

Ashburton Borough School

"Labor Omnia Vincit"

EDUCATION OUTSIDE THE CLASSROOM POLICY

RATIONALE

Outdoor education serves to promote relevant learning through direct experience. Planned programmes should provide learning activities that encourage and enhance positive appreciation and skills for the use in the outdoor environment.

Outdoor education should support and extend classroom programmes while developing social and other identified skills.

GUIDELINES

1. In planning school trips, consideration must be given to the needs of children and to financial resources. A budget must be prepared and approved by the Principal and Executive Officer.
2. Definite educational objectives relating to the National Curriculum and to the School and class programme must be established.
3. First priority must be given to utilizing resources within the local area.
4. School visits that do not require transport –
 - Parents/Caregivers will be advised of the event prior to it taking place.
 - A staff member must accompany children and any additional supervision is dependent on the nature of the visit, age of the students and competency of the supervisor.
 - A staff member and at least two other adults per class must accompany children.
5. School Visits that do require transport-
 - Prior to the event permission and any other relevant information will be requested from parents/caregivers.
 - An adequate adult/pupil ratio that has been negotiated with the Principal must be maintained throughout the excursion.
6. Camps will take place at appropriate venues.
7. The Principal has overall responsibility for all school camps.
8. Teachers involved in organizing EOTC programmes (teachers, students, parents) will be familiar with safety practice and EOTC (Ministry of Education publication).
9. This policy will be read in conjunction with School Day Trips & Visits policy (15/91), Health & Safety Policy, Finance and EOTC Policy and Attendance at School Camps Policy (04/01).
10. The Teacher in charge will follow the prescribed procedures as outlined in EOTC Procedures (Procedure File).
11. This policy will be reviewed in accordance with the School Review Policy by the EOTC committee.
12. In the event of a serious accident/incident a safety committee will be established of appropriate individuals within the employ of the School or outside, for the purpose of review.
13. Accompanying staff have a current first aid certificate renewed bi-annually.

14. From time to time professional development will be undertaken in support of EOTC.
15. That a review of EOTC experiences will be conducted following each camp and outcomes reported to the Board of Trustees.
16. That school camps will be led by a teacher deemed competent. Competency is deemed competent in the environment (where this is not available, outside expertise is contracted).
17. That facilities are adequate and appropriate resources available.
18. If a teacher deviates from policy, practice and procedure they could be held responsible should anything go wrong.
19. EOTC experiences will be planned in conjunction with parents and other staff.
20. Where practicable children will be transported by public transport.
21. A comprehensive risk management plan will be made available to the Principal one week prior to a party leaving the school.

LEGAL OBLIGATION

EOTC activity encompasses a number of legal obligations under The Education Act 1989.

- . Health & Safety In Employment Act 1992
- . Health & Safety In Employment Regulations 1995
- . Crimes Act 1961
- . General Law

Specifically the School (including BOT/Staff) has a duty of care to students to safeguard them from harm where a reasonable person would have foreseen the likelihood of harm arising

That all practicable steps are taken to eliminate or minimize risk including a declaration from accompanying parents.

A high standard of care is owed to all participants of/in EOTC activity.

Parent consent/waiver does not exempt the School from providing the standard of care required of best practice.

The consumption of alcohol on School camps is prohibited and this will be reinforced in camp information.

.....
CHAIRPERSON, Board of Trustees

.....
Date

Review Date:..... Chairperson’s Initials:.....

Review Date:..... Chairperson's Initials:.....