



# MARIST CATHOLIC SCHOOL

## PROCEDURE: Education Outside the Classroom (EOTC)

Marist Catholic School acknowledges that learning outside classrooms provides opportunities for students to develop the school values of respect, integrity, courage and humility that are embodied in our school charism. EOTC activities will be used to enhance learning.

The following procedures must be followed when planning and implementing EOTC programmes:

- Whenever possible, children will not be excluded from participating in EOTC programmes
- Approval of trips must be given by the principal and/or the board of trustees and recorded on the appropriate forms (see *EOTC Event Proposal* and *EOTC Event Approval* forms)
- Approval for EOTC programmes must be sought and given at least 14 days before the event
- Seek approval of ratios from the principal
- Medical supplies (a basic first aid kit - one per class, team or group) must be taken, including individual medication if required
- When appropriate, an operational cell phone should be included on EOTC visits (ensure fully charged)
- Permission for all school trips is sought from parents/guardians at the beginning of each year
- Parents/guardians are to be informed of all visits outside the school environment (see *Information for Parents/Whanau/Caregiver, Health Profile and Medical Consent* and *Parental Consent, Emergency Contacts and Risk Disclosure* forms)
- Teachers will provide alternative learning situations for children who are unable to participate in an EOTC activity
- Adequate ongoing training will be provided for all staff involved in EOTC activities
- Teachers should ensure:
  - all students are given the opportunity to participate
  - safe practices are taught and encouraged in all who participate
  - cost of experience is considered
  - all visits are relevant to the students' learning needs
  - parent helpers are aware of their responsibilities before the trip takes place
- Teachers planning EOTC activities must follow the safety and supervision, risk management, leadership, and legal requirements, as described in *EOTC Guidelines: Bringing the Curriculum Alive (2009)*
- Before departure a safety action plan must be completed (see *Outdoor Safety Action Plan* form). The activity leader should take this form on the event. A copy should be retained by the school contact.
- When hiring commercial operators to act as instructors within the approved programme, teachers planning EOTC programmes must ensure that the outdoor pursuit is covered by the established

- guidelines and sound professional practice principles
- Where appropriate, ensure outside contractors' / instructors' competency
  - Buses will be the preferred mode of transport but it is recognised that at times cars may be used.
  - On these occasions every student must be restrained by their own seatbelt, (the exception being where public transport is used). In addition, students under the age of 7 years must sit in a booster seat, as per Ministry of Transport Regulations
  - On buses, at least one teacher/adult must be present on each bus and all students must be seated
  - Adults act as important role models for students. Thus actions deemed inappropriate for adults Include the use of bad language. Our school camps are "dry" and NO ALCOHOL is to be taken on or consumed on school trips and camps
  - The safety of our students is a paramount consideration
  - A list of all students leaving the school on an EOTC trip must be left with the office on the day of the trip (see *Summary of Participant Information* form)
  - A report and evaluation of the EOTC event, including details of any incidents, should be filed with the board of trustees or principal as soon as possible but no later than 14 days after the group returns (see *EOTC Event Report and Evaluation* form)

***Documents that must be completed before, during and after an EOTC event:***

EOTC Event Proposal	At least 14 days before the event
EOTC Event Approval	At least 14 days before the event
Outdoor Safety Action Plan	At least 7 days before the event
Information for Parents/Whanau/Caregiver	At least 7 days before the event
Summary of Participant Information	To office on day of event
EOTC Event Report and Evaluation	No later than 14 days after the event