

Education Outside the Classroom

RATIONALE:

EOTC is defined as all those events that occur off site and outside the classroom, including all curriculum, sporting and cultural activities.

EOTC activities are defined by their level of risk. Planning and consent requirements are different for each level. See [Risk Levels in EOTC](#).

PURPOSE:

The school's EOTC activities support and enhance the New Zealand Curriculum.

Children learn through experiences appropriate to their needs and environment. Children need a variety of experiences for maximum development, and should be given opportunities to explore and learn from the world outside the classroom.

GUIDELINES:

EOTC activities off site must be approved by the principal, and overnight camps by the board of trustees, who hold the ultimate legal responsibility for approved excursions. All school health and safety policies apply to EOTC activities.

EOTC programmes:

- enhance learning, through a variety of well-designed, first hand experiences
- provide experiences for students that encourage awareness of the values and philosophies of the tangata whenua, and with other cultures within the school community
- increase students knowledge, understanding, and appreciation of the school area, local district and other familiar and unfamiliar places
- promote ecological awareness and personal responsibility towards environment
- develop students' skills in observation, recording and organisation
- help students develop self-confidence and a sense of adventure
- assist students in their social development by placing them with others in unfamiliar situations
- help students develop an attitude of responsibility, particularly towards their own safety and that of others
- provide students with opportunities to work together in a group.
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To make EOTC effective and safe, the school will:

- involve students, parents, caregivers, and the community at all relevant stages of planning, preparation, performance and evaluation
- be aware of cultural considerations of participants
- ensure, where possible, that students are not excluded for financial or special reasons
- provide alternative learning situations for students unable to participate where possible
- liaise with local early childhood centres and with contributing and receiving schools, where appropriate, so that EOTC programmes are co-ordinated
- follow Ministry of Education regulations and guidelines on safety and supervision, risk management, leadership, and legal requirements
- ensure adequate ongoing training for all staff involved in EOTC, including support staff attending approved workshops, seminars, courses and training and assessment schemes

- ensure that all staff hold current First Aid Certificate
- prior to completion of a Risk Analysis Management form staff are to read the Kamo Primary School RAM Good Practice, which will support all aspects to make a safe and successful E.O.T.C. event will take place
- complete appropriate Risk Analysis Management forms.

Taking children out of the school environment can provide them with life changing experiences which they will remember for the rest of their lives. It can also put them at risk and into unfamiliar situations. Careful planning and preparation is needed to minimise risks and make the activity a positive experience for each student.

Reviewed: Term 2 2017

..... **Chairperson, BOT**

Review date: 2020