

**HOKOWHITU SCHOOL EDUCATION OUTSIDE THE CLASSROOM (EOTC) POLICY (2023)****PURPOSE**

Hokowhitu School Board will ensure that all children are able to make connections between the classroom and real-world experiences through safely participating in well-designed, curriculum-based experiences outside the classroom (EOTC).

**GUIDELINES**General Principles

1. Ministry of Education EOTC guidelines and regulations will be followed at all times.
2. All children are to be given the opportunity to participate in EOTC activities.
  - a. Parents will be notified in writing about all EOTC activities outside the school.
  - b. Permission is required for every trip outside the school involving transportation.
    - i. If permission is not obtained, children will not participate, and supervision will be provided at school instead.
  - c. Parents will be made aware of costs as far in advance as possible.
    - i. No child will be excluded from EOTC activities solely due to financial hardship.
3. All Hokowhitu School EOTC activities will be alcohol, drug, and smoke free.

Planning and Risk Management

4. All EOTC activities must be planned and approved in accordance with the appropriate risk category.
  - a. Low risk activities involve routine and expected activities and environments, i.e., activities in the school grounds and supervised local visits.
    - i. The minimum adult/student ratio for low-risk off-site activities will be 1:10, unless a lower ratio is approved by the School Board on a case-by-case basis.
  - b. High risk activities involve greater risk exposure than what would typically be the case at school, i.e., adventurous activities or hazardous environments.
    - i. The minimum adult/student ratio for high-risk activities will be 1:5.
    - ii. Principal approval is required for all education experiences outside the school.
  - c. Overnight activities.
    - i. The minimum adult/student ratio for overnight activities will be 1:5.
    - ii. School Board approval is required for all visits involving overnight stays.
5. All EOTC activities must be appropriately planned.
  - a. Reasonable practical steps must be taken to ensure the physical, emotional, and cultural safety of students and staff.
  - b. Staff will be provided with the time and resources necessary to visit EOTC sites for planning.
  - c. Relevant training of staff will be provided as required.
  - d. All outside providers must meet good practice criteria, and adventure activities may only be undertaken with registered adventure activity providers.

6. All EOTC activities must be appropriately documented.
  - a. The Principal will keep a register of all EOTC activities.
  - b. Documentation is outlined in Outdoor Safety Management System.

### Supervision and Oversight

7. Supervision of children is paramount for health and safety on EOTC activities.
  - a. One person will have delegated responsibility as 'person in charge' of the EOTC activity, whose leadership and oversight responsibilities are defined by Ministry of Education guidelines.
    - i. When the EOTC activity involves more than 12 children, the person in charge must be a teacher.
    - ii. Parents will be advised (on the permission slip) if the person in charge is going to be a parent/caregiver.
  - b. Parents supervising overnight activities are required to be police vetted prior to the activity and comply with relevant legislation.
    - i. The Principal will consult with the Presiding Member if any issues are identified by police vetting, before a decision is made whether or not to approve their participation in an overnight activity.
  - c. At least two people on a camp must be trained in first aid and/or have relevant medical training.
8. Drivers of private vehicles involved in EOTC activities must meet the following requirements:
  - a. Drivers must attest that they are fully licenced when expressing interest in participating and the licence must be sighted by the person in charge prior to commencement of the EOTC activity.
  - b. All vehicles used must have a current Warrant of Fitness and Registration and these must be sighted by the person in charge prior to commencement of the EOTC activity.
  - c. Drivers must ensure that all children in their vehicle wear a seat belt, and all children under the age of 7 must travel in a booster seat.
  - d. Drivers must strictly follow all road regulations throughout the duration of the EOTC activity.
9. The teacher in charge of any overnight excursion will maintain regular (at least daily) telephone contact with the school.
  - a. Any necessary changes to the approved programme will be discussed with the Principal (and/or Presiding Member) prior to actioning.

### Emergencies and Traumatic Events

10. In the case of emergencies or traumatic events, the Principal (and/or Presiding Member) must be notified immediately and the School's emergency management procedures applied.
11. If approached by the media, staff and supervisors will make no direct comment, but refer back to the Principal and/or the Presiding Member.

Review

12. EOTC policy, procedures, and programmes will be reviewed as part of the school's regular review cycle.
13. The Principal will oversee a review of each completed EOTC activity to identify whether safety could be improved, and if students' intended learning outcomes were met.
14. The School Board will receive a report on each completed high risk EOTC activity, and on any EOTC activity where any incidents have occurred.

**ASSOCIATED POLICIES/PROCEDURES/HANDBOOKS**

Legislation

Education and Training Act 2020

Health and Safety at Work Act 2015

Children's Act 2014

School Policies and Procedures

Health and Safety Policy

Sun Protection Policy

Child Protection Policy

Police Vetting Procedure

Emergency Management Procedure

Outdoor Safety Management System

Camp Parent Selection Procedure

Authorisation to Disclose Information Form

Guideline Documents

EOTC Guidelines: Bringing the Curriculum Alive (Ministry of Education 2016)

Requirements for using child restraints in New Zealand (Waka Kotahi NZ Transport Agency)

**Ratification date:** 24 October 2023

**Review date:** Term 4 (October/December) 2026

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**Presiding Member**

**Principal**