

**EOTC (Education outside the Classroom)****Rationale:**

Education outside the Classroom (EOTC) is necessary to fulfil National Administration Guideline 1, and is also effective at fulfilling the strategic aims of the school by providing additional opportunities for its students to engage, learn, and achieve.

Risks associated with EOTC must be managed in accordance with National Administration Guideline 5.

Purpose:

The purpose of this policy is to provide guidelines to ensure EOTC activities are carried out safely and competently in accordance with statutory requirements, "best practice", and Board requirements.

Definitions:

EOTC means Education outside the Classroom, and includes curricular, co-curricular and extra-curricular activities that are:

- conducted within school grounds but not inside a classroom, or
- conducted off school grounds

Curricular means directly part of courses and qualifications offered by the school, such as the NZ Curriculum, NCEA, Scholarship, and NZQA standards.

Co-curricular means in support of the curriculum but not directly required to deliver it.

Extra-curricular means not directly part of or in support of the curriculum. This refers to a wide range of activities including sport, recreation, cultural, political, arts, and community.

Board means WBHS Board of Trustees.

Scope:

This policy applies to all staff, students, whānau, volunteers, and contractors who are involved in planning, managing and carrying out EOTC activities.

Guidelines:

1. The Principal shall ensure that the school has clearly documented EOTC management procedures in place which meet the Board's statutory obligations under the Education Act 1989, the HSE Act 1992 and any other legislation in force that relates to the safety of students and employees.
2. The school's EOTC management procedures shall comply with the Ministry of Education guide 'EOTC Guidelines – Bringing the Curriculum Alive' published in 2009, and any subsequent amendments or substitutions, and these policy guidelines.
3. All overnight activities shall require prior approval by Board resolution before departure.
4. All international activities shall require prior approval-in-principle by Board resolution, before any detailed planning or fundraising is commenced.
5. EOTC activities shall be fiscally neutral to the school, in that direct costs are recovered from participants. The school should ensure these costs are recovered from participants in full before the activity commences.
6. Accounting for activity costs shall be transparent. Participants who are charged costs for activities shall receive beforehand an accurate detailed account of the activity budget, and afterwards the actual expenditure shall be available on request.

Related policies:

1. Health and Safety
2. Finance (policies x5)



References or Sources:

1. National Administration Guideline 1
2. National Administration Guideline 5
3. Health and Safety at Work Act 2015
4. Health and Safety at Work (Adventure Activities) Regulations 2016
5. Education Act 1989
6. MoE. (2016). *EOTC Guidelines: Bringing the Curriculum Alive*. Wellington, NZ. Learning Media Ltd. Retrieved from <http://eotc.tki.org.nz/EOTC-home/EOTC-Guidelines>

Management Contact:

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Review details:

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