

Rangiora High School

Board of Trustees



Education Outside the Classroom Procedural Policy

Rationale

Education outside the classroom (EOTC) is an essential part of school life at Rangiora High School, complementing and enhancing learning in all curriculum areas as well as in extracurricular contexts. EOTC is a generic term to describe curriculum based learning and teaching that extends beyond the classroom. It can be a museum or marae visit, sports trips, outdoor education camps or subject based field trips. It also extends to the participation in a music festival or concert off site, to a debate or just to the movies. EOTC can be on the school grounds, in the local community and further afield.

Rangiora' High School's EOTC programme aims to:

- enable students to take increased responsibility for their own learning and demonstrate the essential knowledge, skills, values, attitudes and key competencies identified in the New Zealand Curriculum. As well as observation EOTC provides the means for discovery, inquiry and testing of theory. It helps overcome perception problems and shows the links between the phenomena and process.
- promote appreciation of our heritages – local, national and global;
- increase students' awareness and understanding of the traditions and values of their own, the tangata whenua and other cultural groups;
- increase students' understanding of different perspectives on land, natural resources and the environment, and of the need for conservation management;
- provide students with opportunities for enjoyment, adventure and challenge.
- provide students with opportunities to develop physically, personally and socially, in a stimulating exciting environment.
- develop students' skills so they can move with confidence and safety in urban, rural and wilderness settings
- help students develop respect for themselves and others, by providing them with opportunities for personal and social development;
- provide students with opportunities to develop in many diverse ways.
- to ensure that challenging and enjoyable learning experiences outside the classroom take place in an environment where risk management strategies are identified and applied.

Purpose

Rangiora High School is committed to ensuring all students have the opportunity to participate in EOTC activities. The purpose of this policy is to provide guidelines to ensure EOTC activities are carried out safely and competently in accordance with statutory requirements, "best practice", and Board requirements. The school's EOTC programme will aim to strike the right balance, so that the real risks are managed and learning opportunities are experienced to the full.

This policy applies to all Education Outside the Classroom (EOTC) activities that students are involved in beyond the school campus including all co-curricular and extracurricular activities i.e. all cultural, leadership, service and sporting activities. This policy applies to all staff, students, whānau, volunteers, and contractors who are involved in planning, managing and carrying out EOTC activities.

Guidelines

1. The Principal shall ensure that the school has clearly documented EOTC management procedures in place which meet the Board's statutory obligations under the Education Act 1989, Health and Safety at Work Act 2015 (HSWA), the Vulnerable Children's Act 2014 and any other legislation in force that relates to the safety of students and employees.
2. The Deputy Principal with responsibility is responsible for overseeing EOTC programmes and for the implementation of the Quality Management and Safety systems. The school's EOTC management procedures shall comply with the Ministry of Education guide '[EOTC guidelines - Bringing the Curriculum alive](#) and any subsequent amendments or substitutions, and these policy guidelines.
3. The Teacher in Charge of the activity shall negotiate with the Deputy Principal and Head of Faculty or Director of Sport regarding timing, appropriateness and supervision.
4. All Overseas Trips, overnight trips or and any one day trip that could be hazardous must be approved by the Board of Trustees.
 - a. If any teacher proposes taking a group involving Rangiora High School students overseas on either an educational, cultural or sporting trip, initial approval in principle must be obtained from the RHS Board of Trustees 18 months prior to the proposed trip.
 - b. An application for an EOTC activity that involves students away over one or more nights must be submitted to the DP responsible for EOTC at least 6 weeks prior to the activity taking place in order to obtain BOT approval.
 - c. The following information must be provided by the lead teacher/s in writing to the Board of Trustees.
 - i. The purpose of the trip including learning intentions/success criteria. Applications for approval for an EOTC activity that takes students out of classes must be fully justified in terms of the relationship of the activity to the NZ Curriculum – in most cases related to an assessment requirement.
 - ii. The teacher in charge and other accompanying staff.
 1. Staff should always discuss staffing requirements for an EOTC activity with the DP responsible for EOTC. The following rule of thumb can be used as a guideline when determining the number of staff needed to accompany students on an EOTC activity.
 - a. For a class trip up to 2 periods – 1 teacher
 - b. For all other EOTC activities within NZ (NB this is dependant on the nature of the activity) – at least 1 teacher per 15 students.
 - c. Water or other hazardous environments at least 1 teacher per 10 students minimum
 - d. For overseas EOTC activities – at least 1 teacher per 10 students

2. Where the party is expected to include both male and female students, the accompanying staff must also reflect this.
 3. For each staff member a list of their appropriate skills and relevant experience. The BOT expectation is that staff leading specialist outdoor activities are to be fully and appropriately qualified and trained.
 4. Should a Rangiora High School staff member not be available to satisfy the requirements for gender balance then a suitably experienced and qualified adult who has been police vetted may be permitted.
- iii. Proposed itinerary including venues and accommodation
 - iv. A Risk Analysis Management form completed in detail. Permission may not be granted in areas of extreme risk or high risk.
 - v. A trip away overnight or near/on water, or visiting a hazardous location requires a detailed Safety Action Plan (S.A.P.) to be completed
 - vi. A Safety Operating Procedures form (S.O.P.) for a trip away overnight or near/on water, or visiting a hazardous location is strongly recommended as good practice
 - vii. Estimated total cost per student shown under the following headings.
 1. Fares / costs for all forms of transport
 2. Insurance
 3. Accommodation
 4. Catering
 5. Supervision
 6. Other
 - viii. Details of expected contributions from fundraising activities. No trip is to drain community funds nor its goodwill, particularly to the disadvantage of school-wide projects.
 - ix. All costs must be met by the trip party not Rangiora High School. EOTC activities shall be fiscally neutral to the school, in that direct costs are recovered from participants.
 1. The cost of teachers travelling with groups will need to be taken into account when establishing the costs per student.
 2. The costs of non-staff travelling with the group is not to be covered by the school.
 3. A small percentage of the Budget shall be calculated to allow for contingencies.
5. The organising teacher is responsible for the health and safety of staff, students, themselves and the environment.
 - a. The organising teacher should ensure these costs are recovered from participants in full before the activity commences.
 - i. If the activity is used for an assessment there must be other opportunities for any student unable to undertake the activity to complete the assessment without prejudice.
 - ii. Activities which have a financial cost to students may be highly recommended but not compulsory.
 - iii. No student shall be excluded from appropriate curriculum EOTC opportunities for financial hardship or cultural reasons or through disability.
 - iv. Accounting for activity costs shall be transparent. Participants who are charged costs for activities shall receive beforehand an accurate

- detailed account of the activity budget, and afterwards the actual expenditure shall be available on request.
- b. Instructors must hold appropriate qualifications which must be sighted by the organising teacher.
 - i. Any delegated responsibility to a party outside the school must be in writing and signed by the organising teacher and person responsible.
 - ii. The programme of events accompanying the permission slip must state clearly where there is a change of responsibility.
6. All EOTC programmes are to be planned according to the procedures as stated in Rangiora High School Staff Handbook.
- a. No EOTC activity is to proceed unless the appropriate school trip forms, as specified in the EOTC procedures (Staff Handbook), are correct, complete and signed by the Deputy Principal.
 - b. All students have to have completed the appropriate permission and medical declaration forms and given these to the Teacher in Charge before participating in any EOTC activities. In the case of ongoing sports fixtures (eg Wednesday and Saturday competitions) a parent/caregiver will be required to give global permission for their student to participate throughout the season prior to its start.
 - c. Staff involved in EOTC activities must take responsibility for ensuring they
 - i. are familiar with the appropriate safety protocols and procedures for all EOTC activities undertaken. Guidelines for safe practices will be those determined by the appropriate industry standards/sporting organisations/or current Ministry of Education Guidelines available on www.tki.org.nz/eotc
 - ii. hold an up to date first-aid training certificate
 - iii. have a good knowledge of the trip's RAMs plan including medical conditions that exist within a group of students and take steps to ensure that those who need medication have it available.
 - iv. have the appropriate skills and level of health to carry out the duties required on the trip
 - v. that all equipment used for higher risk activities complies with minimum safety standards for each activity as stated in the most up to date EOTC guidelines published (www.tki.org.nz/eotc). Equipment must be regularly checked and maintenance work recorded.
 - vi. report any accidents or incidents which compromise students or staff safety to the DP responsible for EOTC using the Accident/Incident report form as soon as possible so that appropriate follow-up can be initiated. All accidents or incidents will be recorded in the Accident Register and the Deputy Principal will analyse for trends which may indicate unsafe practices requiring changes in policy or operational procedures on an annual basis.
 - vii. report immediately to the Principal any serious misadventure or behaviour that is cause for concern. If it decided that a student's behaviour is such that students must leave the trip / camp / tour, the cost of transporting the student back to school is to be paid for by the students parents/whānau/ caregivers.
 - d. The School encourages staff to gain and maintain appropriate skills and qualifications.
 - e. The only off-site venues to be used are those which are selected on the basis that they are considered safe and suitable for the activity.

- f. Rangiora High School rules and Codes of Behaviour shall apply in relation to all activities outside the classroom. This applies to students, staff and supervising adults.
 - g. When transporting students, a list should be left with the school office clearly showing the names of those in each vehicle.
7. Heads of Faculties will ensure that there is ongoing evaluation and annual review of the EOTC component of their courses and that the findings are reported annually via Faculty Reports to the Principal for reporting to the BOT.

Related Policies

Education Outside the Classroom Overseas Trips Procedural Policy
 Financial Administration Policies & Procedures
 Health and Safety Policy

Documentation

Ministry of Education [EOTC guidelines - Bringing the Curriculum alive](#)

Date of Review	2018
Date of Next Review	2020
Signed by the Board Chair	