



Learning for the future

Ahuwhenua – Manaakitia – Mana Motuhake – Manawanui – Aroha

Kamo Primary School

NAG 1 - Procedure

Education Outside the Classroom

Rationale

Education Outside the Classroom (EOTC) is defined as those events which occur offsite and/or outside the classroom setting. This includes all curriculum, sporting and cultural activities.

EOTC activities are defined by their level of risk. Planning and consent requirements are different for each level.

Purpose

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

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 community and other familiar and unfamiliar places.
- promote ecological awareness and personal responsibility towards the 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.

Guidelines

EOTC activities held offsite must be approved by the Principal. All overnight camps or excursions may be approved by the Board of Trustees, as they hold the ultimate legal responsibility for approved excursions. All school Health and Safety policies and procedures apply to EOTC activities.

Teachers will:

- fully plan experiences.
- obtain permission from the appropriate people and organisations before leaving school for excursions to go ahead.
- plan for and provide a detailed list of all costs involved.
- have a clear focus around health and safety.
- prepare all required and relevant documentation. They must ensure the office has a copy prior to departure.



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- complete a Risk Analysis Management form (RAMs) one month prior to trip, or one term prior to camps or overnight excursions for Board of Trustees approval.
- ensure whānau are fully informed of all information and communication is transparent.
- prepare all resources for trip prior to departure. For example: first aid kits, uniforms, equipment, medication, etc.
- monitor weather and plan accordingly.
- return all equipment when you have returned to school.
- reflect with Senior Leadership Team on return.
- follow through with and inform Principal of any changes in plans, behaviour concerns, accidents, etc.
- ensure all documentation is taken on excursions and held with teachers.

To make EOTC effective and safe, the school will:

- involve students, parents, caregivers, whānau 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.
- where appropriate, liaise with local Early Childhood Centres and with contributing and receiving schools so that EOTC programmes are co-ordinated.
- follow Ministry of Education regulations and guidelines on safety and supervision, risk management, leadership, and legal requirements. These are regularly updated and it is the responsibility of the teachers involved to ensure they have the current information.
- where possible and necessary, ensure adequate ongoing training for all staff involved in EOTC, including support staff attending approved workshops, seminars, courses and training and assessment schemes.
- prior to completion of a RAMs, staff are to ensure all aspects meet Health and Safety requirements for a safe and successful EOTC event.
- complete the school RAMs form within the appropriate timeframes.

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.

On enrolment, a permission form is signed to allow our students to move locally within in our school community. For example: to the Kamo Recreational Reserve, or walking around the community as we consider these outings to be part of our local curriculum.

Signed:  Principal. Signed:  BoT Chairperson

Reviewed: Term 2, 2020

Review date: Term 2, 2023