

**EDUCATION OUTSIDE THE CLASSROOM
[EOTC] PROCEDURE**

RATIONALE

Education Outside the Classroom ("EOTC") refers to those curriculum activities which require the student(s) to leave the school campus as part of their subject or course.

EOTC programmes are important, and aim to provide:

- Opportunities beyond the classroom to support learning in all areas of the curriculum
- Opportunities for students to discover, enjoy, learn and develop in outdoor, leisure and recreational contexts
- Safe learning experiences across a variety of contexts and environments.

PROCEDURE

Planning / Proposal:

When planning the trip/activity, consider the purpose

- What are you aiming to achieve?
- What are the desired learning outcomes?
- Where is the best place to achieve these outcomes?
- What are the student learning needs?
- What other benefits will the students gain? E.g. connect with local community, develop independence...
- Links to curriculum should be identified.

Refer Management Guide for EOTC Activity Types – Appendix 1

Relevant Documents / Teachers Shared Drive / EOTC

- EOTC Ministry of Education Guidelines
- EOTC Activity Types Procedure
- EOTC Event Proposal
- Risk Assessment Form
- School Trips Cost Planning
- Transport Plan: Bus / School Van / Private Vehicle
- Student List and Contact Numbers

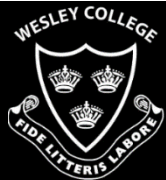
Approval Process:

1. Seek approval in principle from the Principal well in advance of the date of your trip/activity (at least one month prior to the trip/activity).
2. Principal approves ALL appropriate documentation completed as soon as possible.
3. EOTC proposed documentation sighted, and, signed off by Department HOD changes made if necessary.
4. EOTC final documentation sighted and signed off by the EOTC Officer at least two weeks prior to trip/event.
5. All EOTC electronic and hardcopies forms kept in folders available to ERO on request.

This procedure was issued by the Principal 23 July 2020.

This procedure will be reviewed on / before July 2023.

PRINCIPAL



EDUCATION OUTSIDE THE CLASSROOM [EOTC] ACTIVITY TYPES GUIDE

Activity Type		Description Examples are indicative and not a complete list	Approval	Parental Consent	Risk Management Planning
A	On site – in the school grounds	(i) Lower risk environments eg: sports day, horticulture, adventure-based learning (ABL)* activities, painting murals, measuring for mathematics. Training courses, on-site vocational courses, data collection., filming	None required	None required	Usual lesson planning and forms to be filled in.
		(ii) Higher risk environments eg: school pool or climbing wall.	Blanket consent	Blanket consent	Usual lesson planning or generic SAP*
B	Off site – short visits in the local community within school hours	(i) Lower risk environments eg: museum, art gallery, botanic gardens, sports and recreation events, community service (Salvation Army), visits to rest homes/hospital, refereeing/coaching courses	Senior staff, EOTC Officer or SMT	Blanket consent	<ul style="list-style-type: none"> • Forms • Proposal • Transport • Budget • RAMs • Info to parents
		(ii) Higher risk environments eg: aquatic environments (river, beach), cross-country- run training (Sports team training)	Senior staff, EOTC Officer or SMT	Blanket consent	<ul style="list-style-type: none"> • Forms • Proposal • Transport • Budget • RAMs • Info to parents
C	Off site – most of the day, day trips, which may extend out of school hours	(i) Lower risk environments – lower technical skills required eg: farm visit; day hike in a local park or in local bush; city visit; train, bus, or ferry trip; swimming in pools, Drama, trips (Shakespeare Theatre, Music Performances, Expo, Gateway, Work Placement, Southside Rise, Spoken Word, Rainbows End, Mc Donald's, Polyfest)	Senior staff, EOTC Officer or SMT	School decision parental consent for day	<ul style="list-style-type: none"> • Forms • Proposal • Transport • Budget • RAMs • Info to parents • Permission • Student No

D		(ii) Higher risk environments – higher technical skills required eg: skiing, snow planet, waka, ama, kayaking, rock climbing, swimming in natural environments (beach, river), field trip involving chemicals or heavy machinery.	Principal or EOTC Officer	Separate consent and risk disclosure Parental consents for day	<ul style="list-style-type: none"> • Forms • Proposal • Transport • Budget • RAMs • Info to parents • Permission • Student No • Medical
	Off site – residential multi-day trips further afield	(i) Lower risk environments – lower technical skills required eg: trip to another region; sports tournaments; field trips to urban environments, historic sites, and “front country” (having well-formed tracks). Genx, Sheilah Winn	Principal or EOTC Officer	Separate consent for all	<ul style="list-style-type: none"> • Forms • Proposal • Transport • Budget • RAMs • Info to parents • Permission • Student No • Medical
		(ii) Higher risk environments – more knowledge and/or technical skills required eg: overseas trips; rugby or cultural, field trips into natural water, bush, or alpine environments, or other hazardous environments (for example, where chemicals, heavy machinery, or other hazards are present); outdoor education camps; Yr 9, 10, 12, 13 camps, outdoor pursuit journeys in the “back country” (for example, biking, tramping, canoeing).	Principal and/ or board	Separate consent and risk disclosure	<ul style="list-style-type: none"> • Forms • Proposal • Transport • Budget • RAMs • Info to parents • Permission • Student No • Medical