CASHMERE HIGH SCHOOL

Procedures for Education Outside the Classroom

Education Outside the Classroom (EOTC) is any curriculum based activity that takes place away from the school property. The Procedures for School Trips, Procedures for Outdoor Education and Procedures for Trips Outside New Zealand must be followed.

EOTC trips can be categorised and each category requires different levels of management procedures.

- Level 0 — Visit off-site in immediate vicinity of school.
- Level 1 — Travel to nearby city sites for academic learning activities. Usually staff are very familiar with the site and environment.
- Level 2 — Travel to a site for an organised academic or physical activity run by a commercial organisation or site less known by staff and possibly involving an element of Real risk.
- Level 3 — Whole day or multi day trip. Travel to a site for a physical activity which involves water or higher levels of Real risk. Specialised equipment is required and instructors, services or facilities are contracted.
- Level 4 — Overseas trip.

1 Trip Approval Procedure

Level 0	No approval necessary outside of the specific Faculty
Level 1	could be done verbally between the teacher in charge of the trip, and SLT in charge of trips.
Level 2/3	Proposal of trip to SLT for approval to run trip, plus approval of all arrangements on trip form. The trip is approved on behalf of Principal and BOT.
Level 4	Proposal goes to BOT who give approval or not.

2 Preparation for Event

EOTC trip proposal procedure documents, accessible in Groups/Admin/EOTC are followed. The pathway is Groups/Admin/EOTC trip planning information / trip forms to be filled out.

- Trip Procedures (explains risk level and safety requirements)
- EOTC trip form
- Parent Consent/medical declaration form
- Parent permission form for driver/passenger
- NZ Police Consent to Disclose Information form
- RAMS forms

- Venue and facility are personally and recently known or are checked out by the trip proposers.
- Information to students and parents is given weeks in advance of the activity.
- This information includes:
    - The nature of the trip and risk disclosure
    - Parental consent form (not necessary for Level 0-1 as blanket consent as obtained from parents with enrolment).
    - Request from parents for medical information about student
    - Payment arrangements made and payment progress checked
    - Swimming consent, if appropriate, from parents.

- Staffing arranged regarding competence and ratios appropriate for the event. If necessary, Instructors contracted, agreements made with providers of facilities or services and volunteers arranged.
- Volunteer helpers have all appropriate information and are fully briefed on their duties and responsibilities while on trip. All volunteers must be safety checked.
- All adults travelling with any overnight EOTC group(s) **MUST** have completed a NZ Police Consent to Release Information form and obtained a suitable police check prior to departure, including reference checks and identity checks.
- Transport and equipment arrangements made and checked.
- Risk Analysis and Management Systems (RAMS) forms are completed for the activity including risk identification, risk management and emergency procedures.
- First Aid kit for transport segment and activities arranged.
- Emergency contacts arranged
- Trip Form and check list are completed with attachments and presented to SLT/EOTC co-ordinator prior to the Trip.

3 **Trip Operation**

It is critical that procedures as set out on RAMS forms and on the Trip Forms are followed. Exceptions would be in extraordinary circumstances where changes are required. If possible the school is informed of those changes.

Medical information on students and emergency contact numbers will be accessible while on the trip.

4 Post Event

If necessary, Accident/Incident reports are made to SLT as soon as possible after the trip, and relevant forms filled out.

Review of programme carried out by the organising department and RAMS review carried out with EOTC Co-ordinator.