



EDUCATION OUTSIDE THE CLASSROOM (EOTC) POLICY

OUTCOME STATEMENT

The Board acknowledges its responsibility under NELP for the health and safety of all participants in EOTC and ensuring that learning outcomes are met. This policy is designed to assist Waitakere SDA employees to provide quality educational experiences outside the classroom that maximize learning and safety and that meet the relevant statutory requirements and best practice guidelines.

Education is not limited to the classroom and education outside the classroom (EOTC) is seen as an important part of the educative process. The school believes in utilizing a range of environments and experiences to enhance the learning of their students. The school believes in providing students with the opportunity to participate in recreation, leisure, and sport. Such education, however, must fall within the requirements of Waitakere SDA School's health and safety policy.

DUTY OF CARE

School boards of trustees and teachers owe a duty of care to students to safeguard them from harm in situations where a reasonable person would have foreseen the likelihood of harm arising. This responsibility continues even when school activities are located away from the school and involve outside helpers, parents, or instructors, and when students participate in course packages offered by commercial operators.

Accident compensation legislation has meant that people cannot sue the board for any breach of this duty resulting in personal injury. But boards could still be sued for exemplary damages, for compensation, for property damage, or for damages for mental injury.

STANDARD OF CARE

Boards are required to meet standards in order to fulfil their legal obligations. For example:

- under the Health and Safety At Work Act 2015 collectively, the board of trustees as a legal entity holds the primary duty of care to ensure the health and safety of everybody involved with the school (staff, students, parents, members of the public) 'so far as is reasonably practicable';
- the Crimes Act refers to a standard of care that would be expected of a reasonable person;
- and there are the reasonable standards of care owed to students in cases where negligence is alleged.

The duty and standard of care apply equally to 'accommodation' as they do to activities.

Any/all accommodation must be assessed with the same rigour.



SCOPING

This policy covers Waitakere SDA employees and those who support them in the provision of EOTC activities (students in leadership roles, volunteers, and contractors).

DEFINITIONS

Terms used in this policy have the following meaning:

Education Outside the Classroom (EOTC) is any curriculum-based activity that takes place outside recognized Waitakere SDA premises and places designated for regular Waitakere SDA teaching and learning activities such as the premises of an institution or body in a learning partnership with Waitakere SDA. EOTC activities could therefore include, for example, a visit to a marae, sports facility, outdoor education camp or technology classes.

RAMS (Risk Analysis Management System) – a risk management planning tool

SAP (Safety Action Plan) – a risk management planning tool

POLICY STATEMENT

Waitakere SDA will ensure that its EOTC learning experiences are of high quality, are safe for all participants and are consistent with its statutory and best-practice responsibilities.

PROCEDURES

- At all times comply with Ministry of Education EOTC guidelines. See <http://eotc.tki.org.nz/EOTC-home>
- The Vulnerable Child Act 2014 apply equally to 'accommodation' as they do to activities. Any/all accommodation must be assessed with the same rigour.
- An appropriate planning and approval process is carried out for each EOTC event.
- Records of decision-making processes are maintained to show how Waitakere SDA School fulfils its legal and professional obligations and follows current best practice in all aspects of EOTC and Health and Safety at Work (Adventure activities Regulations 16)
- Parents/caregivers are given sufficient information to enable them to make an informed decision about whether their child participates in EOTC experiences.
- Parental consent, including risk disclosure and medical consent, and health information is provided by all adult and student participants in an EOTC event.
- Only competent activity leaders, with relevant and current skills and qualifications and relevant logged and recent experience, are approved to lead EOTC activities.
- Waitakere SDA School staff have professional learning opportunities to develop the competence required to run the activities under their responsibility.
- Where Waitakere SDA School capability is insufficient for planned EOTC adventure activities, ensure that only authorized external providers are contracted.
- In line with Waitakere SDA School Health and Safety policies and procedures, health and safety hazards and risks are identified and all reasonably practicable



steps are taken to eliminate or minimize them through application of appropriate safety management procedures.

- All circumstances and activities where safety equipment and/or clothing are necessary are identified and that such equipment and/or clothing is used when required.
- Staff and students who may be responsible for goods, materials, substances, and equipment are fully instructed about their safe use and storage in accordance with any specific regulations, standards, or codes of practice (e.g. fuel and stoves).
- Communication devices are available, and a communications plan is in place for EOTC activities.
- All staff, volunteers and students consider utilizing sustainable practices in the planning and implementation of EOTC.
- An annual self-review is conducted of the following aspects of EOTC management and reported to the School Principal and the Board:
 - learning outcomes
 - approval
 - staff, students, contractors, and volunteers
 - safety and risk management
 - emergency response
 - programme development and review.

Schedule for management of Waitakere SDA School activity types

ACTIVITY TYPE	DESCRIPTION	APPROVAL	PARENTAL CONSENT	RISK MANAGEMENT PLANNING
Short visits to local venues	(i) Lower risk environments For example: museum, art gallery, library, botanic gardens, sports and recreation events.	Principal Deputy Principal Board	Separate consent	Current health information Generic SAP or RAMS
	(ii) Higher risk environments For example aquatic environments (river, beach but not swimming), cross country run training.		Separate consent	Current health information Generic SAP or RAMS
Day trips which may include extended hours (additional risk management required)	(i) Lower risk environments – lower technical skills required For example: farm visit; day hike/orienteering in a local park or local bush; city visit; train, bus or ferry trip; swimming in pools.	Principal Deputy Principal Board	Separate consent	Current health information Generic SAP or RAMS



	(ii) Higher risk environments – higher technical skills required For example: skiing, sailing, waka ama, rock climbing, swimming in natural environments (beach, river), factory visit, forestry or agricultural field trip involving chemicals or heavy machinery.		Separate consent and risk disclosure	Current health information Specific SAP or RAMS or equivalent Other appropriate forms in appendix
Residential overnight/s	(i) Lower risk environments – lower technical skills required For example: trip to another region; sports tournaments; field trips to urban environments, historical sites and 'front country' (having well-formed tracks). (ii) Higher risk environments – more knowledge and/or technical skills required For example: overseas trips, field trips (for example, social studies, biology, geography), into natural water, bush or alpine environments, or other hazardous environments (for example, where chemicals, heavy machinery, or other hazards are present); outdoor education camps, multi-day outdoor pursuits journeys in the 'back country' (for example, biking, tramping, kayaking).	Board	Separate consent Separate consent and risk disclosure	Current health information Specific SAP or RAMS Other appropriate forms in appendix Current health information Specific SAP or RAMS or equivalent Other appropriate forms in appendix



1. Supporting documentation

TKI 1: EOTC Guidelines

TKI: Learning Experiences Outside the Classroom

Crimes Act 1961 – Revision 1 Oct 2024

Crown Organisations (Criminal Liability) Act 2002 – 30 June 2024, Revision as at 30/06/2024

Education Act 2020 and amendments – Revision 1 Oct 2024

Health and Safety at Work Act 2015 – Revision 23 Dec 2024

EOTC Guidelines: Bringing the Curriculum Alive 2016 <http://eotc.tki.org.nz/EOTC-home/EOTC-Guidelines>

Safety and EOTC: A good practice guide for New Zealand schools

http://www.tki.org.nz/r/eotc/resources/pdf/safety_and_eotc.pdf (however, note that this publication predates the passing of the Health and Safety At Work Act 2015)

Sample Form 24 *EOTC Management Self-audit Checklist* (from *EOTC Guidelines: Bringing the Curriculum Alive*, MoE 2016)

Child Protection Policy

Education Outside The Classroom (EOTC) Staff Procedures

Events, Camps and Authentic Learning Policy

Financial and HR Delegations Policy

Health and Safety Policy: Employees, Contractors, Visitors

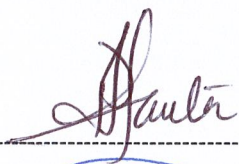
Health and Safety Policy: Students

Kiwisport Policy

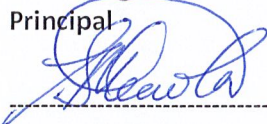
Procurement Policy

Property Management Policy

Risk Management Policy



Principal



Chairperson

26/2/2025

Date

26/02/2025

Date