

# E.O.T.C. Procedures

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## Purpose:

All children at Kilbirnie School will have the opportunity to explore the resources of the school and those of the wider community in order to further develop their learning and personal growth in a safe and non-threatening way.

## Scope:

The policy applies to all teachers at the school.

## Responsibilities:

Teachers are responsible for planning and implementation of EOTC activities (Education Outside the Classroom)

The principal or management team is responsible for checking procedures

Parents/caregivers are responsible for supervision of their groups

The Board of Trustees is responsible for ensuring school camp procedures are full and accurate.

## Guidelines:

EOTC will be used to enhance learning in all curriculum areas and will begin by utilizing the resources of the school community and environs.

Ministry of Education regulations and guidelines on safety and supervision, risk management, leadership and legal requirements must be followed.

All staff involved in EOTC must have adequate on-going training including support for attending approved professional learning and development courses if appropriate.

Students in the years 1 – 4 will normally be limited to outings in and around school and Wellington area, and be of no more than one day's duration.

Students will be adequately prepared for the trip so that they have the necessary competencies to participate safely and effectively.

Adequate leadership and supervision will be provided for all activities, the adult-student ratio will depend on the nature and location of the activity. Generally it will be a minimum ratio of 1:6, except in those activities that involve water when it will be 1:5.

The school will strive to include all children by providing advanced notice to parents and by planning events that are affordable. Financial hardship will not be a reason for exclusion.

Prior to a school outing, an outside agency may need to be consulted, and involved in planning, preparation and evaluation as required.

Class outings should be part of the class programme with specific objectives and approved by the principal or principal designate.

A Class Trip form for a trip and a RAMS (Risk Analysis and Management Systems) must be completed and signed off by the principal prior to the trip taking place.

### **School Camps:**

Year 5 & 6 students will be offered a camp experience of up to three night's duration at an approved camp site providing the school staff have the necessary skills and resources. Teachers who have not recently been to or used the proposed location for the camp are expected to visit the site.

The Board of Trustees must be notified in writing, detailing costings, programmes and safety factors, before permission can be granted. This permission is minuted in the Board of Trustees meeting prior to the camp.

Notices detailing camp dates and details should be sent to parents at the end of the year preceding the camp. Information should include dates, programme, gear requirements, costings, transport arrangements and parent help

A meeting with parents of students attending the camp must take place prior to the camp.

Teachers are not expected to pay for the camp and are entitled to reasonable reimbursement. Teacher and parent costs (petrol) are usually included in camp costs which are paid by the students.

All parents and caregivers wishing to act as overnight helpers on camp will be police vetted.

Teachers, and a limited number of parents/caregivers, must hold a current First Aid certificate. Preference for parent helpers is often given to people with medical training.

### **Resource**

Ministry of Education: Safety and EOTC – A good practice guide for New Zealand schools

### **Document Control**

<b>Version</b>	<b>Status/change</b>	<b>Date</b>
v1.0	Reviewed by Kilbirnie School principal	
v1.1	Formatted and minor editing	May 2017