

BLOMFIELD SPECIAL SCHOOL & RESOURCE EDUCATION OUTSIDE THE CLASSROOM (EOTC) POLICY

RATIONALE:

Experiences outside the classroom reinforce learning by enabling ākonga to make connections between what they have learnt in the classroom and the world beyond the classroom. EOTC experiences give ākonga opportunities to demonstrate the knowledge, skills, attitudes and values, and key competencies identified in the New Zealand Curriculum/Te Mātaiaho or Te Marautanga O Aotearoa. EOTC provides opportunities to embed mātauranga Māori in our localised curriculum. Our School recognises the potential benefits to kaiako and ākonga through experiencing acceptable risks.

PURPOSE:

The school board and principal have responsibilities, including to ensure that places of learning are safe and inclusive. They must comply in full with any legislation currently in force, or that may be developed, to ensure the safety of ākonga, staff, and others. To do this, the school provides clear guidelines to ensure staff can safely and effectively implement EOTC programmes, ensuring the health and safety of all workers, students, visitors and contractors, in accordance with the Blomfield School Health and Safety Policy.

GUIDELINES:

The school board through the principal and senior leadership team, will ensure that:

- All EOTC activities have a specific purpose. These purposes are either related to the curriculum or are extracurricular activities that align with the school's vision and values.
- All EOTC practices are equitable, inclusive, and culturally appropriate for all ākonga, in line with the school vision/values and commitment to Te Tiriti o Waitangi.
- All EOTC practice is in accordance with the school's overarching Health and Safety Policy, School Procedures and the EOTC Safety Management Plan.
- Resources are provided to establish, implement, maintain, and continually improve the EOTC Safety Management Plan.
- There are opportunities for adequate ongoing professional learning for all kaiako, support staff and volunteers involved in EOTC.
- Responsibility for overseeing EOTC in the school/kura has been assigned to competent staff and is adequately resourced, including provision for successful inclusion of all ākonga.
- Informed consent from parents/caregivers is obtained appropriate to the level of risk involved with the activity.

- Overnight stays require Principal and Board approval and will require detailed parental consent as per the EOTC Safety Management Plan. Adults should not be alone overnight with students and room checks should be done in pairs.
- In mainstream schools, supervision ratios for camps are 1:6, and 1:4 for swimming activities. Safe ratios will be more conservative for Blomfield students and should be set in accordance with a Senior Leader on a case-by-case basis.
- EOTC at Blomfield School requires that all adults involved in student supervision are police vetted. Volunteers and Parents should not be left in sole supervision of students, apart from their own child.
- If a parent attends an EOTC event there must be an agreement with the Teacher in Charge, as to who is responsible for their child.
- All staff familiarise themselves fully with the Blomfield School EOTC Safety Management Plan.
- All new staff are inducted into the EOTC Safety Management Plan in accordance with their expected involvement in EOTC programme development and delivery.
- All relevant staff will engage with an annual refresh and review of the EOTC Safety Management Plan
- Recommendations from the review of any incidents that either harmed or might have harmed any staff member, volunteer, or ākonga are implemented.
- Any media requests for information on any aspect of EOTC are referred to the Board of Trustees via the Principal.

The Principal and Leadership Team will review the EOTC Safety Management Plan annually.
This will be informed by:

- Reviewing significant EOTC events by the teacher in charge of the event, including where possible ākonga and whānau voice, with findings reported to the Senior Leadership team.
- Ongoing monitoring of EOTC delivery to ensure compliance to, and/or identify opportunities to improve safety management.
- Checking for ongoing compliance to new and changing legislation, standards, codes of practice, good practice guidelines and similar.
- Checking for changes in current good practice.
- Reviewing the effectiveness of risk management processes.
- Identifying professional learning and development opportunities for staff.
- Analysing incidents and near misses, and any incident trends.
- Reviewing emergency procedures.
- Reviewing EOTC/trip review data forms.

This policy should be read in conjunction with the Blomfield EOTC Safety Management Plan and following Blomfield School Policies:

- Health and Safety, Behaviour Management, Traumatic Incidents, Child and Vulnerable Adult Protection