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## Carmel College Operational Policy 15: Education Outside the Classroom

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### Special Character statement

*Our college is the Catholic Church in action, an authentic expression of the Church's mission. Therefore, our role as a Catholic college, is, above all, to be a place where every member of this learning community can encounter the living God and our focus is on helping to form Christ in the lives of others. We do this through the Catholic and Mercy traditions.*

### Outcome statement

That all people concerned with Education Outside the Classroom (EOTC) at Carmel College understand and comply with the obligations to the health and safety of students, staff, themselves and the environment in their places of work.

### Scoping

It is recognised that safe and quality learning experiences are intrinsic to the teaching and learning process. Lessons and programmes should be based on the educational needs of students and the community, in conjunction with curriculum statements. All EOTC activities should, therefore, be appropriate to these needs and based on sound teaching and learning practices. Alongside these needs is the potential for harm/loss if programmes are not effectively managed. The degree of risk inherent in many EOTC activities makes effective safety precautions necessary.

### Delegations

If any activity has a high perceived risk, then before it takes place, it must be approved by the Board of Trustees. (See Carmel College EOTC iSite for definition of activities deemed to be "high risk".)

The Principal will appoint the Deputy Principal - Learning Organisation as EOTC Co-ordinator. S/he will be responsible for overseeing EOTC programmes.

The Deputy Principal - Learning Organisation, as the EOTC Co-ordinator, will be responsible for the implementation of the Quality Management and Safety systems.

In consultation with the Principal, the Deputy Principal - Learning Organisation, as the EOTC Co-ordinator, reserves the right to exclude any persons from involvement in any activities.

All overseas trips, overnight trips or trips longer than four days must be approved by the Board of Trustees. 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 at least three months in advance. No planning or bookings can be confirmed until the organising teacher has received approval in principle from the Board of Trustees.

The organising teacher is responsible for the health and safety of staff, students, themselves and the environment. Any delegated responsibility to a party outside the school must be in writing and signed by the organising teacher and person responsible. The programme of events accompanying the permission slip must state clearly where there is a change of responsibility.

If staff operate outside policies, procedures and guidelines as stated in the Carmel College EOTC iSite, they cannot be assured of support from the college in the event of accident, injury or death.

## Expectations and limitations

All EOTC programmes are to be planned according to the procedures as stated in the Carmel College EOTC iSite.

All activities involving students leaving the school during normal class time shall be relevant to the college curriculum and co-curriculum programme.

The Person in Charge of the activity shall negotiate with the Deputy Principal, Learning Organisation, regarding timing, appropriateness and supervision.

No EOTC activity is to proceed unless the appropriate school trip forms, as specified in the Carmel College EOTC iSite, are correct, complete and signed by the Deputy Principal, Learning Organisation.

### **Safety:**

All students have to have completed the appropriate permission and medical declaration forms and given these to the Person in Charge before participating in any EOTC activities. All accompanying adults must complete the medical declaration form.

All supervising adults must be aware of any disclosed medical conditions that exist within a group of students and have taken steps to ensure that those who need medication have it available. Action plans for any students with life threatening medical conditions must have been confirmed as read and understood by the Person in Charge. These action plans must be shared with, read and understood by all supervising adults. It is recommended that these action plans be in hard copy for all supervising adults on the trip.

All equipment bought for higher risk activities must comply with minimum safety standards for each activity as stated in the most up to date EOTC guidelines published and available on <http://eotc.tki.org.nz/EOTC-home/EOTC-Guidelines>. Persons in Charge must be familiar with the appropriate safety policies. Instructors must hold appropriate qualifications which must be included in their RAMs or must be sighted by the organising teacher.

The college encourages staff to gain and maintain appropriate skills and qualifications.

Guidelines for safe practices will be those determined by the appropriate industry standards/sporting organisations/or current Ministry of Education Guidelines available on <http://eotc.tki.org.nz/EOTC-home/EOTC-Guidelines>. Persons in Charge must be familiar with the appropriate safety protocols and procedures for all EOTC activities undertaken. The only off-site venues to be used are those which are selected on the basis that they are considered safe and suitable for the activity.

EOTC leaders are to report immediately to the Principal any serious misadventure or behaviour that is cause for concern.

All accidents, injuries or near misses must be recorded on the Incident Register on HSE Connect and the EOTC Co-ordinator will analyse for trends which may indicate unsafe practices requiring changes in policy or operational procedures on an annual basis.

All overnight trips and/or off-site activities require the attendance of a staff member and/or agent engaged by the college. (the 'agent engaged' can include a coach, manager, parent) Any activities seeking exemption of this requirement must seek prior approval by the Board of Trustees. The Board cannot agree to an exemption unless satisfied, with recorded reasons, that the outcome statement of this policy will be met if an exemption is granted.

All volunteers for overnight trips and/or off-site activities will be police vetted before attending the activity. The fact of a criminal conviction will not necessarily prevent attendance at an activity; rather, consideration will be given to the relevant nature, number and date of criminal convictions and corresponding risk arising, if any.

In addition, volunteer forms will ask volunteers to advise of any known relevant matters that the college should be aware of when considering its finalisation of volunteers.

All information received in the course of these checks, including consent forms, will be collected, used and retained in accordance with applicable legal obligations.

### **Behaviour:**

Carmel College rules and Codes of Behaviour shall apply in relation to all activities outside the classroom. This applies to students, staff and supervising adults.

There is to be no alcohol or any drugs and/or psychoactive substances other than prescription medicines (that are prescribed for an individual and declared on their medication information form) consumed by any students or adults connected with any EOTC activities for the duration of that activity.

### **Budget:**

Activities which have a financial cost to students may be highly recommended but not compulsory. If the activity is used for an assessment, there must be other opportunities for any student unable to undertake the activity to complete the assessment without prejudice. 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 activities will be self-funding. HODs can determine if an allocation of departmental funds is appropriate for any EOTC activity. A small percentage of the budget shall be calculated to allow for contingencies.

## **Procedures/supporting documentation**

*(which are available on request, subject to the provisions of Privacy Act, 1993)*

1. Carmel College EOTC iSite
2. MOE EOTC Guidelines <http://eotc.tki.org.nz/EOTC-home/EOTC-Guidelines>
3. Health and Safety policy and procedures

## **Monitoring**

Monthly report from Board of Trustees Health and Safety committee.

Review of this and related policies and procedures according to Board of Trustees annual workplan.

## Legislative compliance

Crimes Act 1961

Education Act 1989

Health and Safety at Work Act 2015

Oranga Tamariki Act 1989

Privacy Act 1993.

Vulnerable Children Act 2014

Date reviewed:	May, 2020	Next Review:	September, 2023
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