



St Paul's College, Ponsonby

Policy Title:	Education Outside the Classroom [EOTC]
Related NELP:	Objective 1, Priority 1
Related NAG's:	NAG 5 - Provide a safe physical and emotional environment
Approved by:	Leadership Team
Board Approval:	May 2023
Contact:	Leadership Team
Review Date:	May 2026

PURPOSE

The purpose of this document is to outline the policy and procedures covering student participation in educational activities outside the classroom.

SCOPE

The policy is applicable to all St Paul's College employees, contractors engaged in work for the School, volunteers (Staff) and all students.

All Education Outside the Classroom (**EOTC**) must be approved in advance by either the Board or the Deputy Headmaster responsible for EOTC activities.

DEFINITIONS

EOTC is a generic term used to describe curriculum-based learning and teaching and extracurricular activities that extend beyond the classroom.

EOTC can take place on school grounds, in the local community, or in regions further afield including international locations.

All Outdoor Education activities are deemed to be EOTC activities.

EOTC staff leader/s are those who are authorised to plan, complete the documentation and facilitate the EOTC activity.

POLICY STATEMENT

Students at the School should experience educational activities outside the classroom that provide the opportunity to enhance their personal, social, academic and physical development.

The School will make provisions for such opportunities at its discretion, using procedures that reflect the Ministry of Education EOTC Guidelines and/or relevant industry standards.

RESPONSIBILITIES

The School will ensure that:

- All activities are planned, approved and documented according to the School's EOTC guidelines.
- Proposed activities will be measured against the need for Staff expertise, Staff availability/resourcing, potential risks/hazards, student capability, pre-requisite skills needed by students, pre-activity student skills training, industry and safety guidelines and curriculum requirements.
- Access to medical support will be available to Staff and students involved in any EOTC activity All of the school's Code of Conduct and regulations apply during EOTC activities.
- Staff leading Outdoor Education activities have a current first aid certificate.
- Outdoor Education programmes have appropriate Staff: Student supervision structures.
- EOTC activities will meet health and safety standards and all Staff and students must comply with those health and safety standards.



- First and second year teachers do not have sole leadership of an Outdoor Education activity unless they have appropriate and current qualifications relevant to the activity and receive Leadership Team approval.
- The programme of EOTC activities will be regularly reviewed.
- In the event of a serious incident, a review will be undertaken.

EOTC staff leaders will:

- Accept overall responsibility for the planning, documentation and facilitation of the activity.
- Seek the School's formal approval for the activity to take place, aligned to the planning and documentation provided.
- Engage the services of commercial providers for proposed activities where it is in the best interests of the students and/or School.
- Where necessary, discuss relevant risk management strategies with someone who has prior experience of the activity and review risk management strategy exemplars available from the Deputy Headmaster responsible for EOTC.
- Ensure compliance with all health and safety requirements.
- Ensure where other Staff are part of the activity, they are familiar with the risk management strategies. It is good practice to ask other Staff to sign the RAMS document acknowledging they have read and understood the strategies.
- Direct any queries relating to EOTC to the Deputy Headmaster responsible for EOTC
- Communicate as early as possible the requirements of the activity with students and parents/legal guardians.
- Ensure Staff and students (where necessary) are familiar with the health profiles of students and Staff on activities and develop risk management strategies as required.
- Be aware of the School's Trauma Plan and be ready to activate the Plan, if there is a traumatic incident.

RELATED DOCUMENTS

Education and Training Act 2020

Health & Safety at Work Act 2015

Children's Act 2014

Ministry of Education EOTC Guidelines – Bringing the Curriculum Alive (2016)

APPENDICES

The following documents provide information to staff outlining their responsibilities, guidelines and procedures related to EOTC activities:

Appendix I: EOTC Procedures

Appendix II: Student Transportation Guidelines for EOTC

Appendix III: Staff: Student Ration Guidelines for EOTC

Appendix IV: Allergy and Medication Procedures for EOTC activities

Appendix V: Accommodation Procedures for EOTC activities

Appendix VI: Incident Review Scope



APPENDIX I:

St Paul's College Procedures for EOTC

The School has documents that provide clear processes for fulfilling EOTC requirements. Individual activities must be planned, approved and implemented according to the School's EOTC documentation and guidelines (located on the school shared Google Drive).

The documents are comprehensive and cover:

- specific trip logistics,
- obtaining School approval,
- emergency contacts,
- student health details,
- risk analysis and management,
- parental consent, and
- swimming consent (if applicable).

All completed EOTC documentation must be submitted for formal review and approval to the Deputy Headmaster responsible for EOTC activities (or the Board, as required).



APPENDIX II:

St Paul's College Student Transportation Guidelines for EOTC

General

Teachers/Managers/Coaches should enable student communication with parents/legal guardians when required.

Teachers /Managers/Coaches should encourage students to leave EOTC venues promptly at the conclusion of activities. The teacher/manager/coach should check all students have suitable transport home.

Transport to out of town EOTC venues must be arranged through shared transport (bus/minibus) or through parent transportation of team members. Arrangements should be confirmed via group meetings/communications with parents/legal guardians.

Licensed Student Drivers

Students may drive themselves to EOTC venues within Auckland for EOTC events when the following criteria are met:

- (i) Students already hold a valid motor vehicle licence permit from the School, to drive their vehicle to School.
- (ii) Students do not transport others to and/or from EOTC venues, unless permission has been granted by the School and parents/legal guardians of the driver and all passengers.

Staff Transporting Passengers in Vehicle:

All staff transporting students must first check they have a valid driver licence and ensure the vehicle complies with New Zealand law. Communication must be made with parent/guardian prior to transporting student/s.

Staff must refer to and follow the College Van use procedure document



APPENDIX III:

St Paul's College Staff: Student Ratio Guidelines for EOTC

The Ministry of Education documentation guidelines do not set staff: student ratios for EOTC activities.

St Paul's College sets supervision structures that it determines are sufficient to ensure the quality and safety of the EOTC experience. The Leadership Team will approve the supervision structure on a case by case basis.

Factors which will be taken into account when determining acceptable supervision structures are:

1. Competence of Staff - Leadership and support
2. Age, behaviour, ability of students
3. Specific needs of students
4. Nature of Activity e.g. land v water; international travel
5. Environmental demands
6. Access to help in the case of emergency
7. Seasonal factors e.g. climatic factors
8. Technical Support e.g. communications / vehicles etc.

Basic guidelines the Leadership Team will work from include:

a) Cycle Touring - On Road	1:10
b) Mountain biking - Off Road	1:10
c) Canoeing/Kayaking - Grades 1-2	1:8
d) White Water Kayaking - Grade 3+	1:4
e) White Water Rafting - Grade 3+ (Guided)	1:6
f) Swimming - Sea	1:6
g) Swimming - River	1:10
h) Tramping - Bush - Accessible	1:10
i) Tramping - Bush/Sub Alpine - Moderate Isolation	1:7
j) Tramping - Bush/Sub Alpine - Extreme Isolation	1:7
k) Outdoor Activity - Specified Boundaries	1:10
l) Skifield - Skiing/Snowboarding (Controlled)	1:10

- It is recommended that tramping groups are accompanied by a minimum of three adults.



APPENDIX IV:

St Paul's College Allergy and Medication Procedures for EOTC Activities

Allergy

These procedures have been prepared to assist in preventing anaphylaxis in the management of allergies. The majority of allergic reactions are not anaphylactic. The risk of anaphylaxis in an individual case depends on a number of factors including the age of the young person, the particular allergy involved, amount of exposure and the presence of asthma.

The four steps in the prevention of anaphylactic reactions in students at risk are:

- (i) Obtaining medical information about students at risk. Students with a severe allergy must complete a health profile upon enrolment and it is the obligation of the parent/legal guardian to provide the School with any changes to the student's health profile.
- (ii) Education of those responsible for the care of students concerning the risk of anaphylaxis. This should be done by way of communication from parents via the Health profile form.
- (iii) Implementation of practical strategies to avoid exposure to known triggers.
- (iv) Age appropriate education of students with severe allergies.

For EOTC activities where there are students with severe allergies, risk minimisation procedures should be implemented including removal of items with the relevant allergy triggers.

Medication

These procedures have been prepared to assist in providing a safe environment for the use of prescribed medications when involved in an activity outside the classroom.

The Use of Epipens and Other Prescribed Medications: All students who need to carry an epipen or other prescribed emergency medication must have it on their person at all times as recommended or required by their GP/Specialist or as per their health profile. In these cases, all other risk minimisation steps such as the non-sharing of medication remain vital. While affected students should be able to administer an epipen themselves, it is their responsibility to show all Staff on the EOTC activity what the epipen looks like and where the student will have it stored. How to use the epipen in case of emergency should also be demonstrated to all Staff.

Staff are not to dispense any prescribed medication to students and there is to be no distribution of medication between students. Prescribed medication must be taken only by the intended recipient.

It is the responsibility of parents to notify Staff of current prescribed medication via the health profile or consent form before departure.



APPENDIX V:

St Paul's College Accommodation Procedures for EOTC Activities

Accommodation

These procedures have been prepared to assist in the provision of a safe environment for staff and students when involved in an activity outside the classroom which involves an overnight stay.

Accommodation must be planned, appropriate and deemed safe for an overnight stay. The accommodation details (including location and costs) must be communicated with parents via the Out of School permission slip or itinerary details. Staff and students must be aware of emergency procedures and meeting points at the accommodation.

Staff must have separate accommodation for any overnight activity.



APPENDIX VI:

St Paul's College Incident Review Scope for EOTC Activities

Should a serious incident occur during an EOTC activity, the following guidelines regarding the scope of a review of that activity will apply:

- (i) Programme objectives
- (ii) Programme preparation and formal approval process
- (iii) Competence of Staff involved
- (iv) Understanding of risks involved and the management of these risks
- (v) Role of outside agencies and providers
- (vi) Recommendations for future EOTC activities