



Procedure – Education Outside the Classroom

The purpose of EOTC at Casebrook Intermediate School is to expose students to a range of structured, sequenced, and developmentally appropriate learning opportunities in various outdoor learning environments.

1. To further develop skills and abilities already learned in outdoor education programmes.
2. To teach self-resourcefulness, skills of living and survival safety in the outdoors.
3. To encourage a positive attitude towards outdoor pursuits and conservation.
4. To enhance personal development eg tolerance, independence, responsibility, self-reliance and resourcefulness.
5. To develop interactive social skills, team spirit and group co-operation.
6. To help children grow socially in understanding oneself in relation to other pupils, adults and the community.
7. To enhance and teach students to problem solve and make appropriate decisions suitable for the situation.

The guidelines for EOTC ensure the health and safety of students, staff and helpers is maintained and must be followed during all events outside of the school including sporting and cultural events.

Planning And Approval

1. The teacher in charge of curriculum must approve, for inclusion on the school calendar, any events that remove students from other curriculum classes.
2. In the planning phase, pre-approval must be given by the principal for the events where students will be removed from their normal class programme.
3. Where possible approval (pre and final) is required at least three weeks before the event.
4. Teachers and contractors have approved alternative plans if the event is weather dependent or they are suddenly unable to attend or lead the event (illness, death in the family etc.).
5. Where an event is stopped or changed once it is underway the change must be communicated to Principal and verbal approval confirmed.

- Variation from Casebrook EOTC procedures should only be considered when following the procedures compromises the safety of an individual or group.

Parental Consent, including information to parents

It is a requirement of our school that parents are informed and consent is obtained as described below.

- Disclosure of risk, along with logistical information must be conveyed to the parent/caregiver. (Letter or phone calls are acceptable methods of communication). The risks are clearly explained so parents and students understand them. Parents and students are given the opportunity to ask questions and understand that activities are entered into voluntarily.
- Parental consent for most EOTC events is obtained at time of enrolment.
- Where parents withhold consent the student should not be taken on the EOTC event, but wherever possible, the learning outcomes of the event should be delivered to the student in some other way.
- Event-specific, season-specific, and course-specific parental consent is required as specified below:

Activity type	Description	Approval	Parental consent
A. On site (in the school grounds)	<p>(i) Lower risk environments For example: measuring for maths, sports day, horticulture, Adventure Based Learning activities, painting murals.</p> <p>(ii) Higher risk environments For example: Adventure Playground</p>	None required.	<p>None required</p> <p>Blanket consent at enrolment</p>
B. Off site (short visits to local venues)	<p>(i) Lower risk environments For example: museum, art gallery, sports and recreation events.</p> <p>(ii) Higher risk environments For example aquatic environments (river, beach but not swimming), cross country run training.</p>	<p>Principal</p> <p>Principal</p>	<p>Blanket consent at enrolment</p> <p>Blanket consent at enrolment</p>
C. Off site (day trips – additional risk management required)	<p>(i) Lower risk environments – lower technical skills required For example: farm visit, day orienteering in a local park, city visit, swimming in pools.</p>	Principal	Blanket consent at enrolment

	(ii) Higher risk environments – higher technical skills required For example: skiing, sailing, rock climbing, swimming in natural environments (beach, river), factory visit, forestry or agricultural field trip involving chemicals or heavy machinery.	Principal	Separate consent
D. Off site (residential overnight/s)	(i) Lower risk environments – lower technical skills required For example: trip to another city or region, sports tournaments and exchanges, field trips to urban environments, historical sites and “front” country (having well-formed tracks).	Principal	Separate consent
	(ii) Higher risk environments – higher technical skills required For example: overseas trips, field trips (for example, social studies, biology, geography), 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, multi-day outdoor pursuits journeys in the back country (for example, biking, tramping, kayaking).	Principal	Separate consent

5. Risk Management Planning for **HIGH RISK**

A. Parents' Information and Consent

Parents should be sent full information of the EOTC event. This will usually include: (Depending on the nature of the event, some of these may be combined)

- i) A cover letter which should include the following:
 - Date of letter
 - Name and dates of event
 - Start and finish times
 - Group involved
 - Venue address, phone number and description
 - Curriculum objectives/purpose of event
 - Transport arrangements
 - Staffing, including relevant experience and qualifications
 - Costs
 - Clothing and equipment required

- Rules – school and event rules (for example, smoking, alcohol and illegal drugs, unsafe behaviour policies)
- Contingency plans
- Dates by which to return consent and other forms.
- Signature of author
- Parental consent and risk disclosure for all activities.

- ii) [Health Profile and Medical Consent form](#) must be completed for each student.
- iii) If the event involves swimming activities use [Swimming Consent Form](#) to confirm student abilities and gain parent approval.

B. Health Profile and Emergency Contacts

- i) Volunteers and staff members with health needs should provide the person in charge with a written note recording their needs and any other important information.
- ii) The following documents must be taken by the teacher in charge of the activity:
 - Summary List of Medical Conditions.
 - Health Profile and Medical Consent forms
 - Full contact details, and doctor's contact details for all students attending the activity.

C. Student Contract

- i) Ensure students are aware of the expectations for their behaviour and cooperation. Each student should read and signed a [EOTC Student Contract](#).

D. Contractors

- i) Use [EOTC Contracting Checklist](#) to evaluate contractor's suitability for the activity where a contractor has not already been evaluated and approved by the school.
- ii) List of approved contractors is kept by the EOTC Co-ordinator and office these contractors have completed [EOTC Agreement Between School and Provider Forms](#).

E. Safety preparation

1. Volunteer helpers

- i) Ask all adult helpers to complete [EOTC Volunteer Helper Form](#) to ensure they understand their obligations.
- ii) Where volunteers are taking an active part in leading or assisting with some aspect of the activity ask them to complete [EOTC Staff and Volunteer Competence Form](#).
- iii) Brief all volunteers on
 - their general responsibilities regarding pupil safety and welfare

- the specific activities they will be involved in
- emergency management plan

2. Transport

- Use the Schools approved preferred transport providers (This list of approved providers is kept by the EOTC Co-ordinator and office).
- If using volunteer transport providers or a contractor not on the Board of Trustees approved list, ensure principal approval and ask all drivers of vehicles to complete [EOTC Transport Safety Information](#)

3. Risk assessment and management

- Liaise with EOTC Co-ordinator and to develop a risk assessment and management plan.

4. Venue and facilities

- Liaise with EOTC Co-ordinator and use [EOTC Venue/Facility Safety Checklist](#) to check the venue/facility safety.

F. During the activity / event

Parents and Principal will be informed immediately of any incident involving accidents or serious breaches of discipline. Teachers must be aware of the nearest Medical Centre, and carry a First Aid Kit. If any participants are involved in any vehicle accidents on route to or from EOTC activities, all should be checked by medical personnel.

1. Record of medication and / or treatment

- Complete [Accident and Incident Report Students](#) for each occasion on which medication is provided and for non-minor treatment for students or adults.

2. Accidents and incidents

- Complete [Accident and Incident Report Students](#) for all accidents, near accidents or significant health or safety incidents.

G. Evaluation

1. Review and report

- After the activity is complete briefly review the effectiveness of the safety preparations and any incidents that occurred during the activity and provide a written/verbal report to the EOTC Co-ordinator.
- Any significant findings must be communicated to the principal and/or board.

6. Risk Management Planning for

A. Parents' Information

Parents should be sent full information of the EOTC event. This will usually include:
(Depending on the nature of the event, some of these may be combined)

- i) A cover letter which should include the following:
 - Date of letter
 - Name and dates of event
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 - Venue address, phone number and description
 - Curriculum objectives/purpose of event
 - Transport arrangements
 - Staffing, including relevant experience and qualifications
 - Costs
 - Clothing and equipment required
 - Rules – school and event rules (for example, smoking, alcohol and illegal drugs, unsafe behaviour policies)
 - Contingency plans
 - Signature of author
 - Risk disclosure for all activities.
- ii) If the event involves swimming activities use [Swimming Consent Form](#) to confirm student abilities and gain parent approval.

B. Other

- i) Volunteers and staff members with health needs should provide the person in charge with a written note recording their needs and any other important information.
- ii) The following documents must be taken by the teacher in charge of the activity:
 - Summary List of Medical Conditions.
 - Full contact details, and doctor's contact details for all students attending the activity.

C. Safety preparation

1. Volunteer helpers

- i) Brief all volunteers on:
 - their general responsibilities regarding pupil safety and welfare
 - the specific activities they will be involved in
 - emergency management plan

2. Transport

- i) Use the Schools approved preferred transport providers (This list of approved providers is

kept by the EOTC Co-ordinator and office).

- iii) If using volunteer transport providers or a contractor not on the Board of Trustees approved list, ensure principal approval and ask all drivers of vehicles to complete [EOTC Transport Safety Information](#).

3. Risk assessment and management

- i) Liaise with EOTC Co-ordinator and to develop a risk assessment and management plan.

D. During the activity / event

1. Record of medication and / or treatment

- i) Complete [Accident and Incident Report Students](#) for each occasion on which medication is provided and for non-minor treatment for students or adults.

2. Accidents and incidents

- ii) Complete [Accident and Incident Report Students](#) for all accidents, near accidents or significant health or safety incidents.

Supervision

1. Competent staff lead all events. Currency is demonstrated to the principal or EOTC Coordinator.
2. Competency can be measured by qualifications and/or experience. In the case of the latter the use of 'attestation by an appropriately qualified colleague' is recommended.
3. A registered teacher will accompany all unregistered teachers unless approved by the principal.
4. Teachers, Support staff, volunteers, student leaders and contractors have the right to say no to leading and/or supervising an event and can cancel an event at any stage.
5. The TIC, in consultation with and agreement from the Principal, has the right to not take a student that they deem will compromise safety.
6. Teachers, Support staff, volunteers, student leaders and contractors are briefed by the Teacher in Charge (TIC) regarding the objectives of the trip, specific roles and responsibilities, risk management for all parties including self, and the school policies and procedures.
7. All staff are capable of implementing, the School Incident management Plans.
8. The **supervision ratio** is established prior to the approval process.

The ratio is a decision of the Teacher in Charge and Principal, and will be based on the following: Competence of the staff, volunteers, student leaders and contractors, level of first aid cover, gender, age, behaviour and ability of students, special needs of students (medical, behavioural and educational), duration and nature of activity – land based, water based, nature of site, site requirements (e.g. permits), incident management options, access to emergency services, season, weather forecast and remoteness of site.

Special note on Ratios:

“A ratio compares the number of skilled and experienced supervisors with the number of novices involved in an EOTC event (at times adults may be novices). It is important that the selected ratio ensures that both quality learning and safety are maximised. Ratios for EOTC are hard to prescribe, as they will vary according to the age and needs of the students, the activity, the location and the competence of the students and staff involved. Competence is central to setting ratios and putting an effective supervision plan in place for any EOTC activity. If in doubt, be conservative and/or seek professional advice when deciding on ratios and an appropriate supervision plan.” (Ministry of Education, 2009)

9. Unsupervised/ unaccompanied activities, for example students transporting themselves to events or surveys, are supported by strategies such as ‘shadowing’ or appropriate boundaries and the use of cell phones or radios so that communication with students is immediate.
10. Activities requiring technical outdoor skills have approved technical advisors appointed to advise Casebrook Intermediate School on the running of these activities, including venues/sites, SOPs, professional development (PD) requirements for staff, annual review and any incident/near miss investigation (where appropriate).
11. Those staff leading a high risk activity for the first time are supervised by a staff member who is competent to run the event or the technical advisor for the first event and until they are judged as competent to lead the event.
12. There is no use of alcohol or non-prescription drugs on any Casebrook Intermediate School EOTC event.

This procedure is reviewed as part of the Casebrook Intermediate School Board of Trustees’ programme of review.

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