



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

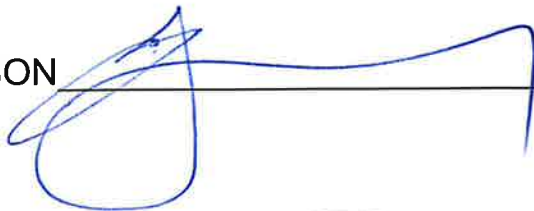
1. To manage education outside the classroom in a safe environment.
2. To encourage curricular and co-curricular education outside of Te Awamutu College.
3. To meet the requirements of the Health and Safety at Work Act, (2015) including Health and Safety at Work (Adventure Activities) Regulations (2016) and the Vulnerable Children Act (2014).

Guidelines

1. All coaches and managers of sports teams or cultural groups or music groups and any parents/caregivers 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 four weeks**) of season beginning or activity taking place.
2. An EOTC Pre-Approval Form is to be submitted to the Principal if there is school funding and/or payments by parents/caregivers required.
3. Completed EOTC Application Form(s) will be given to the designated Deputy Principal **at least three weeks** before the event/activity. The DP will advise what further EOTC Planning Documents need to be completed and submitted **at least one week** before scheduled activity. EOTC trip/activities can not proceed without Final Approval is signed off by DP (EOTC).
4. In the case of an overseas trip, a minimum of six 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. (A lead in time of eighteen months is preferred to enable sufficient time for group/team fundraising)

5. 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. During the trip, adequate updates should be supplied to the Principal/DP EOTC.
6. 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.
7. On all occasions, the Ministry of Education Guidelines and WorkSafe NZ regulations pertaining to all matters concerning EOTC must be adhered to.
8. The MOE document "EOTC Guidelines: Bringing the Curriculum Alive" will be adhered to.

CHAIRPERSON



DATE

28/6/2023

PRINCIPAL



DATE

27/6/23