

## **Longburn Adventist College Policy Statement Education Outside the Classroom (EOTC)**

### **Definition**

EOTC is organised school activities that take place outside the school campus.

### **Rationale**

Education outside the classroom provides unique opportunities for learning through a wide range of experiences. During EOTC, students learn by enjoying practical activities that are relevant to their needs and which broaden their experience of the world around them. A well-structured EOTC programme would provide all students with opportunities to develop in spiritual, social, emotional, intellectual and physical areas.

### **Purposes**

1. To enhance learning in all curriculum areas.
2. To assist with the development of students' personal skills, spirituality, experience, confidence, and to enhance self-esteem, through a variety of opportunities.
3. To provide experiences that cannot be offered in the classroom, which challenge all students to achieve at their individual levels of ability.
4. To develop leadership potential and a sense of responsibility, particularly towards safety.
5. To experience and contribute towards mutual support within a group.
6. To increase appreciation of, and respect for, similarities and differences existing between cultures, groups and individuals.
7. To foster student-teacher relationships.

### **General Guidelines**

1. In planning EOTC opportunities, the school will respect cultural and spiritual differences, special needs and environmental practices. **All** EOTC must be carried out in accordance with established risk management, legal, safety and supervision guidelines.
2. All overnight courses need to be approved by the Principal, as the Board of Trustees designated representative.
3. The school, Board of Trustees and Principal will support staff in implementing EOTC activities, by providing sufficient resources and appropriate professional development.
4. School rules regarding student behaviour will apply during all EOTC activities.

**Management Procedures**

1. An EOTC Committee is established at the beginning of each year. It will meet quarterly. The EOTC Coordinator (Deputy Principal) will not chair the EOTC Committee.
2. In addition to school rules regarding student behaviour, specific rules appropriate to a particular activity may also apply.
3. A Trip Leader has the right to exclude any student before or during an EOTC activity if, in their judgement, safety may be or is being compromised.
4. No student should be denied the opportunity to experience an EOTC activity on the grounds of financial hardship. The Business Manager will treat each individual case on its merits and formulate an appropriate course of action. The Business Manager will seek advice from the Principal when required.
5. The trip leader will ensure that the appropriate reimbursement for teachers occurs through completing the reimbursement form and forwarding to the Business Manager.
6. An Emergency Fund of \$500 will be made available by the Board of Trustees and, at the discretion of the Principal, may be used to cover any unbudgeted emergency that may occur.
7. All overnight activities will have a minimum of two staff members. Where there are students of both genders, there will be at least one teacher of each gender present.
8. All activities outside the Palmerston North area will require a minimum of two staff members.
9. The EOTC Coordinator must approve every trip application before a permission letter is sent out to parents.
10. A Budget Form must be signed by: the Business Manager to show that the budget is balanced; the HOD to approve the spending of department funds, if applicable; and the EOTC Coordinator to approve that costs are reasonable.
11. Where outside providers are used, the Trip Leader is required to sight their certification and RAMS forms.
12. After every EOTC event, the Trip Leader will fill out an 'Event Report and Evaluation' form, and pass it on to the EOTC Coordinator.
13. Where the EOTC Coordinator feels that it is appropriate, staff, students and other adults may be required to provide feedback on an EOTC activity.

## **Job Descriptions**

### **Principal**

- Is an ex-officio member of the EOTC Committee.
- Liaises between the EOTC Coordinator and the Board of Trustees.
- Is responsible for giving approval for overnight trips.
- Is responsible for approving spending from the Emergency Fund.

### **EOTC Coordinator**

The Co-ordinator is responsible for overseeing the day-to-day administration of EOTC activities and supporting staff. The Coordinator will:

- Assess proposed EOTC programmes against the guidelines set out in 'Safety and EOTC – a good practice guide for NZ schools', and other published guidelines.
- Check that EOTC documentation is complete before a trip is approved.
- Coordinate and update the EOTC Policy in consultation with the EOTC Committee.
- Provide relevant training opportunities for staff involved in EOTC as required, including offering a first aid refresher course every two years.
- Complete an annual report to the Board of Trustees, via the Principal, outlining events undertaken, their successes, and possible improvements as suggested by the staff involved.
- Match the abilities of individual teachers to the events they are participating in, and identify and provide appropriate training where necessary.
- Arrange for replacement staff in the event of a staff member needing to leave a camp for emergency reasons.

### **EOTC Committee**

The Committee will:

- Meet once a term: in Terms 1, 2, and 3, to review practices; in Term 4, to review the policy.
- The Chairperson (who will be chosen by the committee at the first meeting of the year), will call the meetings of the EOTC Committee.
- Be available for professional development.
- Have input into the end-of-year report.
- Be available to provide Cover Sheet Permission to Proceed or Cover Sheet Permission Completed if the Coordinator is unavailable.

### **Contracting of Outside Providers**

Outside Providers will:

1. Be contracted to oversee EOTC activities when LAC staff do not have the necessary skills and qualifications.
2. Enter into a written contract, signed by the Trip Leader and Outside Provider, that identifies the roles and responsibilities of all parties involved in the EOTC activities.
3. Be available for planning of intended activities with the Trip Leader.
4. Ensure that they are aware of the special character of the school, so that they uphold all relevant LAC policies. (e.g. appropriate language, moral codes, vegetarian food choices.)

**Accident and Emergency Procedures**

1. At all EOTC events, the Medical Risk List and Contact Phone Numbers must be available to all staff at all times. If groups go in different directions, each staff group leader must have a copy of these lists with them.
  
2. In an emergency, staff will implement the RAMS form. It is essential to consider the following in the RAMS form, before leaving on your trip:
  - Communication
  - Equipment and clothing
  - Food and water
  - First aid and medication
  - Transport
  
3. All accidents of significance should be documented and forwarded to the EOTC coordinator.