supervising overnight experiences are required to be police vetted (and BoT approved) prior to the event and comply with relevant legislation.
 - b. The minimum adult/student ratio for off-site activities will be 1:10 for low risk (e.g., walking locally, visiting an information hub), and 1:5 for all higher risk activities (e.g., water based, camp).
 - c. One person will have delegated responsibility as 'person in charge' of the EOTC activity. When this involves more than 12 children, the person in charge must be a teacher. Parents will be advised (on the permission slip) if the person in charge is going to be a parent/caregiver.
 - d. At least one person on camps must be a trained first aider and/or have relevant medical training.
 - e. All Hokowhitu School EOTC activities will be alcohol, drug and smoke free.
5. Drivers of private vehicles involved in EOTC will be made aware it is their responsibility to ensure that all children in their vehicle wear a seat belt and comply with current legislation.
 - a. All vehicles used must have a current Warrant of Fitness and Registration. Drivers must be fully licensed. Drivers to indicate this on the permission slip.
6. The teacher in charge of any overnight excursion will maintain regular (at least daily) telephone contact with the school.
 - a. Any necessary changes to the approved programme will be discussed with the Principal (and/or BOT Chair) prior to actioning.
7. In the case of unexpected events, and if approached by the media, staff and supervisors will make no direct comment, but refer back to the Principal and/or the Board of Trustees Chairperson.

CONCLUSION:

Hokowhitu School will provide all children with the opportunity to interact and learn about the world

outside the classroom in a safe and consistent way.

Associated procedures/handbooks:

- Outdoor Safety Management System
- Police Vetting Procedure
- Procedure for Camp Parent Selection
- Authorisation to disclose information form
- Health and Safety POLICY
- Vulnerable Children's Act 2014
- Child Protection Policy

Policy ratified on: 9 August 2017

Review date: August 2020

Chairperson.....

Principal.....