

**EDUCATION OUTSIDE THE CLASSROOM
[EOTC] POLICY****OUR WHY (RATIONALE)**

The Wesley College board is committed to providing inclusive Education Outside the Classroom EOTC opportunities to all students to make real world connections and demonstrate essential knowledge, skills, values, attitudes and key competencies identified in the National Curriculum (New Zealand Curriculum and Te Marautanga O Aotearoa). The board acknowledges that all EOTC activities shall be planned and conducted in accordance with this policy and the procedures that align with relevant legislation and Ministry of Education guidelines.

The board has ultimate responsibility for EOTC and delegates to the principal the responsibility to ensure the school's health and safety policies and procedures are implemented effectively. The principal will appoint a deputy principal with EOTC oversight. This deputy principal will be called the EOTC coordinator. The EOTC coordinator will lead, manage and report on the planning, assessing and approving of and monitoring the risk assessment management system for EOTC approval.

The EOTC coordinator has the responsibility for all EOTC procedures from pre-approval, approval, during the EOTC experience and post event review of the trip. The EOTC coordinator will liaise with the teacher in charge, with the relevant heads of department and the senior leadership team to ensure the policies, procedures and appropriate documentation is compliant. The EOTC coordinator must report directly to the principal about the progress and compliance of all EOTC experiences and advise staff of best practice. All low risk EOTC events will be approved by the principal. If an EOTC activity is high risk and or requires overnight stays the approval or denial is made by the board. In the case that an EOTC event needs board approval, this will be made as part of principal reporting. EOTC that are high risk and overnight stays will need to be submitted to the board two terms before the date of the trip.

The EOTC coordinator and the principal must ensure that staff are sufficiently trained in the school's EOTC procedures by leading training for, mentoring and assisting staff in seeking EOTC approval. The principal, EOTC coordinator, lead teacher and all staff must ensure that the health and safety of students, staff and others that attend the EOTC experience is paramount, and all appropriate equipment and resources needed are available for all.

EOTC can take place in the school grounds, in the local community, or in regions further afield, including overseas and the board acknowledges that it is legally responsible for the safety of students, staff and volunteers involved in EOTC event.

Where an incident concerning safety occurs during an EOTC activity, a board's legal liability will depend on how well it complied with the legal obligations when the school was planning and implementing the EOTC activity. If the school has planned well and followed accepted best practice guidelines, the board is much less likely to be considered legally liable for any safety incident that arises.

OUR HOW (IMPLEMENTING ACTIONS)

1. Check that timeframes for EOTC approval process will be met. All high risk and overnight EOTC experiences must be submitted at least two terms before commencement of the trip. Low risk experiences must be submitted for approval at least a month before the trip is scheduled.
2. Seek verbal approval from the principal and notify EOTC deputy principal before submitting appropriate forms. approval and risk assessment and supervision has started.
3. Complete (1) EOTC Event proposal, approval and intentions and (2) EOTC Risk Assessment and Supervision to submit to EOTC deputy principal.
4. The principal, through the EOTC deputy principal, will tentatively approve all EOTC at this stage to support the progress of the EOTC application.

5. Complete the appropriate documentation including: (3) EOTC standard operating procedures, (4) Volunteer assistant agreement, (5) Staff competence record form, (6) External provider agreement form (if necessary), (8) Event prepare and implementation checklist, (11) Transport plan, (12) Drivers and passenger permission form, (13) Equipment lists, (14) Emergency response guide, (16) Equipment log, and (18) Health profile and submit to the EOTC deputy principal.
6. EOTC final documentation sighted and signed off by the EOTC deputy principal with EOTC at least two weeks prior to event.
7. All EOTC electronic and hardcopies forms and records kept for access by the EOTC deputy principal via School Bridge.
8. Within two weeks of the completion of the EOTC event, the teacher in charge in consultation with staff member is to complete (17) Event review. The EOTC deputy principal will collect this from you.
9. The EOTC deputy principal is to analyse the information from the (17) Event review for each EOTC experience and report to the principal about the effectiveness and opportunity of EOTC programmes annually.

Relevant legislation

Education and Training Act 2020
Health and Safety at Work Act 2015
Crimes Act 1961
Human Rights 1993
Children's Act 2014
Accident Compensation Act 2001

Relevant school documentation

[All EOTC documentation](#)

School wide planning

[Ministry of Education EOTC guidelines 2016](#)

Activity Safety Guidelines (ASG) [Home](#) | [Support Adventure](#)

[New Zealand Disability Strategy](#)

[EOTC Guidelines / EOTC home / EOTC - Education Outside The Classroom \(tki.org.nz\)](#)

[ELC home / EOTC - Education Outside The Classroom \(tki.org.nz\)](#)

[Expectations and Information for Students and Whaanau - booklet](#)

The Wesley College School Board approved this policy August 2023.
This policy will be reviewed on / before the August meeting 2026.


PRESIDING MEMBER

24 August 2023
DATE

DEFINITIONS

EOTC programme, event, activity, experience: An EOTC programme is a programme of EOTC activities that extends over a term or year and involves a class or classes. An EOTC event is an event that involves multiple groups and activities, such as a sports tournament, stage challenge, or outdoor education camp. An EOTC activity is a single activity, such as a museum visit or a rocky shore or geography field trip. An EOTC experience is a single experience in any of the above categories.

Incident: An incident is an event where there is, or might be, harm to people, damage to property, or interruption to process. Incidents include any event where intervention is required, for example, a fatality, a near miss, an injury, an illness, property damage, or a behavioural problem that leads to, or might lead to, harm.

Must: In this document, “must” is used in reference to a non-negotiable policy that has to be followed. Such policies are based on statutory requirements.

Notifiable events: In the Health and Safety at Work Act 2015, unless the context otherwise requires, a notifiable event means any of the following events that arise from work: a) the death of a person; or b) a notifiable injury or illness (see ‘serious harm’ below); or c) a notifiable incident.

Notifiable incidents: In the Health and Safety at Work Act 2015, unless the context otherwise requires, a notifiable incident means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person’s health or safety arising from an immediate or imminent exposure to: a) an escape, a spillage, or a leakage of a substance; or b) an implosion, explosion, or fire; or c) an escape of gas or steam; or d) an escape of a pressurised substance; or e) an electric shock; or f) the fall or release from a height of any plant, substance, or thing; or g) the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or h) the collapse or partial collapse of a structure; or i) the collapse or failure of an excavation or any shoring supporting an excavation; or j) the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or k) the interruption of the main system of ventilation in an underground excavation or tunnel; or l) a collision between 2 vessels, a vessel capsizes, or the inrush of water into a vessel; or m) any other incident declared by regulations to be a notifiable incident for the purposes of this section.

Notifiable injury or illness: In the Health and Safety at Work Act 2015, unless the context otherwise requires, a notifiable injury or illness, in relation to a person, means: a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid): i) the amputation of any part of his or her body; ii) a serious head injury; iii) a serious eye injury; iv) a serious burn; v) the separation of his or her skin from an underlying tissue (such as degloving or scalping); vi) a spinal injury; vii) the loss of a bodily function; viii) serious lacerations. b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment; c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance; d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work: i) with micro-organisms; or ii) that involves providing treatment or care to a person; or iii) that involves contact with human blood or bodily substances; or iv) that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or v) that involves handling or contact with fish or marine mammals: e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

Outdoor education: Outdoor education is one of seven key areas of learning in the health and physical education learning area of the national curriculum. It focuses on particular aspects of outdoor learning, such as adventure activities, outdoor pursuits, and relevant aspects of education for sustainability (Boyes, 2000). See the definitions for these terms in this glossary.

Outdoor pursuits: Outdoor pursuits are activities that involve moving across natural land and/or water environments by non-mechanised means, for example, biking, orienteering, tramping, rock climbing,

crosscountry skiing, kayaking, sailing, rafting, and caving (Blanchard and Ford, 1985; Boyes, 2000; Lynch, 1993; Ministry of Education, 1999; Priest, 1990).

Parent: In these guidelines, the term “parent” means father, mother, guardian, or immediate caregiver.

Parental consent: Parental consent is permission given for a student to attend an EOTC event or activity (see the definition for these terms in the glossary) after parents have been provided with sufficient information to understand the EOTC event or activity

RAMS: Risk analysis management system (a risk management planning tool).

Reasonably practicable

Remote supervision: Students doing an activity independently without direct supervision (e.g. bush navigation) where the activity leader is not with the group but in a known location and in these circumstances, students must be briefed on how to access help if required.

Risk: There are three possible levels of risk that activity leaders should be aware of:

High risk – These include all overseas, water activities and venues near water and all over night events.

Medium risk – These trips will include day trips off the school grounds

Low risk – activities on school grounds.

SAP Safety action plan (a risk management planning tool).

Serious harm: The Health and Safety at Work Act 2015 replaces the term ‘serious harm’ with the concept of ‘notifiable injury or illness’. In the Act, unless the context otherwise requires, a notifiable injury or illness, in relation to a person, means: a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid);

- i) the amputation of any part of his or her body;
 - ii) a serious head injury;
 - iii) a serious eye injury;
 - iv) a serious burn;
 - v) the separation of his or her skin from an underlying tissue (such as degloving or scalping);
 - vi) a spinal injury;
 - vii) the loss of a bodily function;
 - viii) serious lacerations;
- b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment;
- c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance;
- d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work;
- i) with micro-organisms; or
 - ii) that involves providing treatment or care to a person; or
 - iii) that involves contact with human blood or bodily substances; or
 - iv) that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or
 - v) that involves handling or contact with fish or marine mammals;
- e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

Should In this document, “should” is used in reference to a guideline that is strongly recommended and is to be followed if at all possible. This is based on good practice in the relevant activity. Activity leaders should have clear justification for operating outside guidelines.

Significant hazard: A significant hazard is a hazard that is an actual or potential cause or source of:

serious harm;

- harm (being harm that is more than trivial): the severity of the effects on any person depend entirely (or among other things) on the extent or frequency of the person's exposure to the hazard;
- harm that does not usually occur, or is not usually detectable, until a significant time has elapsed after exposure to the hazard.

Traumatic incident: A traumatic incident is an event that:

- cause sudden and/or significant disruption to the operation, or effective operation, of a school and their community;
- have the potential to affect a large number of students and staff;
- create significant dangers or risks to the physical and emotional wellbeing of children, young people and people within a community;
- attract media attention or a public profile for the school as a result of these incidents. Examples of traumatic incidents include:
- the sudden accidental or non-accidental death or serious injury of a child, young person, staff member or family/whānau member;
- witnessing serious injury or death of a child, young person, staff member or family/whānau member; threats to the safety of students or staff, including the presence of an individual behaving in a threatening manner;
- physical or sexual abuse that impinges on the school;
- theft or vandalism
- a lost or missing child, young person or staff member;
- floods, fires, earthquakes and other community crises or natural disasters