



EDUCATION OUTSIDE THE CLASSROOM 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: "Safety and EOTC – A good practice guide for NZ schools" Ministry of Education, Nov 2002

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
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, 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 Principals Office. The evaluation should be completed by the team involved and improvements for any subsequent trip to the same venue noted.

Reviewed June 2008

Greenmeadows Intermediate School

EDUCATION OUTSIDE THE CLASSROOM (EOTC) POLICY

Rationale

EOTC is defined as “all teaching and learning which occurs in and/or about the outdoors” – EOTC Guidelines for Good Practice 1995 MOE 1995.

This includes all excursions out of school such as: class field trips, local community class visits and activities, sports trips, cultural visits, overnight excursions, recreational activities. These may be part or full day activities.

Purpose

Students learn by enjoying experiences appropriate to their needs and environment. Education outside the classroom is an essential component of today’s education. There are many aspects of the New Zealand curriculum that can be more effectively taught and learnt outside the classroom.

Education Outside the Classroom in this school will be designed to:

- Enhance learning, through a variety of well designed first hand experiences, which build upon class activities and extend previous ones.
- Increase students’ knowledge, understanding, appreciation of and their responsibility to the local and wider environment.
- Provide opportunity for students to develop self-confidence and sense of adventure.
- Assist students in their social development.
- Help students develop an attitude of responsibility, particularly towards their own safety and that of others.

Guidelines

Greenmeadows Intermediate School will endeavour to:

- Use Education outside the classroom to enhance learning in all curriculum areas.
- Ensure all activities are well planned and related to school curriculum and student needs and abilities.
- Every effort should be made to use the local area.
- Ensure that all costs are covered and are kept to a minimum.
- Ensure all students have the opportunity to participate with their class in activities.
- Involve parents, caregivers and the wider community in EOTC activities.
- Events are carefully scheduled on a school-wide basis to avoid clashes with other scheduled activities.
- Staff to be aware of all risks involved and are able to make decisions on the suitability of the activity for students involved.
- Ensure appropriate risk management of all activities and that sound emergency procedures are in place.
- The EOTC Approval Form including any necessary RAMS forms must be used for all trips out of the school grounds.
- All EOTC activities must conform to current legislation and school policy. Those outside the environs of the school must have principal’s prior approval.
- Ratios do not in themselves guarantee safety. The approved ratios will be maintained at all times. When using venue provided personnel the extent of their involvement must be clearly stated and supported by their RAMS form or other, in writing prior to the activity taking place.

- All activities involving overnight and or activities outside the normal curriculum experiences must have Board of Trustees approval.
- There is no expectation of staff to take students on activities outside the school.