# Board of Trustees Policy: Education Outside the Classroom (NAG 5)

## Blind & Low Vision Education Network NZ

## Definition:

Education Outside the Classroom (EOTC) is a generic term to describe curriculum-based learning that extends beyond the walls of the classroom. This can range from a museum or marae visit to a sports visit, outdoor education camp, a field trip to rocky shore or a visit to practise another language. EOTC can take place in the school grounds, in the local community, or in regions further afield including overseas (MOE “Bringing the Curriculum Alive: EOTC Guidelines 2016).

EOTC policy and processes do not cover Specialist Services (identified on the Specialist Services Standards) programmes that are developed and led by the Specialist. This includes Developmental Orientation and Mobility Specialist programmes that comply with the Specialist Service Standards as well as the BLENNZ DOM Service professional processes and risk management (see links below).

Classrooms, in terms of BLENNZ programmes, includes all teaching spaces in the Homai Campus School, Whāre Nikau, the BELS Centre and Visual Resource Centres. It also includes the Homai Campus Outdoor Learning Environment.

## Statement of Intent:

The Blind & Low Vision Education Network NZ (BLENNZ) has a responsibility to ensure all those involved with Education Outside the Classroom (EOTC) understand the obligations to the health and safety to ākonga, staff, themselves and the environment in their places of work. EOTC within BLENNZ aims to provide ākonga with experiences appropriate to their needs and environment.

## Policy Requirements:

1. The Principal is to ensure that an EOTC procedure and associated processes are in place within the school that are current, known to staff, and:

1. Meet all legislative requirements.
2. Meet all current MOE requirements.
3. Provide for curriculum needs.
4. Reflect best practice
5. Meet the requirements of this Policy

2. The Board will meet its obligations through the Principal and staff who:

1. Ensure EOTC proposals have clear and justifiable learning outcomes for ākonga;
   1. Promote learning in all areas of the BLENNZ curriculum so that ākonga are assisted to achieve to their full potential.
2. Ensure staff involved in EOTC activities are aware of all legislative requirements.
3. Provide detailed planning to ensure our duty of care to ākonga is paramount
4. Proposals must follow the current BLENNZ procedures
5. Include financial costs to both the school (including teacher relief costs) and ākonga within any proposal
6. Because the Board has entered in the MOE Donation Scheme, ensure no funds or fees are sought from ākonga for any EOTC activity which is part of the required course or compulsory curriculum for those ākonga who enrolled on the BLENNZ Homai Campus.
7. Ensure the EOTC activity organiser liaises with other PCBU (Person Conducting a Business or Undertaking) to ensure health and safety responsibilities are documented and met.
8. Provide alternative learning programme for ākonga who are unable to participate.
9. Ensure all staff members and assisting adults (including non-staff members) have current Police vetting checks.
10. Ensure all staff involved in EOTC activities have adequate and on-going training provided to them; and
11. Ensure that normal school rules apply during EOTC experiences.

3. Staff will ensure that they consult with their line manager prior to the commencement of EOTC planning.

4. Informed Parent/Caregiver consent is always required before an ākonga is involved in an EOTC programme. This consent is to be fully informed through providing information and every aspect of the activity that is not a ‘normal school day’, including transport risks and requesting specific ākonga requirements.

5. Staff will ensure all BLENNZ processes for planning and approval are followed:

1. Staff to ākonga ratios will be determined in respect to ākonga need and risk assessment. Where ākonga on the activity being undertaken are assessed as requiring greater levels of support the ratio may be reduced to 1:1.
2. All low/medium risk EOTC experiences will require risk assessments and management plans to be completed and approved 1-2 weeks prior to the event by the appropriate line manager and/or Co-ordinator. Approval of low/medium risk SOP (Standard Operating Procedure) will be approved by management as per delegated authority.
3. All high risk EOTC experiences will require an event proposal, risk assessments and management plans to be completed. Once approved by the appropriate line manager and Coordinator they are then submitted through the appropriate Senior Manager to the BLENNZ Board 6 weeks prior to the event. High risk RAMS will be approved by the Board of Trustees through its RAMS Sub Committee. The Board of Trustees will consider and is responsible for approving all EOTC activities which:
   1. Include an overnight stay outside of the BLENNZ Homai Campus accommodation.
   2. Include water in any way, including being in the water (wading, swimming etc.) or on the water (kayaking, boating, sailing). This does not include travel on public transport such as local ferries.
   3. Have a reputational risk to the school
   4. Are referred to the Board by the Principal; and
   5. Are referred to the Board by the EOTC organiser after having been considered and declined by the Principal

6. Any delegated authority to a party outside of BLENNZ is to be done using the External Provider Agreement Form. External providers contracted to provide Adventure activities (as defined by the Health and Safety at Work (Adventure Activities) Regulations, 2016) must provide registration details. BLENNZ staff hold ultimate responsibility for the EOTC activity including the termination of any activity due to safety reasons.

7. Activities that are to be approved by the Board are to be appraised by the Principal first. The purpose of this is to ensure that the proposal is:

1. Complete.
2. Meets the expectation of the school; and
3. Has the Principal’s consideration recorded before the Board Chairperson receives it.

8. The Board of Trustees Chairperson has the delegated authority of the Board to consider and approve EOTC activities which require the Board’s approval. Noting that this consideration can include.

1. Seeking further information,
2. Approval in principle only, based on a condition or caveat that needs to be met before full approval will be considered and/or given.
3. Approval in full, this being the only approval which enables the activity to proceed.

9. The Board Chairperson can forward any EOTC application that requires Board approval to a meeting of the Board for their guidance, or for the Board itself to consider a specific EOTC application.

10. Any serious misadventure or behaviour that occurs during an EOTC event must be immediately reported to the appropriate Senior Manager or Principal if the Senior Manager is unavailable. Notification of circumstances of accident or serious harm will be recorded in the Accident/Incident Register and will be analysed for trends which may indicate unsafe practices requiring changes in policy or operational procedures on an annual basis. This will occur through the BLENNZ Health and Safety Committee.

11. A post EOTC review/debrief including a review against the RAMS will be undertaken at an agreed time at the conclusion of high risk EOTC outings. This report will be forwarded to the appropriate Senior Manager and then to the Board of Trustees (through the Principal). The Principal will provide report to the Board at each board meeting of all High Risk EOTC activities.

12. This policy should be read in conjunction with the MOE EOTC Guidelines and other official requirements.

## Supporting Documents:

[Link to MOE website - EOTC Guidelines](http://eotc.tki.org.nz/EOTC-home/EOTC-Guidelines)

[Link to Government Legislation Website-Vulnerable Children's Act](http://www.legislation.govt.nz/act/public/2014/0040/latest/whole.html)

[Link to Government Legislation - Health and Safety at Work Act](http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html)

[Link to MOE Guidelines - Early Childhood EOTC Ratios](http://www.myece.org.nz/centre-mininum-legal-requirements/129-minimum-adult-child-ratios)

[Link to Specialist Services Standards 2015](https://www.education.govt.nz/assets/Documents/School/Supporting-students/Students-with-Special-Needs/ORS/Specialist-Service-Standards-February-2015.pdf)

BLENNZ Safety Management Plan

DOM Operational Documents:

* DOM Service Professional Process
* DOM Service Risk Management Policy / Safety Action Plan

(The above can be found in group-drive/DOM active docs)

Approved:  (Chairperson)

Date: 25 February 2022

Next Review: 2024