



KAIKORAI VALLEY COLLEGE

EDUCATION OUTSIDE THE CLASSROOM PROCEDURE

OBJECTIVES

1. To give all students the opportunity to experience the outdoors in a manner which develops respect for the environment.
2. To enable students to apply their learning to the world outside the classroom, and to enrich the curriculum with first-hand practical experience outside the classroom.
3. To enable students to develop skills to cope safely with a variety of outdoor pursuits through the principles of 'challenge by choice' in a supportive peer group environment.
4. To enhance staff-student, community-school and inter-school relationships.
5. To enhance school spirit.
6. To have fun within a safe and supervised environment.

GUIDELINES

1. The school will ensure that personnel with relevant experience will be involved in the preparation for, and practice of, Education Outside the Classroom activities. (See Appendix i for 'KVC Trip Process Flow Chart' to direct you to the correct people to see regarding your EOTC event.)
2. The school will ensure parents/caregivers are fully advised of Education Outside the Classroom activities and emergency contact procedures, in writing for High risk activities (A high risk activity is defined in 'Form B. Management Guide for EOTC Activity Types prior to an activity taking place', see Appendix ii.)
3. Risk Analysis Management Systems information on intended Education Outside the Classroom activities is to be approved by the AP/Head of Department, Education Outside the Classroom before activities take place and to be available on request. These must be submitted 7 days before the event takes place. (See Appendix iii for link to KVC Generic RAMS template.)
4. Education Outside the Classroom overnight activities proposed in addition to this must be submitted to the SLT (2 weeks prior to the trip/activity taking place).
5. Students will be given every opportunity to be involved in Education Outside the Classroom activities and encouraged to take part within a supportive environment.
6. Staff are encouraged to involve students in curricula-related excursions while considering the impingement on teaching time of other subject areas, and the costs associated around such excursions, including relief.
7. Where appropriate, participation will depend on the return of permission slips from parents or guardians.
8. The school will endeavour to offer financial assistance where possible to those students who may otherwise be unable to participate in Education Outside the Classroom activities.
9. An underlying principle behind all the Education Outside the Classroom activities will be the concept of mutual cooperation and encouragement within and between peer groups and staff.
10. Minor trips outside the school during the school day must follow the procedures outlined in the EOTC procedures.

Date of discussion by Policy Group	13 August 2008
Date of Confirmation by the Board of Trustees	13 August 2008
Reviewed	13 August 2008
Reviewed	28 September 2011

Reviewed	25 November 2015
Reviewed	24 November 2018
Reviewed	14-06-2022
Reviewed	29-08-23

Appendix i

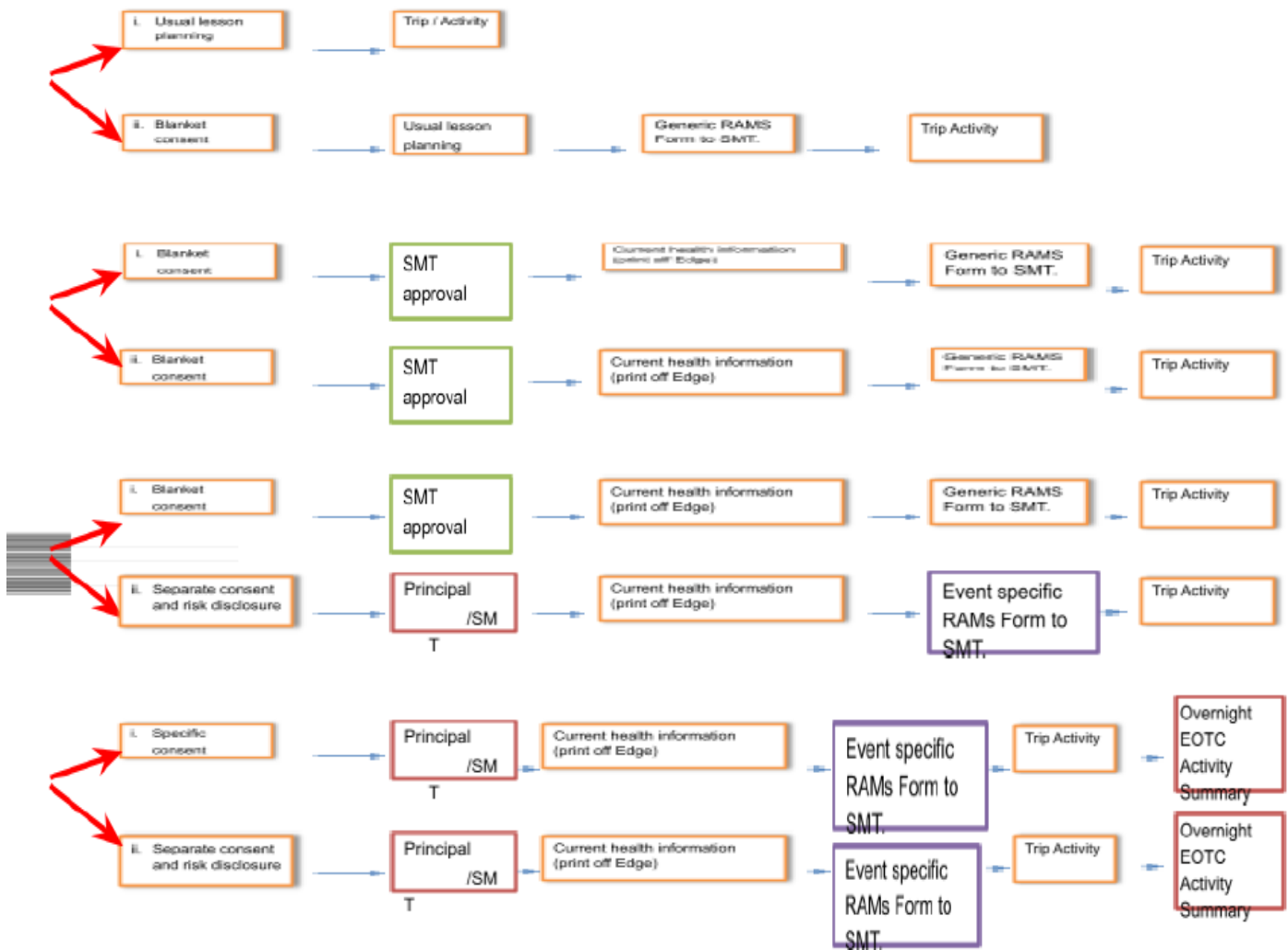
This document covers all types of EOTC, forms required to be filled out and people who are required to approve the event:

[W Form C KVC EOTC Trip Process Flow Diagram.doc](#)

EOTC Trip Process – Refer to Table 3.1 to determine EOTC Activity Type

Note: Activity/trip request forms must be submitted to the SMT at least two weeks before the trip takes place.

RAMS forms must be submitted to the SMT at least seven school days before the event.



Appendix ii

The following document covers what activities are deemed low and high risk by KVC:

[W Form B Table 3.1 Management Guide for EOTC Activity Types.doc](#)


Table 3.1

Management Guide for EOTC Activity Types

A	On site – in the school grounds	(i) Lower risk environments eg: sports day, horticulture, adventure-based learning (ABL)* activities, painting murals, measuring for mathematics.	None required	None required	Current health information Usual lesson planning
		(ii) Higher risk environments eg: school pool or climbing wall.	Blanket consent	Blanket consent	Current health information Usual lesson planning or generic SAP*, RAMS*, or similar form (see appendix 4)
B	Off site – short visits in the local community within school hours	(i) Lower risk environments eg: museum, art gallery, botanic gardens, sports and recreation events.	Senior staff or EOTC co-ordinator	None or blanket consent (school decision)	Current health information Generic SAP or RAMS or similar form (used by all staff)
		(ii) Higher risk environments eg: aquatic environments (river, beach), cross-country-run training.	Senior staff or EOTC co-ordinator	None or blanket consent (school decision)	Current health information Generic SAP, RAMS, or similar form (see appendix 4)
C	Off site – day trips, which may extend out of school hours	(i) Lower risk environments – lower technical skills required eg: farm visit; day hike in a local park or in local bush; city visit; train, but or ferry trip; swimming in pools.	Senior staff or EOTC co-ordinator	None or blanket consent (school decision)	Current health information Generic SAP, RAMS, or similar form (see appendix 4)
		(ii) Higher risk environments – higher technical skills required eg: skiing, waka ama, rock climbing, swimming in natural environments (beach, river), field trip involving chemicals or heavy machinery.	Principal or EOTC co-ordinator	Separate consent and risk disclosure	Current health information Specific SAP, RAMS, or similar form. Other appropriate forms in appendix 4.
D	Off site – residential multi-day trips further afield	(i) Lower risk environments – lower technical skills required eg: trip to another region; sports tournaments, field trips to urban environments, historic sites, and “front country” (having well-formed tracks).	Principal or EOTC co-ordinator	Separate consent	Current health information Specific SAP, RAMS, or similar form. Other appropriate forms in appendix 4.
		(ii) Higher risk environments – more knowledge and/or technical skills required eg: overseas trips, field trips into natural water, bush or alpine environments, or other hazardous environments (for example, where chemicals, heavy machinery, or other hazards are present); outdoor education camps; outdoor pursuit journeys in the “back country” (for example, biking, tramping, canoeing).	Principal or EOTC co-ordinator	Separate consent and risk disclosure	Current health information Specific: SAP, RAMS, or similar form. Other appropriate forms in appendix 4.

Appendix iii

This document is a generic RAMS for to be copies and modified in accordance with your specific EOTC event and then passed on to the relevant people as identified in the 'People Tree':

 _Form D KVC EOTC Generic RAMS Template 2022



Kaikorai Valley College	Risk Management Procedures
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The following risk management procedures are to be completed when KVC students are involved with Education Outside the Classroom (EOTC), sporting or cultural activities which are coded, Activity Type B(i) (ii), Type C(i) (ii) and Type D(i) (ii)
Please fill in your trip details and highlight the risks that are relevant to your trip.

<p>Staff member in charge:</p> <p>Other Staff / Adults:</p> <p>Drivers of Vehicles:</p> <p>Names of First Aid Trained Staff:</p> <p>Are all adults on trip vaccinated?</p> <p>Has the Canteen been contacted about School lunch requests for the trip or cancellations of orders? This needs to happen 2 weeks before your event.</p> <p>Canteen contact details are mailto:Anna@libelle.co.nz</p>	<p>Event – Please Highlight or Add to box below</p> <p>Day Walks and Activities eg Mopanui/Organ Pipes/Sandfly Bay/Tunnel Beach/Graeme’s Bush/Bethune’s Gully/Pineapple Track/Ross Creek/Orienteering, Historic sites, Urban environments, Sand Boarding, Biking, Rock climbing/Prussicking/Abseiling, Museum, Art Gallery, Botanic Gardens, Sports and Recreation events, Farm Visit.</p> <p>Student group: NB: Lists required (Copy of list to Office)</p> <p>Absences done at office before departure</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Total Numbers</th> <th style="text-align: center;">Students</th> <th style="text-align: center;">Adults</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Total Numbers	Students	Adults			
Total Numbers	Students	Adults					
<p>Contact details All numbers including venue and alternate mobile if possible.</p>	<p>Date:</p> <p>Time:</p> <p>Location:</p>						

Documentation checklist:

Approval from HOD and Senior Management **if required**.

Student Consent forms are to be available on request
Copy of **parent information consent letter** to be filed with risk management papers.

Risk Management Analysis - see page 2&3
Attached documentation and file in the main office on or before the day of the trip.

List of students and staff who are offsite to be Emailed to **ALL STAFF**.
Staff to **sign out & report absences** at the main office before leaving the school grounds.