



# Timaru Christian School Procedures

## **C7 - Education Outside the Classroom**

EOTC is defined as all those events that occur outside the classroom, both on and off-site, including all curriculum, sporting and cultural activities.

The school's EOTC activities support and enhance the New Zealand Curriculum.

EOTC activities must be approved by the principal, and overnight camps by the School Board, who hold the ultimate legal responsibility for approved excursions. All school health and safety policies apply to EOTC activities.

To make EOTC effective and safe, the school will:

- involve students, parents, caregivers, and the community at all relevant stages of planning, preparation, performance and evaluation
- be aware of cultural considerations of participants
- ensure, where possible, that students are not excluded for financial or special reasons
- provide alternative learning situations for students unable to participate
- follow Ministry of Education regulations and guidelines on safety and supervision, risk management, leadership, and legal requirements, adhering to the Health and Safety at Work Act 2015 and The Childrens Act 2014.
- ensure adequate ongoing training for all staff involved in EOTC, including support staff attending approved workshops, seminars, courses and training and assessment schemes.
- view and approve a safety action plan (SAP) prior to the excursion (through the principal). This will be given to all adult helpers, teachers and the office administrator and teachers will discuss the safety precautions with their students prior to departure.

## **Supervision**

- All events must be led by staff who are appropriately trained and competent in those areas. Competency can be measured by experience and/or qualifications. Staff have the right to say no to taking an event.
- Parents, contractors, volunteers and student leaders must be checked for their suitability to work with children and adults.

Date of last review: Term 2, 2022  
Date of next review: Term 4, 2022

Signed \_\_\_\_\_



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- On overnight trips, a male and a female staff member or volunteer must be available at all times for overnight supervision if the event includes both male and female students. A minimum of two staff members or approved volunteers must be on site at all times.

No adults (i.e., staff, instructors, visitors, or parent volunteers) participating in an EOTC activity may consume alcohol, illegal drugs, or other harmful substances.

## Supervision ratios

The supervision ratio is established as part of the RAMS. The teacher in charge determines the ratio based on the following considerations:

- the competence of the staff, including volunteer assistants and student leaders
- first aid cover
- gender, age, behaviour and ability of students
- any special needs of students (medical, educational)
- the duration and the nature of the activity, for example, whether it is land based or water based
- the nature of the site, and its remoteness
- contingency options
- access to emergency services
- the time of year
- the weather forecast

The supervision ratio must be approved by the principal.

## EOTC First Aid/Medicines

- Ensure that one adult has a current first aid certificate and that the first aid equipment is accessible at all times.
- Ensure that individual medication is administered as required and recorded (on the Medication Administered form). Medicines, except asthma inhalers, are held by the teacher in charge.
- Record any first aid treatments on a first aid log, and any accidents on the accident register. If a student sustains a head injury, monitor them for delayed concussion.
- If a student becomes ill at camp, alert the teacher in charge.

Note: No medication may be administered to a child without parental consent. Paracetamol may be given with verbal consent from a parent.



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## **EOTC Transport**

### **Private car:**

Any private car provided for students must be registered and have a current Warrant of Fitness. All parents providing transport must have their full driver's licence even if they are only transporting their own children.

Parents must travel in the most direct route to and from a destination. Any variation or stops must be approved by the teacher in charge.

Car seats must be used as required by law.

### **Public transport or chartered transport:**

The operator's licence determines the conditions of travel.

### **School or hired minibus:**

- The minibus can be driven by an adult with a car licence, as long as there is a maximum of 11 passengers.
- The driver's name and licence must be recorded by the office administrator.
- Each vehicle transporting students should carry a first aid kit, and a list of students in the vehicle.

**Note:** On overnight trips, a 'camp vehicle' must be accessible at all time in case of an emergency.

## **Parent Help**

Teachers will brief parent helpers and instructors of their specific roles, including supervision, driving guidelines, medical needs of specific students, and any other relevant information.

Parent volunteers, including camp parents, are not required to be vetted, although the School Board or management may choose to do so.



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## Parental Consent

At Timaru Christian School, parents complete, at enrolment, a blanket permission form which covers low risk activities (levels 1 and 2 as described in the table below). Parents are notified about level 2 activities.

Higher risk activities or overnight camps (levels 3 and 4) always require informed consent from parents. Informed consent forms describe the activities planned, their associated risks, and other logistical information. Each student must bring a signed permission slip from their parent before they can participate in the activity.

## Levels of activity and the consent required

1.	At school, or within the immediate local area. <b>For example:</b> Sports events, fun days, nature studies.	Blanket permission is provided on enrolment.
2.	Off-site events occurring entirely in school time and finishing no later than 4 pm. <b>For example:</b> Zone sports, class trips to the museum.	Blanket permission is provided on enrolment, but parents are informed that the event is to occur.
3.	Off-site or on-site events occurring in one day involving risk assessed to be greater than that associated with the average family activity. <b>For example:</b> water activities (apart from swimming sports), rock climbing.	Parent/caregiver informed consent is required for each specific event.
4.	Events involving an overnight stay. <b>For example:</b> school camp.	Parent/caregiver informed consent is required for each specific event.

## Unacceptable Behaviour

If a student's behaviour on an EOTC activity is unacceptable, they may have to be returned to school. The teacher in charge must document the incidents/behaviour and contact the principal before taking any action.

The principal informs the student's parents of the unacceptable behaviour and the arrangements for bringing the student back.

Relevant Legislation: Health and Safety at Work Act 2015; The Children's Act 2014

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