

Hauraki Primary School

Policy Document

Education Outside the Classroom

Rationale:

EOTC provides opportunities for many positive learning outcomes under NAGs 1 and 5 and other relevant legislation. The safety of the participants is paramount and the guidelines aim to ensure positive learning outcomes are achieved safely.

Objectives:

- To enhance children's learning through the provision of real or first-hand experiences
- To increase knowledge, understanding, enjoyment and an appreciation of the local area and other areas that are different in nature and environment to our own.
- To increase student awareness and understanding of the traditions, values and culture of their own and other races.
- To further develop skills in observation recording and reporting.
- To assist in the development of confidence, independence, sense of adventure, and sense of responsibility and skills, to enable the student to make some decisions, solve problems, evaluate, and apply learning to new situations.
- To assist in the social development of students particularly in cooperation with others, and maintain good relationships with others when they are given the opportunity to live and work in a situation that is different from their home and school environment.

Guidelines:

General:

1. The Board may delegate responsibility to the principal for all excursions and there must be sound educational reasons for taking students outside the classroom to learn.
2. A sequential programme is adopted wherever possible so that confidence and skills are built together.
3. The appropriateness of the activity should be determined after considering the desired learning outcomes of the programme and learning needs and capabilities of the students. Students should be encouraged to participate but experience challenge by choice (i.e. not made to participate).
4. The programme should develop skills and an awareness of safety issues to keep themselves and others safe.
5. When planning a programme, consideration for students' physical, emotional and cultural well-being is paramount.
6. The Board charge the staff to take care of all students in school activities, and ensure that all students are given the opportunity to participate.
7. When planning EOTC events it is recommended using the Ministry of Education EOTC Guidelines to assist with template and guidelines.
8. Consent for each student from parents / caregivers for all EOTC excursions is compulsory. Apart from camp permission and year 6 waterwise, the consent form signed at the beginning of the year on the behavior/internet document is adequate.
9. Board of Trustees approval is required for all camps and this should be submitted at least two months prior to the actual event. For class excursions not involving overnight stay, approval from the Principal is sufficient. The EOTC coordinator should complete an approval for every EOTC activity, and give the form to the Principal and/or Board of Trustees for approval. See Appendix 1.

Staff and participants competence

10. The Principal is responsible for evaluating staff competence. No teacher will be appointed to a leadership role in outdoor situations without having appropriate training and/or experience of standard judged by the Principal to equip the teacher for the role. If the required competence is not available in the school, outside expertise

should be engaged or the activity is modified to ensure safety. Staff will retain overall responsibility for students in their care.

11. Staff shall be provided with development opportunities to develop safety skills and knowledge required to run activities they are responsible for. Where appropriate, staff are supported to visit the EOTC sites during planning stage of the event.
12. Reasonable steps are taken to continually evaluate and monitor outside expertise, parents and volunteers for their suitability to work with children on EOTC.
13. All participants are briefed prior to trips about their responsibilities and also are made aware of health, safety and emergency procedures in the case of an event. See Appendix 6.
14. Staff often hold background information that other adults do not have. Staff should consider The Privacy Act and only disclose sufficient information to deal with a situation if necessary.
15. Reasonable steps should be taken by staff and Principal to use parent helpers who are deemed responsible.
16. Parents and volunteers should feel comfortable with the expectations being placed on them and able to cope with the physical demands of the excursion.
17. Vetting of volunteers is in accordance with the Child Protection Policy.

Health and Safety Procedure and Equipment

18. Staff shall be familiar with and follow the school's relevant health and safety, and crisis management procedures. In addition, staff shall complete RAM's report for each EOTC event to indicate identification, elimination, isolation or minimising of hazards. See Appendices 1 and 2. A sample Risk Management Plan and a checklist in Appendices 3 and 4 may assist.
19. Parents providing transport for school trips should complete a form confirming they are legally able to drive and that the transport they are using is legally road worthy. See Appendix 5.
20. It is the responsibility of class teachers to ensure parents assisting on school trips are familiar with the information outlined in Appendix 6 'For Parents/Caregivers Assisting with EOTC Programmes'.
21. Staff should identify all circumstances and events for which safety equipment should be used and ensure that the appropriate standard of equipment is provided and used appropriately. All practicable steps should be taken to ensure that the standard and use of equipment, facilities/instructors meet best practice. Staff shall ensure that an effective communication system is available to be used where necessary during EOTC.
22. All participants are advised to apply the Environmental Care Code (Appendix 111 of the MOE Guide attached as Appendix 7).
23. In the case of camp or any other extended EOTC activity, a camp consent and health profile form must be completed by the parent/caregiver of each student. See Appendix 8.
24. In the case of camp the staff in charge should keep a record of medication administered using Appendix 9 as a guideline.
25. Buses must be of an appropriate cleanliness and maintenance standard fit for children to travel on. At least one teacher/ adult must be present on each bus, and all children should be seated.
26. When an incident/ accident occurs requiring offsite medical intervention this should be recorded as part of the School Health and Safety Register and the school accident form completed.
27. School management should complete ongoing reviews of the Register of Accidents as part of health and safety meetings, and recommend to the Board any actions that are required to eliminate risks and hazards.
28. Evaluation of class excursions should normally be reported as part of syndicate meetings. Camp evaluations should be reported separately.

Signed: _____

Chairperson Board of Trustees

Date: _____

21/10/2019.

Review Date: _____

Term 4, 2022

Appendix 1

Hauraki School Education Outside the Classroom

Approval Form

The teacher/parent in charge should complete this form as part of planning for any EOTC activity. The principal should be informed of any subsequent changes. Details of any incidents must be reported after the group returns.

1. Purpose of EOTC event:

2. Specific Learning Outcomes:

3. Venue:

4. Date: Departing at: Returning at:

5. Classes involved: Rooms:

6. Details of outside providers to be used for EOTC activities (if applicable)

7. Existing knowledge of event site and whether pre-visit is intended:

Company: Address: Phone:

8. Names, relevant experience, qualifications, specific responsibilities of other adults accompanying party (if applicable):

9. Proposed Costs:

Transport: Miscellaneous: Total Cost per Child:

10. Names and brief details of students with special educational or medical needs Room ___

11. Have you a first aid kit to take?

12. Have personnel who may be affected by your absence been contacted? (teacher aides, RTLB, parent help)

13. Letter to parents and RAMs form attached. Yes/No

14. Approval: Teacher _____ Signature _____ Date _____

15. Approval: Principal _____ Signature _____ Date _____

Appendix 2

**Hauraki School
Risk Management Plan**

Activity: _____

Location: _____ **Transport Type** _____

Groups: _____ **Date:** _____

People	Resources/Equipment	Environment
1. Risk Identification		
2. Risk Management		
3. Emergency Plan		

Appendix 3

Hauraki School Education Outside the Classroom

Sample Approval Form

The teacher in charge should complete this form as part of planning for the EOTC activity. The principal should be informed of any subsequent changes. Details of any incidents must be reported after the group returns.

1. **Purpose of EOTC Event:** Learning lab to celebrate Matariki
2. **Specific Learning Outcomes:** To explain the meaning of matariki, the significance of it for Maori, the way it is celebrated
3. **Venue:** Observatory
4. **Date:** Tues 18 June **Departing at:** 10am **Returning at:** 1pm
5. **Classes involved:** Rooms: 5,6,7
6. **Details of outside providers to be used I EOTC activities (if applicable)**
Auckland War Memorial Museum
7. **Existing knowledge of event site and whether pre-visit is intended:**
Teachers have been on this trip before

Company: _____ **Address:** _____ **Phone:** _____

8. **Names, relevant experience, qualifications, 'specific responsibilities of other adults accompanying party (if applicable):** Logan Burson, Melanie Sloan, Wendy Saelmans

9. Proposed Costs:

Transport: bus hire \$4 **Miscellaneous:** Entry \$10 **Total Cost per Child:** \$14

10. **Names and brief details of students with special educational or medical needs Room** ___
Marcus Nguyen autistic Mother coming as additional helper on trip

11. **Have you a first aid kit to take?** Yes

12. **Have personnel who may be affected by your absence been contacted? (teacher aides, RTLB, parent help)** Yes

13. **Letter to parents and RAMs form attached.** Yes/~~No~~

14. **Approval: Teacher** _____ **Signature** _____ **Date** _____

15. **Approval: Principal** _____ **Signature:** _____ **Date:** _____

Appendix 4

**Hauraki School
Sample Risk Management Plan**

Activity: *Rocky Shore Study*

Location: *Takapuna Beach*

Transport Type: *Walking*

Groups: *All Middle school students*

Date: *March 2019*

People	Resources/Equipment	Environment
<p>1. Risk Identification</p> <ul style="list-style-type: none"> • Physical injury • Range of experiences with water/beach • Behavioural/medical conditions notes by teacher • Variety of fitness levels • Staff and volunteer competence <p>2. Risk Management</p> <ul style="list-style-type: none"> • Ratio of 1 parent to 4 students • Teacher in charge with no group to supervise • Parents fully informed of responsibilities before going on trip • Staff trained in first aid • Walking in twos with adults dispersed including one at front and one at back <p>3. Emergency Plan</p> <ul style="list-style-type: none"> • Assess injury • Use cell phone/parent helpers • Stabilise or if necessary call emergency services 111 • Inform school 489 4568 and parents • Advise parents using school app 	<ul style="list-style-type: none"> • Safe drinking water • Toilets • Food and drink <ul style="list-style-type: none"> • First Aid kit • Fully charged cell phone • Medication • Asthma inhalers • Sequences programme of events provided <p>First Aid kit Use of whistles Emergency care close at hand</p>	<ul style="list-style-type: none"> • Sun • Tides • Sea • Biting insects • Broken glass • Weather • Crossing the road • Slippery rocks • Driveways • Raincoats • Sunhats/sunscreen • Check tides • Check weather forecast <p>If someone hurt it may be necessary to stop the activity</p>

Risk Assessment Checklist Factors to Consider

People	Resources/Equipment	Environment
<ul style="list-style-type: none"> • Who • Age • How many Students? Staff? Adults? • Volunteer helpers? • Outside providers/instructors? • Experience? • Ratios? • Cultural safety? Head touching Swimming for Maori/Pasifika Observing site significance for cultural groups, physical size/shape • Fitness • Anxieties/ Feelings • Motivation • Student Needs Educational Medical Language abilities Cultural Behaviour Physical disability <p>Social and psychological factors: Get-home-it is Risk shift Dropping your guard Unsafe acts by participants Error of judgement by teacher/instructor</p>	<ul style="list-style-type: none"> • Information to parents or whanau • Plans and systems • Clothing • Footwear • Food and Drink • Transport • Toilets • Safe drinking water • First aid kit and knowledge • Special equipment • Rope • Canoes/kayaks • Maps/compasses • Cameras • Equipment, maintenance, quality, quantity • Safety equipment • Sleeping arrangements, facilities, culturally appropriate? 	<ul style="list-style-type: none"> • Weather • Forecast • Sun • Snow • Wind • Rain • Temperature • Season • Terrain – where? • Bush • Mountain • Sea • River • Beach • Accessibility to Help • Telephone • Doctor • Ranger • Emergency services • Security • Animals/insects • Road Use • Traffic density • Fences • Human created environments • Is the site tapu? • Consent and information from local iwi?

Appendix 5

**Hauraki School
For Parents/Caregivers Assisting With Transport**

Thank you for offering to use your car to assist with transport for our forthcoming trip to _____ . This is much appreciated.

For safety reasons, please complete the following: (circle whichever applies)

- I hold a current N.Z. Drivers Licence Yes/No
- The vehicle I will be driving is currently registered. Yes/No
- The vehicle I will be driving has a current Warrant of Fitness Yes/No
- The vehicle I will be driving has third party or comprehensive insurance cover. Yes/No
- I can take _____ passengers with seat belts.
- I agree to have a blood alcohol level of zero when transporting children for the school trip.

Signed: _____

Printed Name: _____ **Date:** _____

Appendix 6

Hauraki School For Parents/Caregivers Assisting With EOTC Programmes

Dear _____

Thank you for offering to assist on our trip. This sheet outlines safety procedures and ways to assist the learning process. Parents will be briefed prior to any excursion outside the school whenever practical. You are encouraged to ask if unsure.

Safety

- You will be given a group of students who will be your responsibility throughout the trip. Usually a list of their names will be given to you. Place yourself so that you can always see all the groups for which you are responsible.
- At any stage if you have concerns about managing the behaviour of any student you should speak with the teacher in charge. Never see referring a student to the teachers as a sign of weakness on your part.
- We expect our students to behave as they would at school with a teacher when they are with a parent. Treat each student positively, fairly and respectfully, and expect the same in return.
- There is no place for alcohol or smoking on a school EOTC event.
- Special care needs to be taken when entering or exiting cars or buses, walking through car parks, or waiting on the footpath.
- School staff will have conducted a Risk Analysis Management Plan prior to the visit that will be shared with you at the briefing session.
- In the case of an emergency, assess, stabilise student and make contact with the teacher in charge as soon as possible.
- Pre-schoolers would not normally be part of a school trip unless prior arrangements have been made with the teacher in charge.
- If you have any personal medical conditions that the teacher in charge should be aware of, please relay these to the teacher.

Learning

- If you have any particular skills which would be of value during the trip we would like to hear about these, for example a current first aid certificate.
- The purpose of the trip centres on learning, so as a parent helper look for opportunities to contribute to the learning process. The students may have a work sheet that will guide your role.
- Look for ways you can question students and involve them. For example, can you explain.....? Why.....? What reason.....? How is this different from.....? What do you notice/think about.....?
- Share the questioning around the group so all are involved. Look for ways of drawing everyone into the conversation.
- In agreeing to assist with this trip it is accepted that the teacher in charge will be the final decision maker during the trip.

Class Teacher

Appendix 7

Hauraki School

Environmental Care Code: Ten Point Checklist

Protect Plants and Animals

- Treat New Zealand forest and birds with care and respect. They are unique and often rare.

Remove Rubbish

- Litter is unattractive, harmful to wildlife and can increase vermin and disease. Plan your visits to reduce rubbish, and carry out what you carry in.

Bury Toilet Waste

- In areas without toilet facilities, bury your toilet waste in a shallow hole well away from waterways, tracks, campsites and huts.

Keep Streams and Lakes Clean

- When cleaning and washing, take the water and wash well away from the water source. Because soaps and detergents are harmful to water life, drain used water into the soil to allow it to be filtered. If you suspect the water may be contaminated, either boil it for at least 3 minutes, or filter it, or chemically treat it.

Take Care With Fires

- Portable fuel stoves are less harmful to the environment and are more effective than fires. If you do use a fire, keep it small, use only dead wood, and make sure it is out by dousing with water and checking the ashes before leaving.

Camp Carefully

- When camping leave no trace of your visit.

Keep To The Track

- By keeping to the track, where one exists, you lessen the chance of damaging fragile plants.

Consider Others

- People visit back country and rural areas for many reasons. Be considerate of other visitors who also have a right to enjoy the natural environment.

Respect Our Cultural Heritage

- Many places in New Zealand have spiritual and historical significance. Treat these places with consideration and respect.

Enjoy Your Visit

- Enjoy your outdoor experience. Take a last look before leaving an area. Will the next visitor know you have been there?
- Protect the environment for your own sake, for the sake of those who come after you, and for the environment itself.

Appendix 8

Hauraki School

Year 6 Camp Consent and Health Form

- **This profile is designed to assist in the care of all participants at Hauraki School Year 6 Camp from _____.**
- **One form must be completed for EACH child.**
- **Please DO NOT write over the top of the statements in bold – add your answers UNDERNEATH in the sections provided.**
- **If you need to update any information about your child after you have completed the form, please contact the teacher in charge.**

Thank you.

Child Information

The information in this form is about your child and will remain confidential to adults in charge at camp. We appreciate your honesty with filling out these forms.

1. First Name:
2. Surname:
3. Date of Birth: Example: 15 December 2012
4. Gender: *Mark one only.*
Female
Male
5. Doctor's Name and Phone Number:
6. Medic Alert Number (if applicable):

Medical History

7. Please tick if your child has any of the following:
Migraine
Diabetes
Chronic nose bleeds
Colour blindness
Epilepsy
Travel sickness
Heart condition
Asthma
Fits of any type
Dizzy spells
Sleep walking
Bed wetting
None of the above
8. When was your child's last tetanus injection?
9. To the best of your knowledge, has your child been in contact with any contagious or infectious diseases in the last four weeks? *Mark only one.*
Yes
No
10. If yes, please give brief details.

11. Has your child had any major injuries (breaks, strains) or illnesses (glandular fever etc) in the last six months that may limit full participation in activities? *Mark only one.*

Yes

No

12. If yes, please state injury or illness.

13. Is there any information that staff should know about to ensure the physical and emotional safety of your child or you? (for example, cultural practices, disabilities, anxiety about heights/darkness/small spaces/water activities, behaviour or emotional problems)

Allergies

14. Is your child allergic to any of the following: Check all that apply.

Prescription medication

Insect bites/stings

Food

Other

None of the above

15. Please specify the allergy and treatment (or write N/A if not applicable)

16. Outline the essential dietary requirements that would be detrimental to your child's health (please do not include food dislikes)

Medication

17. Is your child currently taking any prescribed medication? Mark only one.

Yes

No

18. If YES, please state name of medication, dosage and times to be taken and any other treatment.

19. What pain/flu medication may your child be given if necessary?

Permissions

20. I agree that if prescribed medication needs to be administered, a designated adult will be assigned to do this. I will ensure that prescribed medication is clearly labelled, securely fastened and handed to the designated adult with instructions on its administration. Mark only one.

Yes

No

21. I will inform the school as soon as possible of any changes in medical or other circumstances between now and the commencement of the event.

I confirm.

22. I agree to my child receiving any medical, dental, or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. Mark only one.

Yes

No

23. Any medical costs not covered by ACC or a community service card will be paid by me. Mark only one.

Yes

No

24. I agree that if my child is involved in a serious disciplinary problem or his/her actions threaten the safety of others, that he/she will be sent home at my expense. Mark only one.

I confirm.

Parent Contact Details

25. Parent 1 Full name:

26. Parent 1 Mobile Number

27. Parent 1 Address

28. Parent 2 Full Name

29. Parent 2 Mobile Number

30. Parent 2 Address

Emergency Contact Details

31. Emergency Contact Name

32. Relationship to Child

33. Emergency Contact Number

34. Emergency Contact Address

Acceptance

I agree to my child taking part in the Hauraki School Year 6 camp and have read the information. I agree to his/her participation in various camp activities and acknowledge the need for him/her to behave responsibly.

35. I accept my printed name as signature on this form.
I confirm.

36. Printed Name (full name)

