



WAIKATO DIOCESAN
School for Girls

Education Outside the Classroom (EOTC) Policy

NAG 1 – Curriculum Policy # 1.3

Rationale

Waikato Diocesan School for Girls offers a wide variety of Education Outside the Classroom (EOTC) experiences, which are appropriate to the special character of the school and that support learning in ways that are consistent with the vision, principles, attitudes, key competencies and effective pedagogy statements in the 'New Zealand Curriculum' (Ministry of Education, 2007). EOTC can contribute significantly towards students' intellectual, social, emotional, cultural, spiritual and physical development. It provides opportunities for learning not available under normal circumstances in the classroom. Activities should reflect and enrich the curriculum, providing further opportunities for individual learning and personal growth, and the development of a sense of identity and connectedness with our community and environment.

Policy Statement

In implementing the EOTC policy guidelines, Waikato Diocesan School for Girls will:

- Ensure that all people concerned with EOTC at Waikato Diocesan School for Girls understand their obligations towards the health and safety of students, staff, themselves and their community.
- Provide students with relevant, challenging and enjoyable experiences that enrich their learning in real-life contexts and that link directly to our school vision and programmes.
- Provide opportunities for personal and social development, while enhancing life skills through new experiences in a range of situations.
- Develop an awareness, concern and respect for the environment, their community and other cultures.

Guidelines

1. EOTC experiences at Waikato Diocesan School for Girls include:

- Field trips related to curriculum study
- Outdoor Education camps
- Cultural and Arts experiences
- Sporting events
- Career-based opportunities
- Special Character experiences e.g. service trips, rest home visits


Some (optional) opportunities for overseas trips may also be offered. (See Policy 1.4: EOTC - Overseas Trips Policy)

2. EOTC experiences are to relate to specific learning objectives, be within the capabilities of participants, present appropriate activities, foster an awareness and sensitivity towards the environment and utilise local opportunities where possible.

3. Each student is expected to participate in appropriate EOTC experiences, which are part of her commitment to the school.
4. The EOTC Co-ordinator has the full overview of EOTC in the school. It is the responsibility of the EOTC Co-ordinator to ensure that planning, process, and procedures are in place across all EOTC activities and that these are appropriately delegated and implemented.
5. The EOTC co-ordinator has a central role in ensuring that the framework of the school's EOTC management systems is consistently applied school-wide and that everyone is involved in the safety process.
6. Lead staff must have sound management and proven leadership skills appropriate to the environment, and relevant teaching experience linked to understanding the learning intentions of the activity or trip. They should be mentored in effective planning procedures and prepared to manage risks associated with the trip and potential states of emergency.
7. Parents/caregivers are to be informed of logistical information, including appropriate risk disclosure. Where appropriate, parental/caregiver acknowledgement of risk and medical consent are required and health details must be available for all adults and students participating in the EOTC experience.
8. A copy of all documentation related to the EOTC event must be submitted to the EOTC Co-ordinator in accordance with agreed guidelines.
9. Students, staff and supervising adults are responsible for their own behaviour and ensuring that they do not put themselves or others at risk. Waikato Diocesan School for Girls' Code of Conduct, expectations and any guidelines specific to the venue or activity shall apply in relation to all EOTC experiences. School rules and consequences apply while on EOTC experiences. There is no place for alcohol, cigarettes, vaping or drugs on EOTC activities.
10. Where external providers are contracted to deliver EOTC experiences, a memorandum of understanding or other contractual agreement will be entered into. Most providers will have their own MOU or contract and it is the responsibility of the lead teacher and EOTC Co-ordinator to read this documentation carefully and, where necessary, obtain advice before signing. The school will ensure that only accredited or appropriately experienced external providers are used.
11. The supervision structure for the trip must be consistent with MOE guidelines.
12. Parents/caregivers and volunteers may be required/invited to assist with supervision of EOTC experiences. Each parent/caregiver or volunteer may be asked to complete a NZ Police vetting clearance and must be approved by the lead teacher and/or the EOTC Coordinator. Expectations of the parents/caregivers/volunteers must be made explicit prior to the EOTC experience, including being issued with this policy. Other information may be required to ascertain suitability and competency of volunteers for the specific EOTC activity.
13. Roles and responsibilities are to be clarified in writing and agreed to when anyone (including a volunteer) is placed in a supervisory or instructional role with students.
14. EOTC leaders are to report immediately to the Principal any serious misadventure or behaviour that is cause for concern.
15. All accidents and incidents (and serious 'near miss' incidents) will be recorded in the Incident Register (held by the Health and Safety Co-ordinator) which will be analysed on an annual basis for trends that may indicate unsafe practices requiring changes in policy or operational procedures. Notifiable events will be reported to WorkSafe NZ as soon as possible after the event. The Principal will also report any accident involving serious harm injuries to the Boards and the Ministry of Education.
16. All trip finances must go through the school accounts system and be transparent.
17. The EOTC policy, procedures and programmes will be reviewed as part of our school's regular review cycle.

18. Each EOTC event will be reviewed to identify whether safety can be improved and the students' intended learning outcomes have been met.
19. All EOTC experiences will follow the best practice EOTC guidelines as outlined in 'EOTC Guidelines – Bringing the Curriculum Alive' (Ministry of Education 2018), as well as any other relevant Government guidelines, and will comply with relevant legislation, including the Education and Training Act 2020 (NAGs), Health & Safety at Work Act 2015 and subsequent amendments, Crimes Act 1961, The Vulnerable Children Act 2014 and the school's legal obligations under general law.
20. All trips will be covered by the school's travel insurance.

Adopted by BOT:  Signed (BOT Chairperson)
14/4/22 Date

Adopted by PB:  Signed (PB Chairperson)
30.3.22 Date

Reviewed: 2022	Next review: 2025
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