



# 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 provide 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 pupils.

### Guidelines:

1. An EOTC Approval 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 Team 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 Principal 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) correspondence to parents and consent forms
  - i) outline of programme objectives
  - j) financial information - cost to pupils, reimbursements, etc
  - k) special circumstances/ provisions - safety requirements, 'expert' help, etc.

3. The appropriate pupil to adult ratio is very important and must comply with MOE regulations. The ratio may vary according to the activity.

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

**Extreme Risk:** 1 Adult 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 environment).

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

4. Organising staff may wish to make use of established local or national organisations for advice and guidance in:
  - a) planning,
  - b) instruction and skills,

---

Reviewed: February 2008  
Next Review: February 2009  
Approved: Board of Trustees Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

- c) equipment,
- d) levels of adventure relative to age group,
- e) safety and supervision relative to activities.

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

5. Pupil 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 emergencies.
- e) The provision of an emergency vehicle, or other necessary means of emergency transport.
- f) Have access to a cell phone
- 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

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 is required to have 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*

---

Reviewed: February 2008  
 Next Review: February 2009  
 Approved: Board of Trustees Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_