

## **WAIKOWHAI INTERMEDIATE SCHOOL EDUCATION OUTSIDE THE CLASSROOM POLICY**

### **Purpose**

- To support and value Education Outside the Classroom through the following rationale; social, emotional and physical development and learning in all curriculum areas are enhanced by providing relevant, enjoyable opportunities to explore and learn beyond the normal school environment.
- To ensure that all activity conducted outside the school is done so with all reasonable care for student safety.

### **Policy**

- Our school will consult with parents/caregivers by providing ample notification of pending camps or other activities that require student participation outside the school.
- Ensure where possible that students are not excluded from participating in EOTC programmes. The Principal will be consulted on all hardship cases.
- Teachers leading EOTC activities will make the decision regarding children going on trips, if by their behaviour they are considered to be a risk, or put others at risk.
- Alternative learning situations must be provided for students unable to attend an EOTC experience.
- All trips out of school require written permission from parents/caregivers.
- The Principal must approve all trips outside the school. All overnight activities must be approved by the BOT upon presentation of the Safety Management System for the activity.
- There is a Safety Management System to be used for the planning and implementation of EOTC. This system includes:
  - Trip Application form, including budget
  - Risk Analysis and Management System
  - Detailed programme plan
  - Consent and Medical form
  - Transport guidelines
  - Adult/student contact guidelines
- For events that take place outside a campsite responsibility for the care and welfare of specific students must be assigned to specific adults.
- An operational cellphone shall be included in all EOTC visits.
- On arrival and prior to establishment of a camp, this policy and approved risk management strategies must be covered with assisting adults.
- While ratios by themselves do not guarantee safety, however, as a guideline according to the risk factor adults to student ratio will be 1:4 for high risk areas, 1:8 for medium risk and 1:35 for low risk activities. The required ratios must be assessed and agreed to by the Principal or Deputy Principals.

- Adequate provision will be made for all staff involved in EOTC to attend approved workshops, seminars, courses and training and assessment schemes.

Passed by the Board of Trustees: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Signature: \_\_\_\_\_

Review Date: \_\_\_\_\_