

EDUCATION OUTSIDE THE CLASSROOM POLICY AND PROCEDURES

Guidelines for Off Site Trips & Visits

Education Outside the classroom provides opportunities for students to experience learning that extends outside the four walls of the classroom. All children need the chance to participate in EOTC activities. They can be planned for a variety of purposes:

- To enrich the classroom programme and enhance learning by providing first hand experiences in a range of curriculum areas.
- To enhance students understandings of the relationships between people and the physical environment.
- To promote appreciation of our culture and heritages – both past and present.
- To provide students with opportunities for enjoyment, adventure, and challenge, both close to home and far away.
- To increase student understanding of our natural resources and the environment and the need for conservation management.

Refer also: <http://eotc.tki.org.nz/>

Guidelines

1. Approval sought from Principal or Board of Trustees. Consideration must be given to the children's needs and financial resources.
2. Definite educational objectives relating to the curriculum and to school and class programmes must be established.
3. First priority should be given to the utilization of resources in the school's local area.
4. The safety management system must be adhered to. This involves comprehensive **pre event planning**
 - staff/volunteer competence assessment
 - venue/facility safety check
 - adult volunteer preparation
 - transport safety procedures
 - identification of potential risks & hazard
 - emergency procedures
 - Parental consent and health profile access and if relevant.....
 - swimming competence and aquatic safety procedures
 - outside provider check and contract process
 - equipment usage, repair and replacement logs
 - safety checks and police vetting if relevant

5. Planning of a trip and **analysis of the potential/possible dangers** is a team responsibility. All teachers who intend to go on a trip must be involved in the process. RAMS forms **MUST** be completed for any activity that takes place out of school grounds, for any length of time.
6. The following **adult/pupil ratios** are to be adhered to and maintained through out the off site visit.
 - 1:8 for low risk EOTC
 - 1:6 for medium risk EOTC
 - 1:4 for any water activity or high risk EOTC.

When making a judgement on the level of risk involved, teachers need to take into account:

- competence of staff
- competence of volunteers
- sex, age, behaviour and ability of students
- special needs of students
- duration & nature of the activity
- nature of site
- season
- weather forecast
- contingency options

If in doubt, teachers are encouraged to be conservative or seek advice.

7. All safety and emergency procedures need to be explained to all staff, students and volunteers. "Rules" and boundaries need to be carefully explained. An emergency meeting area needs to be established and an emergency signal identified.
8. A First Aid kit must be taken on all off site visits, as well as special medication for students who require it.
9. An operational cell phone will be taken on all off site visits. The teacher in charge is to take a cell phone and a list of all the numbers they need.
10. No alcohol is to be taken or consumed on our school trips and camps.
11. Smoking is not permitted in sight of the students.
12. Volunteers assisting at overnight EOTC events will undergo police vetting.
13. **Transportation:**
 - An emergency vehicle must be taken whenever other forms of transport are used.
 - Every student must be restrained by his or her own seatbelt and booster seats if under seven years, with the exception of public transport.
 - Drivers must have a current full drivers license
 - Vehicles must have a current WOF/VIC and be legally roadworthy.
 - Insurance of all vehicles is the responsibility of the driver
 - All drivers must have a blood alcohol level of zero.
 - Good examples must be shown to pupils when crossing the road
 - At least one teacher/adult must be present when travelling by bus and all children must be seated.
14. **Parent/Volunteer Involvement.** Teachers need to ensure that:
 - Parents/volunteers know what is expected of them, are briefed thoroughly on their responsibilities, both verbally and in writing and feel comfortable with these expectations.
 - Parents/volunteers are made to feel welcome and useful.

- Parents do not bring pre-schoolers on class trips or visits.
- Parents are able to cope with the physical demands of the excursion.
- They provide assistance for any parents/volunteers when students give them cause for concern.
- Parents are aware of our transportation guidelines
- Parents are aware that no alcohol is taken or consumed on our school trips and camps.

15. After EOTC event, the evaluation form must be completed and filed in the Principal's Office. The evaluation should be completed by the team involved and improvements for any subsequent trip to the same venue noted.

Reviewed

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