

1.6 EDUCATION OUTSIDE THE CLASSROOM (EOTC) POLICY



Approved by: Board of Trustees
Contact: Deputy Headmaster
Group: Leadership Team

Date effective: July 2018
Review date: July 2020
Reviewed by: L Team / EOTC Coord

Policy Statement:

EOTC activities form an essential part of the College's student learning outcomes as detailed in the College Strategic Plan

This policy applies to all staff involved with activities undertaken outside the College's Waimea Road site and includes both curricular and co-curricular activities and programmes *that are outside of normal daily subject activities* as follows:

- Outdoor Education: curriculum programmes that specifically use the outdoors and outdoor pursuit activities.
- Sports trips: any off-site sporting event.
- Cultural and Educational visits: any curricular or co-curricular activities.
- Outdoor recreation: co-curricular outdoor pursuit activities.
- Boarding house off-site activities.
- Any other activity being carried out with students that is outside the school site and is facilitated by Nelson College staff for Nelson College students

Policy rationale:

Education outside the classroom is an important means of learning essential skills, attitudes and values across the curriculum.

The college is determined that students undertaking activities outside the classroom are in an environment where *steps* have been made to ensure their safety as far as is reasonably practical.

This policy also seeks to meet the recommendations of the Ministry of Education publication 'EOTC Guidelines, bringing the curriculum alive' 2016. This document includes updates through to 10 April 2018.

Responsibility for implementation:

1. Board of Trustees
 - In the context of EOTC events, the Board of Trustees through the Headmaster must ensure that policies and procedures are developed, implemented and reviewed which ensure that:
 - risks are managed to prevent serious harm during EOTC events;
 - equipment is safe to use during the event;
 - students are supervised by competent staff; and
 - emergency procedures are planned and followed.
 - will ensure that all students have fair access to EOTC opportunities.
 - Delegates implementation of this policy to the Headmaster.
2. Deputy Headmaster
 - Will review and approve all EOTC activities
 - Will review this policy biannually and will meet as required by the Health and Safety Officer to debrief on accidents and near misses.
(see Appendix 1)
3. EOTC Manager
 - Will assist staff in trip planning and documentation relating to EOTC requirements.
 - Will ensure that
 - an activity leader's competence is assessed against good practice;
 - only competent activity leaders are approved to lead EOTC activities;

- assistants have the appropriate skills, knowledge, and/or experience for their assigned role;
- Contractors, parents and volunteers have been screened for their suitability to work with students and where the Vulnerable Children Act 2014 applies, children's workers safety checked.
- all staff, contractors, volunteers, and students are involved in safety management planning and have been instructed in the health and safety procedures to be used during EOTC events; ensure that roles and responsibilities of all outside providers involved are clarified, understood and accepted. See the Health and Safety at Work Act 2015 for situations where more than one PCBU is involved;
- all staff, volunteers, and students consider utilising sustainable practices in the planning and implementation of EOTC
- staff have professional learning opportunities to develop the competence required to run the activities they are responsible for
- In conjunction with the Deputy Headmaster will implement this policy and ensure that procedures are followed.

4. Sports Coordinator

- Will liaise with The EOTC Manager to ensure that all Co-curricular activities are notified, approved, entered in the calendar.
- Will identify a designated leader for each activity and outline to them their responsibilities on behalf of the school.
- Will ensure that every co-curricular activity has been entered on OneNote and has appropriate permissions.
- Will report any concerns, near misses or accidents as soon as practicable to the health and Safety Officer.
- Will participate in the review of EOTC processes as required.

6. Leaders

- All trips are to have a *Designated Leader* who is in charge of the trip. That leader is to be approved by The EOTC Manager and/or Deputy Headmaster.
- Leaders of EOTC trips which include outdoor pursuits activities will have the required competence and/or will receive additional training and be designated as Outdoor Leaders
- The Leader must follow the mandatory procedures laid down by the College for the activities being undertaken.
- Where the Leader is not an employee of the College
 - (i) The Leader may only lead those activities for which the College has delegated them. The delegation and scope thereof must be in writing.
 - (ii) A College staff member where possible will still assume overall responsibility for the trip and students.

7. Staff, volunteers, outside contractors and parent helpers

- Will follow the instructions of the *Designated Leader*
- Will maintain all policy and procedures relevant to the trip.
- If an outside provider is used the school:
 - should prepare a contract for the provider's services and clarify, in writing, the provider's roles and the respective responsibilities of the contractor and that of the school.
 - Schools have a responsibility to assess the quality of the providers used to support their programmes. A check should be made to ensure that providers are reputable and meet good practice standards.
 - The school should ask for evidence that the provider has current independent safety audit certification. If the activity is an adventure activity the provider must be a registered adventure activity operator. Consult Worksafe as to which activities are designated adventure activities and the associated register of approved providers. <https://register.worksafe.govt.nz/>

Guidelines

1. Approval

All trips must meet the approval requirements for the level of trip or activity that is taking place (see EOTC requirements overview)

All EOTC trips (except Level 0) must have the required EOTC submissions for that level of trip, completed on OneNote in the EOTC folder.

Approval for Level 3:

- All level 3 trips must have Nelson College Board of Trustee and Headmaster approval before they proceed
- Approval is also required from the EOTC co-ordinator
- Final approval for a level 3 trip to proceed must be given by the Deputy Headmaster (Based on recommendation of the EOTC co-ordinator)

Approval for Level 2:

- All level 2 trips must have Deputy Headmaster approval before they proceed
- Final approval for level 2 trips must be given by the EOTC co-ordinator

Approval for Level 1

- All level 1 trips must have Deputy Principal approval
- Before EOTC trip or activities take place staff need to ensure they have considered all possible risks and they have taken steps to reduce or eliminate any risk of harm to students

Approval for Level 0

- Approval for level 0 activities given by HOD's

- An EOTC trip may only take place if it has been approved by the Leadership Team and, following approval, been entered on the School Calendar.
- The majority of EOTC activities will be approved in principle as soon as possible at the start of the school year.
- During the school year EOTC activities which have not had prior approval will need to be approved by the Leadership Team if it occurs during class time or otherwise EOTC Manager at least 2 weeks before the activity is due to start.
- In exceptional circumstances the EOTC Manager/Deputy Headmaster can approve EOTC activities which do not meet the above deadlines, provided all associated permissions and paperwork have been completed.
- Sanctioned sports events on the NZSSSC Calendar, or TSS Calendar are deemed to be approved.

2. Inclusion

- EOTC opportunities will be available to all students.
- Students should not be excluded from any curricular activities for financial, cultural or disability reasons.
- Where a student faces difficulty in meeting the cost of EOTC curricular activities, an application for assistance should be made to the Headmaster.
- Deputy Headmaster and Headmaster, acting on the advice of staff, are the only people able to make decisions relating to the exclusion of students from EOTC.

3. Staff training

- Professional development resources and opportunities are made available to develop staff expertise in EOTC Leadership.
- All staff wishing to be the *Designated Leader* of a trip must have a current comprehensive First Aid Certificate. A non-employee of Nelson College must also have signed an acceptance of the delegation to them.
- Staff Training is required if the trip involves outdoor pursuits activities and such teachers will be designated as Outdoor Leaders *and hold current industry* qualifications OR attestation of equivalent skills/experience to match selected activities.
- Specialist staff may apply to the PD Committee, or be directed to undertake professional development in areas relevant to EOTC.

Notes relating to training expectations

- Schools should have high expectations for the training and qualifications of outdoor leaders.
- While it is not mandatory in New Zealand to hold a qualification to lead most outdoor activities (with the exception of rafting), good practice standards indicate that a qualification, where available, is expected. At the very least, outdoor leaders, including teachers, should be able to demonstrate equivalency.

- **NB** – a claim of equivalency implies that the person making that claim has a close knowledge of the relevant qualifications, their specific syllabi, and the expected performance standards. Demonstrations of equivalency should be evidence-based and endorsed by someone with a higher level of expertise.
- Research suggests the training and qualification needs of New Zealand teachers who lead EOTC activities and found that the research participants (mainly school principals) emphasised that:
 - EOTC leaders need to be able to manage risk, to be able to deal with emergencies, and to have a current first aid qualification;
 - training is important for leaders of all EOTC activities;
 - teachers leading higher risk outdoor pursuit activities need to be appropriately trained and qualified;
 - training for teaching

Forms:

- Code of Conduct for Players, Coaches and Volunteers
- Safety Checking (as per Vulnerable Children's Act)
- Consent form & Health information
- Driver declaration
- Delegation agreement

APPENDIX 1

Procedures

The EOTC Manager will:

- Evaluate and approve Activity Plans for proposed EOTC activities
- Approve the activity plan before the trip can be entered on the Calendar.
- Consider activity applications as necessary.
- Liaise with the Sports Coordinator with regard to Co-curricular activities.
- Document all EOTC activities undertaken by the school and write mandatory procedures to be followed by the Leader and other adults involved in the trip.
- Assist staff in activity planning
- Review on an annual basis:
 - (i) This policy and procedures
 - (ii) The accident register
 - (iii) The Database of Accredited outside providers
- Develop and maintain
 - (i) A staff competency profile and database
 - (ii) A database of approved outside providers who are accredited to lead specified activities

The Leader or Outdoor Leader will:

- Comply with all Nelson College Policies relevant to the trip they are leading.
- Submit for approval a complete Activity Plan. Normally this will occur in the previous calendar year for inclusion in the following year's calendar.
- Where such prior planning is not possible the Activity Plan must be submitted at least 2 weeks before the proposed trip.
- Adult to student ratios must be detailed on the Activity Planner and should reflect contemporary best practice. Where this is difficult to ascertain the EOTC Committee will decide on the appropriate ratio.
- Have the ability to teach/instruct
- Have outdoor pursuit skills: qualifications OR attestation of equivalent skills/experience to match selected activities.
- Have a current first aid certificate.
- Have the ability to identify and manage risks.
- Have crises management skills.
- Have leadership and group management skills.

Appendices

- Driver declaration form
- Nelson College Driving Guidelines

Driver Declaration 2018

Name:

Cipher:

Staff Parent / guardian

Volunteer

Licence Number: Expiry Date:

Licence Type: Car Full Car Restricted
Bus Current Bus Expired

Nelson College requires that the following guidelines **will** be adhered to by all drivers transporting students:

1. All driving must be within the traffic regulations applicable at the time and location.
2. The driver must not be under the influence of alcohol or any substance detrimental to driving ability.
3. The vehicle must have a current Warrant of Fitness (and be of warrantable condition), Registration and any Road User Charges must be up-to-date.
4. A complete Nelson College approved first aid kit and mobile phone must be in all College owned or hired vehicles.
5. All private vehicles are encouraged to carry a first aid kit and mobile phone, and **must** do so on trips outside the Nelson / Richmond urban area.
6. Seatbelts must be worn by all occupants in the vehicle where they are present.
7. It is the drivers' responsibility to check tyre pressures, lights, screen-wash and wiper blade condition and remedy any fault before the journey.
8. It is the drivers' responsibility to monitor road conditions and decide if conditions are unsuitable for further travelling. During winter months the driver must contact the AA to

I declare that:

Either: I am a Registered or Provisionally Registered Teacher or have a Limited Authority to Teach

Or: I am over the age of 25

And: I have held a Full Licence for more than 3 years

I have not been convicted for dangerous or drink driving in the last 5 Years and will inform the Headmaster of any such convictions should and when they occur.

I will at all time drive in accordance with the above guidelines.

Signed: Date:

(2)

Nelson College Driving Guidelines

Nelson College requires that the following guidelines **will** be adhered to by all drivers transporting students:

1. All driving must be within the traffic regulations applicable at the time and location.
2. The driver must not be under the influence of alcohol or any substance detrimental to driving ability.
3. The vehicle must have a current Warrant of Fitness (and be of warrantable condition), Registration and any Road User Charges must be up-to-date.
4. A complete Nelson College approved first aid kit and mobile phone must be in all College owned or hired vehicles.
5. All private vehicles are encouraged to carry a first aid kit and mobile phone, and **must** do so on trips outside the Nelson / Richmond urban area.
6. Seatbelts must be worn by all occupants in the vehicle where they are present.
7. It is the drivers' responsibility to check tyre pressures, lights, screen-wash and wiper blade condition and remedy any fault before the journey.
8. It is the drivers' responsibility to monitor road conditions and decide if conditions are unsuitable for further travelling. During winter months the driver must contact the AA to verify driving conditions over routes prone to icing (routes should be in **good** condition as opposed to open).

**This page is to be retained by the
designated driver**