

NAG 5 Health & Safety

5.4 Education Outside the Classroom (EOTC)

RATIONALE

EOTC provides for a wider range of experiences outside the classroom environment which lead to a better understanding of ourselves and the world around us.

GUIDELINES

- Proposed EOTC activities must gain prior approval from EOTC Leader or Principal (refer to Procedure No. 2a or 2b)
- Adult/student ratios are to be appropriate and consistent with best practice for the particular event or activity, as determined by the EOTC Leader or Principal.
- Overnight activities are also to be approved by the BOT Health & Safety Subcommittee
- Parental approval must be sought prior to the activity
- All travel by private car must meet legal requirements (refer Transport Procedure No. 4)
- All travel by bus must have at least one teacher or adult per bus and all children must be seated
- All EOTC activities outside the school must have at least one up-to-date, qualified First Aid adult and first aid kit.
- Staff will ensure, where possible, that all children are included in EOTC programmes; however, if a student is likely to put themselves or others at risk, they may be excluded from that activity.
- The BOT will ensure that the staff are adequately trained in EOTC safety skills and knowledge or outside qualified instructors will be hired.
- Staff will follow “best practice” in planning and carrying out EOTC activities as defined by “*Safety & EOTC – A good practice guide for NZ schools*” and school procedures.
- There will be no consumption of alcohol at school camps (refer Drug Use & Misuse Policy 5.5)
- This policy incorporates all current school EOTC procedures (see attached Schedule).

CONCLUSION

All trips/visits will be a safe and valuable learning experience for all who take part.

Signed: _____
Principal

Signed: _____
Chairperson

Approved: 20.10.04

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