



PROCEDURAL STATEMENT

EDUCATION OUTSIDE THE CLASSROOM

DEFINITION

EOTC is any activity that occurs outside the school gates or occurs outside normal school hours (i.e. beyond 9am-3pm)

PURPOSE

1. EOTC can enrich the curriculum and provide opportunities for learning through direct experience
2. To take all practicable steps to ensure the safety of children, employees and all other people

PROCESSES

1. Staff must comply with procedures set by the Yendarra School Board
2. Event proposal is NOT discussed with children or parents until it has been:
 - a. To the Principal
 - b. To the Board for their approval (if required)
3. Ratios:
 - a. Water – 1:4
 - b. Bush – 1:4
 - c. Other – 1:8 unless the Principal considers the experience and expertise of the adults capable of slightly reducing the ratio
 - d. Parents with preschoolers are not classified as parent helpers and it is best for parents not to bring preschoolers
4. Trip proposals must be discussed with the Deputy Principal and approved by the Principal 2 weeks in advance.
5. All trips require the EOTC event planning checklist and other relevant forms to be completed by the teacher, signed by the Hapu leader and submitted to the Principal at least fourteen (14) days before the trip
6. For all overnight trips the Board must give approval one (1) month before the planned event. The Principal may exercise the right to refer any trip to the Board for approval.

7. Tool Kit for Safety Management Systems – Sample Forms available [T:\School Policies & Procedural Statements\EOTC Forms:](#)

- EOTC Event Proposal
- Event approval from the Board of Trustees and Principal
- Venue/Facility safety
- Cover letter to parents
- Parental consent and risk disclosure
- Health profile
- Swimming consent
- Student contract
- Summary adult and student participation information
- Record of medication administered
- Staff/Volunteer competence
- Volunteer/Parent helpers
- Transport safety
- Steps to follow when assessing risk
- Risk Management Plan
- Outdoor Safety Action Plan
- Contracting checklist
- Agreement between school and outside provider
- Outsider provider contract for services
- Useful emergency numbers
- Incident report sheet
- EOTC event report and evaluation

RESOURCES:

- [T:\School Policies & Procedural Statements\EOTC Forms](#)
- <http://www.tki.org.nz>