



Matauri Bay School

(These guidelines are prepared for whānau review)

Procedure(s): Education Outside the Classroom (EOTC)

(1.2) Guidelines:

- The school management are required to ensure staff are competent and have had appropriate safety training.
- The school management must ensure that the leader and other supervisors are competent to run EOTC events. Competence can be demonstrated when a leader or supervisor holds a relevant qualification or it can be attested that they have equivalent skills and experience.
- Selection and screening of volunteers should be done by the teacher in charge or Principal at an early stage.
- Teachers should aim to attend in-service training; particularly in regard to school camping to have their professional development needs met.
- The Principal, where practicable, will allow experienced teachers to accompany other classes on their excursions. In some cases this may involve a temporary re-organisation of staff within the school.
- Priority should be given to utilisation of resources in the school's local area .e.g. Lonsdale Park, Matauri Holiday camp, Motukawanui, Tauranga Bay Camp etc
- Educational objectives relating to the curriculum and to school and class programmes must be established.
- Trips will not be more than 4 nights I five days.
- Objectives must be clearly defined and all planning

thoroughly done in liaison with trip □Lead teacher and parent helpers.

- Students involved in EOTC activities have basic responsibilities for their own safety and the safety □of others. These should be discussed before an event, and in conjunction with staff and volunteers.

- Staff must comply with the policy and procedures set by the board

- Alcohol and drugs - the consumption of alcohol and non-prescription drugs during an EOTC event □is prohibited. Volunteers must be made aware of this guideline.

- Smoking – Schools are Smoke Free. Staff and volunteers will be made aware of this, and □will be asked to comply with its requirements. (Smoke Free Policy).

- At Matauri Bay School the Deputy Principal will be competently trained with appropriate outdoor □qualifications and can assist with planning, training, running EOTC events for other teachers when □required.

- Crisis Management - first contact for any incident during an EOTC event involving serious □accidents or breaches of discipline will be the School Principal or his delegated deputy. After the Senior Management has been notified, they will contact whānau (Crisis Management guidelines)

- Year 4 - 8 camps every year. □

- Year 4-5 camp venue local, stay of 3 days/2 nights.
- Year 6 camp venue distant, maximum length of stay of 4 days/3 nights (e.g. Shakespeare Park)
- Year 7 -8 leadership camp each year.

- Year 1-3 trips. Day trips locally and will be separated by at least one day at school. No over night camps.

Procedure:

- Staff access EOTC Policy, Procedures and forms on available in hard copy or electronic copy.
- One teacher will have visited the camp before applying to the BOT for initial camp approval. Where ever practical All teachers will have pre-visited the site prior to camp going ahead.
- Approval of some camps will depend on the expertise and experience of the resource personnel, particularly those venturing into more rugged environments.
- Teachers must apply on the appropriate form to the principal or BOT for all EOTC events.
- Visits which require principal's approval must be applied for in advance when transport is involved, events must still be applied for on the usual form in the week before the event is to take place.
- The recording of accidents that have caused serious harm to staff or students is compulsory under Section 25 (1) (a) of the Health & Safety in Employment Act. (Complete Form 19)
- A Cell phone must be taken when EOTC events take place out of school grounds. This number will be shared with whānau for emergency contacts (number left at School Office)
- Parents transporting children on school trips should hold a current full driver's licence, have a car that is currently registered, with a current warrant of fitness and ensure seat belts are used for all passengers.
- School First Aid Kits are compulsory to be taken on all EOTC events.
- An emergency vehicle or, in the case of Island Camps, access to Emergency Services must be available for all EOTC

events.

- Forward planning of EOTC activities in the school year. When possible write on Year Planner □in staffroom

- Review each EOTC event to identify what went well and what could be improved upon. □Report to be given to Principal / Board of trustees.

- Class visits to Matauri Beach or Te Ngaere Beach do not require written permission □from parents/caregivers UNLESS swimming or water activities are involved. (Beginning teachers need to take a registered teacher with them). No swimming to occur at either beach, unless standard procedures including written permission, ratio 1:4 and adult help are adhered to. Teachers take great care near the road, and children in pairs when visiting the public toilets. Permission for day visits must be obtained from the Principal. □Staffing and Ratio Considerations:

1. An adequate adult/pupil ratio should be maintained throughout the trip
2. The number of adults who will accompany the teacher on the trip may vary according to the skill □of supervisors and the number of pupils / novices involved. However, the ratios which must be observed as a minimum are:-
 - a. 1 adult: 8 pupils is the minimum at all times.
 - b. 1 adult: 6 pupils for groups of children away from the base camp
 - c. 1 adult: 4 pupils for children swimming in supervised group activities
 - d. 1 adult: 4 pupils for children involved in Waterwise activities where there is a qualified □instructor present
 - e. 1 adult: 4 pupils when children are in kayaks or canoes □

- f. 1 adult: 2 pupils for activities such as snorkeling
- 3. Inexperienced adults may not count for ratios in a supervisory role.
- 4. Both female and male adults must be present if male and female students are attending the camp. If one gender adult is not possible the Principal will attend camp.
- 5. Teachers College students count as inexperienced adults unless they have specific qualifications □relevant to the event when they may be considered as part of the supervisory coverage.

Costs:

- 1. When class trips are planned an estimate of all costs associated of the trip should be calculated □with the exception of:
 - a. One permitted emergency vehicle
 - b. Inspection visit (prior to the camp)
 - c. Principal making a trip during the camp
- 2. Teachers reasonable expenses are refundable and may be claimed from the BOT (reimbursement/travel form –see Administrator to obtain the correct form). These are reimbursed after the completion of the camp or event.
- 3. All money should be paid into the main school account through the receipt book.
- 4. Electronic payments from our school as required through the School Administrator and Principal.
- 5. A summary of income and expenditure sheet should be obtained from the School □Administrator after each camp / event.
- 6. Educational visits are expected to be self-supporting. Costs are not to be a claimed on public funds. Hardship subsidies will be

considered.

Conclusion:

It is hoped that each student who participates in an EOTC activity will have enjoyed and have achieved that he or she once thought was impossible for them to have achieved.