



TE AWAMUTU COLLEGE

POLICY STATEMENT ON EDUCATION OUTSIDE THE CLASSROOM

Rationale

Education is not limited to the classroom; education outside the classroom is seen as being an important part of the New Zealand Curriculum. Risk management procedures will be followed for all educational experiences outside the classroom.

Purposes

1. To manage education outside the classroom in a safe environment.
2. To encourage curricular and co-curricular education outside of Te Awamutu College.
3. To meet the requirements of the Health and Safety Act.

Guidelines

1. All coaches and managers of sports teams or cultural groups or music groups and any parents going on overnight school camps/trips must complete a "Police Vetting" Form. This is to be given to the Principal's PA well in advance (at least two weeks) of season beginning or activity taking place.
2. Completed EOTC Application Form(s) will be given to the designated Deputy Principal at least two weeks before the trip. Medium and High Risk Activities must also complete Form B which includes a "Risk Analysis and Management System" section.
3. In the case of an overseas trip, three months notice will be required and, in this case, consultation should occur directly with the Principal. The proposal will be discussed by the Senior Management Team and, where appropriate, a recommendation will then be taken to the Board of Trustees.
4. For overseas trips, the Principal will be kept informed of progress once the trip has been approved, and copies of all written material should be checked by him/her before issue.
5. Staff must take care to ensure that all trips are self funding, and should a trip run at a loss, that loss will be charged to their departmental budget or elsewhere, at the Principal's discretion.
6. On all occasions, the Ministry of Education and Department of Labour staffing/guide/instructor ratios must be adhered to.

CHAIRPERSON

DATE

16/10/13

PRINCIPAL

DATE

16/10/13