



EOTC

Rationale:

Education outside the Classroom (EOTC) is necessary to fulfil NELP Priority 2 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 NELP Priority 1

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, "current good practice guidelines", 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.

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.

WBHS has an extensive EOTC programme offering a wide range of opportunities from low-risk local activities such as theatre visits and sport, a senior outdoor education programme providing higher risk adventure activities, and overnights including international trips.

At WBHS EOTC includes all:

- Onsite EOTC activities
- Offsite trips to local areas
- Offsite day trips
- Outdoor Education Curriculum Trips
- Overnight trips
- International trips



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Delegation of Authority:

The authority to approve the planning of EOTC is indicated by the Delegation of Authority found in the school's Safety Management Plan. This aligns the consideration of risk with the planning and approval of 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 and Training Act 2020, the Health and safety at Work Act 2015 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' 2016, and any subsequent amendments, updates or substitutions, and these policy guidelines.
3. The School recognises the need to continually improve health and safety systems for EOTC, in line with the school's Health and Safety Policy. The school shall review and monitor EOTC Health and Safety as identified in the Safety Management Plan.
4. All EOTC operating in high risk environments offsite as mentioned in the school's EOTC risk categories found in the Safety Management Plan shall require approval by Board resolution before departure.
5. All overnight activities shall require prior approval by Board resolution before departure.
6. All international activities shall require prior approval-in-principle by Board resolution, before any detailed planning or fundraising is commenced.
7. 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.
8. 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)
3. Young Person Harm & Neglect
4. Drugs, alcohol and other mind-altering substances



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5. Food and Nutrition
6. Hire of School Facilities
7. Safe School
8. Sexual Harassment
9. Smokefree
10. Swimming Pool Operation and use
11. School Vans
12. Protected Disclosures
13. Respecting Cultural Diversity

References or Sources:

1. NELP Priority 2
2. NELP Priority 1
3. Health and Safety at Work Act 2015
4. Health and Safety at Work (Adventure Activities) Regulations 2016
5. Education and Training Act 2020
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:

EOTC Coordinator

Review details:

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