

Hauraki Primary School

Policy Document

Education Outside the Classroom

Rationale

As part of its overall safe school policy, Hauraki School actively seeks to provide an environment that is physically and emotionally safe for all students and staff.

Education outside the classroom (EOTC) is curriculum-based teaching and learning activities that go beyond the walls of the classroom. EOTC includes any curriculum-based activity that takes place outside the school and provides opportunities for many positive learning outcomes for students.

The safety of participants in EOTC activities is paramount, and the below guidelines aim to ensure positive learning outcomes are achieved safely.

Purpose

- To enhance children's learning through the provision of real or first-hand experiences.
- To increase knowledge, understanding, enjoyment and appreciation of the local area and other areas that are different in nature and environment to our own.
- To increase students' awareness and understanding of their own and different traditions, values and culture.
- 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 students to make sound decisions, solve problems, evaluate their own learning and apply learning to new situations.
- To assist in the social development of students, particularly in cooperation and maintaining good relationships with others where they are given the opportunity to live and work with others in a situation different from their home and school environment.

Guidelines

General

1. When planning EOTC activities, it is recommended that the Ministry of Education (the Ministry) EOTC Guidelines 2016 be followed.
2. Responsibility for conducting EOTC is assigned to competent staff and is adequately resourced.
3. 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 a 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.
4. The appropriateness of the activity should be determined after considering the desired learning outcomes of the programme, and the learning needs and capabilities of the students.
5. When planning a programme, consideration for students' physical, emotional and cultural wellbeing is paramount. The Hauraki School Board (the Board) charges staff to take care of all students in EOTC activities and ensure that experiences are inclusive and equitable for all

ākonga. Students should be encouraged to participate to the best of their ability, but experience “challenge by choice” and not made to participate.

6. 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 pre-visit EOTC sites during the planning stage of the event.
7. Reasonable steps are taken to continually evaluate and monitor contractors, parents and volunteers for their suitability to work with children on EOTC. Reasonable steps should be taken by staff and the Principal to use parent helpers who are deemed responsible, as set out in the Child Protection policy.
8. The programmes should develop awareness of safety issues and skills for children to keep themselves and others safe.
9. It is compulsory that parents/caregivers give informed consent for EOTC activities. Apart from camp permission and year 6 waterwise, the consent form signed at the beginning of the year on the behaviour management document will be adequate.

Staff and Participants Competence

10. The coordinator of an EOTC activity should be a fully registered teacher and they must seek approval for every EOTC activity by completing the form at **Appendix 1**. Approval from the syndicate leader and Principal is required for any EOTC activity.
11. Staff shall be familiar with and follow the school’s relevant health and safety and crisis management procedures. In addition, a Risk Assessment and Supervision Form must be completed for each EOTC activity to indicate identification, elimination, isolation or minimising of hazards, as set out in **Appendix 2**. The Principal shall act appropriately to eliminate or minimise the hazards so far as reasonably practicable.
12. All participants are to be briefed prior to EOTC activities about their responsibilities and made aware of health, safety and emergency procedures in the case of an event – see **Appendix 3**.
13. 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 with best practice.
14. Before leaving for any EOTC activity a safety check should occur using the following as a guide:
15. Staff often have background information about students that other adults do not have. Staff should consider the Privacy Act 2020 and only disclose sufficient information to deal with the situation.
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. Parents providing transport for school trips should complete a form confirming that the transport they are using is legally road-worthy and has sufficient child restraints, as appropriate, as set out in **Appendix 4**.
18. 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.

19. If an incident/accident occurs requiring offsite medical intervention, it is essential that this be recorded on the school's Register of Accidents. The form is held in the principal's office.
20. School management should complete ongoing reviews, but at least an annual review of the Register of Accidents and recommend to the Board any actions that are required to eliminate risks and hazards.
21. Ensure communication devices are available for any EOTC event. Use school cell phone if available.
22. Regular on going reporting to the board regards any incidents takes place including any actions that are required to eliminate risks and hazards.
23. Evaluation of EOTC activities should normally be reported as part of syndicate evaluation, completed each team. Camp evaluations should be reported separately.

Year 6 Camp

24. The Board must approve all camps at least two months prior to the actual event. An Approval Form and also a Risk and Supervision Form are to be completed. See Appendices 1 and 2 above.
25. Camp Adair requires a Participation Agreement and health profile to be digitally completed and signed for students by all parents who are participating in camp activities, as set out below [Year 6 Camp Google Form Master- to be edited each year with dates](#)
26. Staff in charge must keep a record of medication administered as indicated below:
[Hauraki school,Camp First Aid Administered](#)
[Daily Medication & Special Diets Master form](#)

Approval and Review

27. No variations of this policy or amendment to it can be made except with the unanimous approval of the Board.
28. This policy will be read **annually** by the Board and **reviewed triennially**.

Signed: *Stebold*

Date: 12-5-25

Presiding Member of the Board

Review Date: 12-5-28

Related policies

- Child Protection
- Crisis Management
- Health and Safety
- Privacy
- Water Safety

Appendix 1

**Hauraki School
EOTC Event Approval Form**

Event Name:	Dates and times:
Person in Charge:	Ākonga group:
Number of Ākonga:	Number of Ākonga requiring additional support:

Event outline, intended learning and other benefits

Assessment

Assessment standards to be used, and/or other assessment.

Activities included in the event

Event Location Details

Event location, Venue address, contact details, etc

Weather Planning

Is this event weather dependent? ☐ Yes ☐ No

If yes, who will be responsible for weather checks?

Person to check the day
before:

Person to check the day of the
event:

Person to check weather during
the event:

Event contingencies - In the event that this event must change due to the weather, what other options are in place including cancelling the event or replacement activities?

Is this event extra-curricular? ☐ Yes ☐ No

Event Costs

Budget

Ākonga donation

Funding

Visit <https://shorturl.at/aw567> for important legislative information about Fees, Charges & Donations (NZMOE)

Supervision Requirements

List of ākonga who may require extra support to participate fully and successfully in activities planned for this event

Consider: ORS/High health needs/Special funding, Medical conditions, Injuries, Additional needs including sensory issues, dyslexia, autism, ADHD, anxiety and neurodiverse conditions, Gender diversity, Cultural considerations.

Site and External Provider Planning

Has a pre-event site visit been completed?	<input type="radio"/> Yes <input type="radio"/> No	Date of Visit
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Will this event use External Providers? ☐ Yes ☐ No

External provider details (include contact information)

Accommodation Details

Include contacts and details on sleeping arrangements

Transportation Planning

Transport method	
Meet Time	Depart Time
Return Time	Raise alarm time if not returned

Communication & Contacts

Communication method	
Leader phone/school phone	Principal phone
Provider phone	Venue phone
On-call contact person	On-call phone

Initial Risk Assessment

Use the chart below to rate the level of risk for this activity

LOW RISK	MEDIUM to HIGH RISK	OVERNIGHT
Routine and expected activities and environments <ul style="list-style-type: none"> • School grounds • Supervised local visits 	Where risk exposure is greater than what would typically be the case at school <ul style="list-style-type: none"> • Adventurous activities • Hazardous environments including but not limited to water, speed, height, chemicals, extreme weather conditions, technical equipment or animals. • Unpredictable environments • Any water activities 	Including residential and overseas trips.

Based on the information above, what is the risk category for this event?

<input type="radio"/> LOW RISK	<input type="radio"/> MEDIUM to HIGH RISK	<input type="radio"/> OVERNIGHT
Please note any significant risks you have identified		

Staff Planning

Please name all staff involved in the planning and implementation of this event

Name	Responsibility/Role	Syndicate leader/ Principal Cleared?*	Relief Required?
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

○ Yes ○ No ○ Yes ○ No

Approval Follow up Tasks & Checklist

Once your event has been initially agreed to, you will need to complete the tasks below depending on the risk level of the event. **The event will not receive final approval until all steps are completed.**

LOW RISK	MEDIUM to HIGH RISK	OVERNIGHT
<ul style="list-style-type: none"> ● Event proposal ● Leader of learning/Team leader approval ● Principal approval ● Standard operating procedures (including the supervision structure) ● Staffing allocated, as per the supervision structure ● Blanket consent checked ● Individual ākonga support plans for those that require them ● Ākonga attendance roll ● Ākonga medical lists ● Emergency contact information ● Emergency Response Guide <p>May include but not limited to:</p> <ul style="list-style-type: none"> ● Transport plan ● External provider agreement ● Venue/site plan and information (Swimming consent form is not applicable here, as swimming activity is high risk.) 	<ul style="list-style-type: none"> ● Event proposal ● Leader of learning/Team leader approval ● EOTC Coordinator and/or Principal approval ● Risk assessment and supervision form ● Staffing allocated, as per the supervision structure ● Parent/Caregiver notification and consent (including specific risk disclosure) ● Swimming consent form if applicable ● Individual ākonga support plans for those that require them ● Ākonga attendance roll ● Ākonga medical lists ● Emergency contact information ● Emergency Response Guide <p>May include but not limited to:</p> <ul style="list-style-type: none"> ● Transport plan ● External provider agreement ● Site plan and information ● Itinerary/programme 	<ul style="list-style-type: none"> ● Event proposal ● Leader of learning/Team leader approval ● EOTC Coordinator approval ● Principal and/or Board approval ● Risk assessment and supervision form ● Staffing allocated, as per the supervision structure ● Parent/Caregiver notification and consent (including specific risk disclosure) ● Swimming consent form if applicable ● Individual ākonga support plans for those that require them ● Ākonga attendance roll ● Ākonga medical lists ● Emergency contact information ● Emergency Response Guide ● Itinerary/programme <p>May include but not limited to:</p> <ul style="list-style-type: none"> ● Transport plan ● External provider agreement ● Site plan and information

APPROVAL

Name of Final Approver

Date

Final Approver Signature

Checkpoints

Do the proposed staff have sufficient competency for this event?

☐ Yes ☐ No

Have you checked that activities proposed for this event are appropriate?

☐ Yes ☐ No

Have you checked the student notices?

☐ Yes ☐ No

Has the risk assessment and supervision form been completed?

☐ Yes ☐ No

Is the supervision structure appropriate for this event?

☐ Yes ☐ No

Have the individual support plans been completed?

☐ Yes ☐ No

Has staff relief been booked ?

☐ Yes ☐ No

Has the event been added to the school calendar?

☐ Yes ☐ No

Have all external provider agreements been approved and filed?

☐ Yes ☐ No

Have personnel who may be affected by your absence been contacted?

☐ Yes ☐ No

EOTC Coordinator Notes (could include feedback or actions to be taken)

Appendix 2

Hauraki School
EOTC Risk Assessment and Supervision Form



Event Name	Event Date
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Risks Identified for this Event

The section below is to be completed in collaboration between the **Person in Charge**, **EOTC Coordinator** and **others** involved in the event. Repeat the section for each harm you identify for all of the activities that make up your event. Help in identifying harms, hazards and control strategies for common EOTC events can be found in the [EOTC Good Practice Guides](#). The guides provide example harms, hazards and controls that you can add below, in addition to adding your own. The risk management process is outlined in your school's EOTC Safety Management Plan which can be adapted from this [template](#).

HARM What could go wrong?	HAZARD Why would this happen?	Risk Rating How serious?	Controls How can it be prevented? First try to Eliminate, then Minimise the risk	Check Controls implemented? Reviewed?	Residual Risk Rating?
HARM 1	HAZARD 1	<div><div><input type="radio"/> HIGH</div><div><input type="radio"/> MEDIUM</div><div><input type="radio"/> LOW</div></div>	School Actions: Leader Actions:		<div><div><input type="radio"/> HIGH</div><div><input type="radio"/> MEDIUM</div><div><input type="radio"/> LOW</div></div>

HAZARD 2	<input type="radio"/> HIGH <input type="radio"/> MEDIUM <input type="radio"/> LOW	School Actions: Leader Actions:	<input type="radio"/> HIGH <input type="radio"/> MEDIUM <input type="radio"/> LOW
HAZARD 3	<input type="radio"/> HIGH <input type="radio"/> MEDIUM <input type="radio"/> LOW		<input type="radio"/> HIGH <input type="radio"/> MEDIUM <input type="radio"/> LOW


REPEAT THE SECTION ABOVE FOR EACH HARM THAT COULD OCCUR


⚠ REMEMBER: The Emergency Response Guide should be complete and with leaders at all times during the event.

Ākongā with Additional Needs

Are there participants that require extra support to participate fully and successfully in this activity? ☐ Yes ☐ No

Name	Reasons for additional support	Will there be an Individual support plan (Form 11) used?
		<input type="radio"/> Yes <input type="radio"/> No
		<input type="radio"/> Yes <input type="radio"/> No
		<input type="radio"/> Yes <input type="radio"/> No

Consider: ORS/High health needs/Special funding, Medical conditions, Injuries, Additional needs including sensory issues, dyslexia, autism, ADHD, anxiety and neurodiverse conditions, Gender diversity, Cultural considerations.

Please describe your support plan for this activity if individual plans are not used.

Consider: support staff, specialised equipment, prayer room etc.

Specific Activity and Site Planning

Are there environmental operational limits that would cause this event to be cancelled? ☐ Yes ☐ No

If yes please describe the operational limits. *Consider: River Levels, weather warnings, surf conditions, rip warnings, volcanic activity*

Is this activity weather dependent? ☐ Yes ☐ No

If so, who is responsible for monitoring weather reports?

Who will check the weather the week before?	Who will check the weather the day before?	Who will check the weather during the activity?

If a decision needs to be made regarding the weather, **who** will make the final decision and what will the process be?

Contingencies - What are the other options available if this activity is cancelled due to weather or environmental conditions?

Site Specific Hazards on the Day

Every activity site is different. Describe potential hazards that are known at the location where this activity will take place and how they can be managed (if they are not already covered in the Risk Assessment table at the top of this form).

Past Incidents

Have there been issues at this site or with this type of event in the past? ☐ Yes ☐ No

If there have been issues at this site in the past please describe what steps will be taken to reduce the possibility of it happening again.

Leadership and Supervision Plan

Staff Assigned to EOTC Roles

Name	Role within EOTC event	Skill / Qualification / Experience	First Aid Cert Exp (m/y)	Induction and/or Training? (D/M/Y)	
			<div><div>— / —</div><div><input type="radio"/> None</div></div>	<div><input type="radio"/> Yes <input type="radio"/> No</div>	Date completed: / / Description:

			<input type="radio"/> — / — <input type="radio"/> None	<input type="radio"/> Yes <input type="radio"/> No Date completed: / / Description:
			<input type="radio"/> — / — <input type="radio"/> None	<input type="radio"/> Yes <input type="radio"/> No Date completed: / / Description:

Volunteers & Contractors Requiring Safety Checking

Name	Safety checked?	Police vetted?
	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Staffing and Supervision Structure - Describe the supervision structure required for this event

Supervision structure (includes allocation of roles and allocation of akonga to supervisors, e.g. Number of groups and size, number of supervisors/leaders per group, leaders not directly supervising a group and their role)

Signed Off as Completed

Completed by	Signature	Date (d/m/y)
Approved by	Signature	Date (d/m/y)

Appendix 3

Hauraki School For Parents/Caregivers Assisting with EOTC Programmes

Thank you for offering to assist on our trip. This sheet outlines safety procedures and ways to assist the learning process. You 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 of 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 teacher 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 helper or caregiver. 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 and exiting cars or buses, walking through carparks, or waiting on the footpath.
- School staff will have conducted the Risk Assessment and Supervision Form prior to the visit which 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 which the teacher in charge should be aware of, please relay these to the teacher.
- If a child from your assigned group goes missing follow the process outlined below:

Assess and Contain

- Headcount and identify name(s) of missing person(s)
- Establish last known point
- Consider early police notification

Plan

- Return to the last known point
- Check possible locations
- Hasty search - parties of two or more with precise instructions of where and when to return
- Look after rest of group – someone else in charge

- Clearly communicate use of cell phone usage
- Seek advice of appropriate persons

Communicate

- Call Police who notify Search and rescue 111
- Consider context and notify the school in a timely manner
- School to notify whanau and keep them updated
- Notify anyone else who needs to know e.g. transport provider
- As the situation permits record what is happening, who is involved and decisions made.
- Evacuate
- Mark the last known location
- Two people to direct emergency traffic to site
- If helicopter is required clear site, secure loose items and indicate wind direction
- Return remaining group to base accommodation site

Learning

- If you have any particular skills which would be of particular value during the trip we would like to hear about these, for example, a 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 reasons'?

How is this different from?

What do you notice/think about?

- Share the questioning around the groups so that 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.

Appendix 3

Hauraki School For Parents/Caregivers Assisting with EOTC Programmes

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

For safety reasons, please complete the following: (circle which ever applies).

- The vehicle I will be driving is currently registered: **Yes / No**
- I hold a current NZ Drivers' Licence: **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 seatbelts.
- I agree to have a blood alcohol level of zero when transporting children for the school trip.

Signed: _____

Printed name: _____

Date: _____