



SPOTSWOOD COLLEGE POLICY ON EDUCATION OUTSIDE THE CLASSROOM

Rationale:

Social emotional and physical development, and learning in all curriculum areas, are enhanced by relevant, enjoyable and progressive experiences beyond the classroom. These experiences are to be well planned to ensure the Health & Safety of students and staff and to comply with the **National Administration Guidelines (NAG 5)**.

Purpose:

1. To provide students with relevant and enjoyable experiences which enrich and link curriculum areas.
2. To provide students with opportunities for enjoyment, adventure and challenge, both close to home and further away.
3. To develop in learners the skills needed to move with confidence and safety in urban, rural and wilderness settings.
4. To help learners develop respect for themselves, others and the environment by providing them with opportunities for personal and social development.

Guidelines:

1. Approval for EOTC experiences must be given by the Board of Trustees who may delegate to the Principal. EOTC experiences assessed as being High-risk must be signed off by the Board of Trustees prior to the activity being planned.
2. **Ministry of Education EOTC Regulations and Guidelines – “Bringing the Curriculum Alive” (2009)** will inform the Spotswood College EOTC Handbook. These are available on T Drive, the Library, EOTC Co-ordinator, SHE Chair.
3. Teachers organising EOTC events must meet with the EOTC Co-ordinator when planning their event.
4. Students will be offered a wide range of increasingly challenging experiences.
5. Where appropriate, Adventure Based Learning Principles will be applied to the EOTC programme.
6. Respect and sensitivity to others and to the environment will be encouraged.
7. Opportunities will be sought for students to experience an outdoor programme.
8. Advanced programmes of outdoor education may be offered to senior students in approved specialised programmes.

9. Procedures will be established based on the Ministry of Education Guidelines. These will include letters to parents/caregivers, checklists, templates, permission forms and information material for:
- a) Planning, review and evaluation of programmes
 - b) Appropriate training and support for leaders/staff/volunteer helpers
 - c) Promotion of EOTC and its application to other curriculum areas
 - d) Ensuring that caregivers are involved and informed and give their consent to their children's involvement.
 - e) To document all EOTC experiences including explicitly stating/writing a Risk Analysis and Management Plan.
 - f) Experiences will be categorized according to the level of risk involved – Low, Moderate, High
 - g) The quality of providers must be checked as part of teachers' planning – qualifications/experience/accreditation/safety plans/first aid certificates/operating guidelines/RAMs are to be documented using the contractors checklist and MOU templates.
 - h) Notification of best practice protective clothing and equipment to be supplied or available. Teachers must check that choices are suitable. Failure to wear best practice specialised protective clothing could result in a student being excluded from an activity.
 - i) A communication plan will be in place as part of EOTC planning.
 - j) EOTC activities will be reviewed following an event. Any accidents or near miss situations must be documented using the templates available.
 - k) The Police Checking of any accompanying adults on any EOTC event which includes an overnight stay.

Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 28 October, 2014

Signed on behalf of, and with the authority of the Board

_____ on _____ (Date)
Board Chairperson

Due for Review: October 2015

Reviewed Date: _____ Signed for B.O.T. _____

References:

- 1. Ministry of Education: EOTC Guidelines – Bringing the Curriculum Alive (2009)
- 2. Education Review Office: EOTC - Schools' Use of EOTC Guidelines (2011)