

POLICY ON EDUCATION OUTSIDE THE CLASSROOM

POLICY STATEMENT

The Board recognises that Education Outside the Classroom is an integral part of the school curriculum. By its nature, education outside the classroom presents greater risks to students in curriculum implementation.

PURPOSE

To provide our students with opportunities for education outside the classroom which comprise relevant, enjoyable and safe experiences that enrich all learning areas. These opportunities need to be carefully planned in order to minimise risk to students and staff.

GUIDELINES

1. Any EOTC that requires an overnight stay, or involves a particularly high-risk trip, needs Board approval. This approval is delegated to the Principal with the exception of overseas trips which need Board approval.
2. Before an activity is approved, the Principal and/or the Board shall be satisfied that:
 - (a) all identifiable risks, where possible, have been identified and addressed in RAMS document
 - (b) that the activity will proceed only once the teacher in charge is satisfied that the risk decision shall be considered final in these circumstances
 - (c) any new risks identified during an EOTC activity will be documented for future use on the activities risk management file
 - (d) the teacher in charge shall have the right to remove any individual considered (for whatever reason) to place a group at risk. The teacher's decision shall be considered final in these circumstances.
3. The Board regards the recommendations of the appropriate national bodies as the minimum acceptable. This means that most outdoor pursuits should have a link to a national outdoors body or council and these have established guidelines for outdoor professional practice.
4. The Board will provide opportunities for staff to increase their skills should it be necessary to implement new EOTC programmes, to replace existing trained staff.
5. The school has guidelines, a manual and a bank of completed RAMS exemplars that appropriate teachers or instructors may consult, to assist in identifying risks of a particular EOTC activity.
6. Where the risk of physical harm or emotional harm exists, parents are asked to sign consent forms acknowledging the risks involved, and shall have the right to request that their daughter not participate in the proposed activity.
7. Permission slips are not required for individual lessons held off-site; e.g. Museum, Otatara Pa, Art Deco, Supermarket, which do not have an obvious risk element; but the Principal needs to be informed in writing of the details prior to the off-site lesson. However, permission slips are required if there is a cost involved.
8. The teacher/person in charge of any education outside the classroom activity shall report to the Principal any alteration or recommendation to risk management that they consider prudent for improving the safety of the pupils in any activity.
9. The Principal shall report to the Board any alterations to operating procedures that shall come to her attention, including compliance costs and recommendations whether that particular activity should continue to be available in the EOTC programme.