

EDUCATION OUTSIDE THE CLASSROOM POLICY

RATIONALE

Baradene College of the Sacred Heart provides an education with a Special Character reflecting its Catholic faith and five goals.

Social, emotional, spiritual, physical development and learning in all curriculum areas, are endorsed by relevant, enjoyable and progressive experiences beyond the classroom and contribute to a student's development under Goal 2 "*A deep respect for intellectual values*", and Goal 5 "*Personal growth in an atmosphere of wise freedom*", of the Society of the Sacred Heart.

DEFINITION

Education outside the classroom (EOTC) is defined as 'all teaching and learning which occurs in and/or about the outdoors (*EOTC guidelines for good practice* 95), and includes outdoor pursuits, field trips, transport.

PURPOSE

The EOTC programme at Baradene College aims to:

- develop students' personal confidence and self esteem
- enhance students' learning through enjoyable, safe, first-hand experiences, in a range of environments
- increase students' awareness of, and concern for, the environment
- advance students' skills in observation, recording, reporting and analysing
- increase students' awareness of, and respect for the similarities and differences between cultures, groups and individuals
- give students opportunities to live and work with others in a wide range of situations and environments
- increase students' awareness that different branches of learning are inter-related

GUIDELINES

- The Principal will appoint a Senior Leader to be the EOTC coordinator who will be responsible for overseeing EOTC programmes.
- The EOTC coordinator will be responsible for the implementation of the Quality Management and Safety systems.
- Departmental schemes will include EOTC activities where appropriate.
- Organisers will obtain the approval of the Board of Trustees for any overnight trip and any one day trip that could be hazardous. The Board of Trustees is to be notified in advance.

- All overnight EOTC activities are to have the approval of the Principal.
- Overnight trips will be accompanied by a female staff member(s), but if this is not practicable a designated manager and chaperone with the authority of a staff member will be appointed by the Principal.
- All EOTC programmes are to be planned according to the procedures, see appendix 1 for procedures.
- EOTC leaders are to report immediately to the Principal any serious misadventure or behaviour that is cause for concern.
- EOTC programmes will be evaluated by the organizer of each EOTC trip and annually by the EOTC coordinator.
- Students will be offered a wide variety of increasingly challenging EOTC experiences.
- No student shall be excluded from appropriate EOTC opportunities for financial or cultural reasons or through disability. Programmes will encourage an awareness of and sensitivity to Maori and other cultures.
- All involved with EOTC activities will show respect for the environment and the needs and values of other people.
- Programmes will include a time for reflection when appropriate.
- There will be an annual obligation for leaders and teachers involved in EOTC to participate in approved workshops, conferences, courses and training and assessment schemes. These courses will include first aid and risk management.
- The college will provide appropriate, well maintained equipment.

CONCLUSION

The Board of Trustees recognises that EOTC is an important part of Baradene College's learning programme.

APPENDIX 1- PROCEDURES FOR EOTC

- Students will be given at least two weeks' notice of day trips and one month's notice of longer trips.
- The organiser will prepare a budget for approval and complete the appropriate permission forms.
- All EOTC programmes are to be recorded in the internal calendar.
- All EOTC teachers and leaders will use the accepted codes of practice outlined in 'EOTC Guidelines (Ministry of Education 2009)).
- All EOTC teachers and leaders, including outside providers, will have appropriate qualifications, and have a log book of all relevant activities. These should be available to view on request.
- Parents and senior students will have supervisory roles only, ie supporting an accredited leader and if appropriate be given role descriptions, risk management plans and procedures, emergency procedures and have completed their own medical forms.
- All EOTC leaders will comply with the school procedures on:
 - transport
 - supervisors
 - emergency procedures
 - dealing with the press
 - reporting to parents
- Ensure accident and incident registers are carried and completed, serious harm reported and analysis used to improve safety.
- Ensure all leaders of future trips are aware of appropriate emergency procedures as shown on the RAMS form for each potentially hazardous activity.
- Ensure overnight and pursuit based EOTC trips have a qualified first aid person present.
- Staff involved in EOTC will be encouraged to update or obtain First Aid Certificates, funded from the Professional Development Budget.
- No alcohol is permitted on activities organised by the school for students on EOTC activities.
- Supporting documents, including RAM forms, available under EOTC on OneNote.

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