

Kaiapoi High School Board of Trustees – Policy and Procedures

KAIAPOI HIGH SCHOOL

EDUCATION OUTSIDE THE CLASSROOM

(EOTC)

POLICY and PROCEDURES

FOR BOTH ON- and OFF-SITE EVENTS

Part of the KHS Curriculum Policy and Procedures (NAG One)

Also related to the KHS Health and Safety Policy and Procedures (NAG Five)

Also related to NAGs 2, 3, 4 and 6

EOTC POLICY

Why we have EOTC at KHS

Firstly, students at KHS have ready access to the beach, the rivers, the mountains, the bush of Canterbury (and beyond), and the urban environs of Christchurch, Kaiapoi and other towns. For many these areas are part of their playground. They need to learn how to be safe.

Secondly, the teaching staff believe in utilizing a range of environments and experiences to enhance the learning of their students.

Engaging in EOTC

The Teaching and Learning staff are responsible for the writing of the specific goals and outcomes for any EOTC episode. *Appendix One* contains suggestions in the areas of knowledge and understandings, skills and abilities, and attitudes.

To ensure the safety of all students, employees, volunteers and contractors the following procedures constitute the Kaiapoi High School Safety Management Systems.

EOTC PROCEDURES

This document has been organised under the following headings:

- 1 INTRODUCTION**
- 2 PLANNING AND APPROVAL**
- 3 PARENTAL CONSENT including information to parents**
- 4 SUPERVISION**
- 5 RISK ANALYSIS AND MANGAGEMENT SYSTEMS (RAMS)**
- 6 TRANSPORT**
- 7 INCIDENTS**
- 8 EQUIPMENT**
- 9 REVIEW**
- 10 OTHER**
- 11 APPENDICES**

1. INTRODUCTION

1.1 Whenever the term *staff* is used in this document it means those adults employed full-time, part-time, as volunteers and those on a contract basis by the Board of Trustees (BOT).

1.2 The BOT have directed that management be responsible for all EOTC matters.

1.3 EOTC is defined as all those events that occur outside the classroom, both on-, and off-site, including all curriculum, sporting and cultural activities.

1.4 Levels of EOTC have been identified. They are:

Level 1: School environment

Level 2: Off-site events occurring entirely in school time or finishing by approximately 6pm.

Level 3: Off-site events finishing after approximately 6pm.

Level 4: Off-site events occurring in one day involving risk assessed to be greater than that associated with the average family activity. (skiing, water activities, valley and mountain activities, visits to places where there is lots of machinery and/or chemicals)

Level 5: Events occurring over night.

2. PLANNING AND APPROVAL

2.1 The Deputy Principal must approve for inclusion on the school calendar, any events that remove students from other curriculum classes, as early as 1st December the previous year.

2.2 In the planning phase, approval must be given by the Head of Faculty for the event goals and objectives.

2.3 The planning must be approved by the Deputy Principal or EOTC Coordinator (*or Management in the absence of the DP*) for all Level 2 to 5 events. See the appropriate level checklist for the approval process in *appendix two*.

2.4 Where possible approval is required at least three weeks before the event.

3. PARENTAL CONSENT, including Information to Parents

There is no legal requirement for parental consent for EOTC events. It is Kaiapoi High Policy that consent be obtained as described below.

3.1 Disclosure of the risk, along with logistical information must be conveyed to the parent/caregiver (letter, logbook or phone call are acceptable methods of communication). *The following checklist should be considered when designing the information letter: date of letter, name and date of event(s), start and finish times, group or individuals involved, venue address/phone number/description, curriculum objectives/purpose of event, transport arrangements, staffing including relevant experience and qualifications, costs if any, clothing and equipment required, rules both school and event (for example, smoking, alcohol, and illegal drugs, and unsafe behaviour policies), contingency plans, date by which to return consent form and health profiles, other relevant information, signature of author.*

3.2 Parental/caregiver consent for Level 1 and 2 EOTC events is obtained at enrolment time as from November 2003.

3.3 Parental/caregiver informed consent is required for all students participating in Level 3, 4 and 5 events. *See appendix three for examples of parental consent.*

3.4 Blanket consent at the start of a series of events is acceptable for Level 3 and 4. For Level 5 consent is required for each event.

EOTC: A QUICK CHECKLIST REGARDING PARENTAL CONSENT

This list to be added to by staff

This list to be added to by staff

<p>LEVEL ONE ON SITE That is using the school environs. <i>Parental consent: Blanket on enrolment at KHS.</i></p>	<p>LEVEL TWO Off-site events occurring entirely in school time or finishing by approx 6pm (includes teams involved in Volleyball, Cricket and Basketball. <i>Parental consent: Blanket on enrolment at KHS.</i></p>
<ul style="list-style-type: none"> • Creating a chess area within school grounds • Counting students entering the school • House fun day 	<ul style="list-style-type: none"> • History trip to Lyttelton • Mairehau exchange • Friday night basketball • Monday night volleyball • Lincoln cricket match • Wednesday sport • 10A Social Studies trip to the movies • Geography within the period visit to downtown Kaiapoi • Agriculture farm visit • Turnaround programme
<p>LEVEL THREE For off-site events finishing well after 6pm. <i>Parental consent: Specific event consent required.</i></p>	<p>LEVEL FOUR For off-site events occurring in one day involving risk assessed to be greater than that associated with the average family activity. <i>Parental consent: Specific event consent required. *</i></p>
<ul style="list-style-type: none"> • Court theatre visit 8-11pm • Ashburton netball Tourney 8am-10pm • Evening trip to the Movies 	<ul style="list-style-type: none"> • Ski trip • Surfing • OREC weekly practicals* • PE Rock climbing • OELS Course* • Agriculture field trip where there are chemicals* • Any water activity <p>* blanket permission can be obtained at the start of the year by the teacher running this course</p>
<p>LEVEL FIVE That is for events occurring overnight. <i>Parental consent: Specific event consent required.</i></p>	
<ul style="list-style-type: none"> • Boyle camps • Rotorua Geography trip • Biology Kaikoura trip • OREC Murchison kayaking 	

4. SUPERVISION

4.1 Competent staff must lead all events. *See appendix four.*

4.2 Competency can be measured by experience and/or qualifications. In the case of the former the use of 'attestation by a colleague' is recommended. *See appendix five.*

4.3 Staff have the right to say no to taking an event.

4.4 Parents, contractors, volunteers and student leaders must be checked for their suitability to work with children and adults. *See appendix six.*

4.5 Parents, contractors, volunteers and student leaders must be briefed by the Teacher in Charge (TIC) regarding the objectives of the trip, specific roles and responsibilities, risk management for all parties including self, and school policies (the involvement of parents, contractors and volunteers in development the RAMS is highly desirable).

4.6 All staff taking students to the bush, the sea, the river, and the mountains must be fully conversant with, and capable of implementing, the KHS Contingency Plans for First Aid, Search, Rescue, Evacuation, Fatality and Follow up. *See appendix seven.*

4.7 Contracts must be written up and agreed upon by signature when individual contractors or providers are contracted into a supervisor and/or instructional role. *See appendix eight.*

4.8 The **supervision ratio** must be established as part of the RAMS and therefore approved. The ratio is a decision of the Teacher in Charge, and will be based on the following: Competence of staff including volunteer assistants and student leaders, First aid cover, Sex, age, behaviour and ability of students, Special needs of students (medical, educational), Duration and nature of activity – land based, water based, Nature of site, Site requirements (e.g. permits), Contingency options, Access to emergency services, Season, weather forecast and remoteness of site.

Special note on Ratios:

A ratio shows the number of skilled/experienced supervisors compared to the number of novices involved in an EOTC event (at times adults may be novices). It is important that the ratio ensures a high quality learning experience and safe event. Ratios for EOTC are hard to prescribe, as they will vary according to student needs, age group, activity, location and competence of staff involved.

If in doubt, be conservative and/or seek professional advice when deciding on ratios.

4.9 A list of all students must be left at the school office for all off-site activities.

4.10 A list lodged by a teacher covers the KHS sign out requirement.

4.11 Students must either sign in themselves or the staff member must report to the office when returning from an event.

4.12 Staff must be appropriately trained and competent in the event elements being delivered by that staff member. The Principal, through the HOF is responsible for ensuring this is the case.

4.13 It is expected that respect be shown for environment, other people and property. *See appendix nine.*

4.14 Student Cell phones are banned form all EOTC events

4.15 Staff are required to get students to agree to follow the KHS Code of Behaviour, the School Rules and Risk management requirements. *See appendix 16 for student contract.*

4.16 Staff must ensure that students experience “Challenge by choice” (that is, they are not forced to participate).

5. RISK ANALYSIS AND MANAGEMENT SYSTEM (RAMS)

5.1 All EOTC events must have a Risk Analysis and Management System (RAMS). A Safety Action Plan (SAP) is acceptable. The use of generic RAMS is acceptable practice provided they are reviewed prior to use, adjusted to meet student needs, environmental situation/conditions. *See appendix ten, for proforma, transportation and examples.*

5.2 The RAMS must be signed-off by the Deputy Principal or EOTC coordinator or Fiona Hall. **This must occur at least 24 hours before the start of the activity in the case of a reviewed RAMS and 48 hours in the case of a new RAMS.**

5.3 In completing the RAMS the following must be identified:

- Undesirable outcomes (risks/losses).
- Causal factors/hazards.
- Management strategies to deal with all hazards, these include industry standards, Best practice and KHS requirements.
- Contingency plans for emergency situations. *See appendix seven.*
- Equipment factors, including any hazards associated with use.
- People factors, including any hazards associated with them.
- The special needs (Health, medical, supervision, educational/IEP, diet and other) of staff and students.
- Environmental factors, including associated hazards.
- Student and staff swimming competency. *See appendix 11.*

5.4 Appropriate equipment for emergency evacuation and emergency first aid shall be available at all events and en route to events e.g. phone, cell phone, mountain radio, first aid kit.

5.5 Hazards identified that cannot be easily eliminated, isolated or minimized must be reported in writing to the Health and Safety officer and the EOTC coordinator. *See appendix 12 for Hazard Inventory and 13 for Venue Checklist.*

5.6 Staff must be familiar with the environment/area where programme activities will take place. *See appendix 13.*

5.7 Staff must ensure that students are informed of the hazards, the Management strategies and the Contingency plans.

5.8 The Teacher in Charge must ensure that all staff have a copy of the RAMS and that this is taken with them into the field. (Your pocket is a good place for your RAMS).

5.9 In the case of water events, staff are to check for specific hazards; take action to eliminate, isolate and minimize; and record and report these hazards and their actions to EOTC coordinator.

Note: in the case of swimming, river and beach activities where there are multiple groups there must be a person monitoring the whole event.

5.10 Diving into pools other than supervised public swimming pools where a board is provided for that purpose is prohibited. Jumping feet first into a pool which has been physically checked by a staff member immediately prior to the event is acceptable.

6. TRANSPORT

6.1 The situation of a teacher driving a hired bus is subject to Ministry of Transport regulations and Deputy Principal approval.

6.2 A list of names of those on board must be carried on all vehicles transporting KHS students.

6.3 A first aid kit must be carried by all vehicles transporting KHS students. This includes student driven cars.

6.4 Each student must have a seat and use the seat belt when provided. NB: a car with five seat belts can only transport five people.

6.5 Staff driving vehicles must have the appropriate license under NZ law.

6.6 All vehicles used must have current Warrant of Fitness and Registration.

6.7 KHS mini buses can be driven by the holder of a car license provided there is a maximum of 11 passengers.

6.8 Students are not permitted to drive a KHS mini bus except when it is necessary to get the teacher to immediate medical care and only under the following circumstances. Prior approval has been given by caregivers for student X, a licensed driver, to be the designated driver.

6.9 Parents, contractors, volunteers must have their name recorded with the Principal's PA or the TIC prior to driving a KHS mini bus. The appropriate license must be sighted by the Principal's PA or the TIC of the trip (legal and insurance purposes).

6.10 Licensed students may drive cars for school events provided approval in writing has been obtained from the parents/caregivers for the driver and all the passengers. The names of driver and passengers must be sighted by all parties prior to approval being given. The student's license must be sighted by the TIC. *See appendix 14.*

7. INCIDENTS involving staff and/or students

7.1 The OSH Incident/Accident Register available at the school office is to be filled out following any Incident/Accident not causing serious harm.

7.2 The OSH Incident/Accident Register report available at the school office is to be filled out following any Incident/Accident resulting in serious harm. In the case of serious harm a copy must be sent to OSH within seven days. OSH should be notified before the scene is interfered with. ***See OSH Incident/Accident Register in the main office.***

7.3 The OSH Incident/Accident Register report available at the school office is to be filled out following any near miss situation.

7.4 The principal must be informed where there has been serious harm to a student and/or staff member.

7.5 Annual safety reviews will be carried out by the EOTC coordinator and reported to the School's Health and Safety Officer.

7.6 Accidents/incidents will be reported to the Ministry of Education through the national database by the EOTC coordinator.

7.7 All procedures recorded in the KHS Health and Safety Policy and Procedures apply to EOTC.

8. EQUIPMENT

8.1 Activities and circumstances for which safety equipment should be used are identified by the TIC of the event.

8.2 Safety equipment and/or clothing is provided to all staff and students and must be used/worn.

8.3 Staff and students are instructed in the safe use of all equipment including safety equipment.

8.4 Where staff and/or students provide their own safety equipment and/or clothing this must be monitored by the TIC of the event and where appropriate the EOTC coordinator.

8.5 Safety equipment must comply with NZ Standards and Codes of Practice.

8.6 Use and maintenance log is kept for all safety equipment. ***In the case of Outdoor Education see Log in OE Shed.***

8.7 All equipment is stored is appropriately.

8.8 Changing of fuel bottles for cookers is the sole responsibility of staff.

8.9 School first aid kits must be carried for all events and their use reported to the EOTC coordinator who will re-supply them.

8.10 There is a communication system in place for all events.

8.11 Where appropriate the TIC must establish protocols for food, water, waste, flora and fauna. These should be included in RAMS.

8.12 Facilities must be checked prior to the event where appropriate, an inventory kept and maintained by the EOTC coordinator. ***See Appendix 13.***

9. REVIEW

9.1 Each event must be reviewed by the TIC and the result lodged with the EOTC coordinator. *See appendix 15.*

9.2 Annual reviews will be carried out by the EOTC coordinator and reported to management.

9.3 The EOTC procedures will be reviewed annually by the EOTC coordinator.

9.4 Any External Review Process shall be determined by the BOT Chairperson.

9.5 The Board of Trustees through the Principal, Head of Faculty and EOTC Committee will monitor and review all events.

10. OTHER

10.1 Trust falls are part of the Y10 programme and must not be used prior to then.

10.2 Abseiling is an activity reserved for year 10 and above students

10.3 Sequencing must be a key component of any activity and programme.

EOTC POLICY AND PROCEDURES APPENDICES CONTENTS

- 1 Goals, Outcomes and Rationale. Supplements the Policy.
- 2 Planning, Approval and Implementation Checklists for each of the Levels:
a) L1 b) L2 c) L3 d) L4 e)L5
- 3 Sample Parental consent forms b) combo letter and consent for levels 3 and four c) camp letter and consent(L5) d) Rotorua trip letters and consent (L5) a) the EOTC Agreement with parents re Levels 1 and 2.
- 4 Staffing and supervision a) guidelines b) staff competency checklist.
- 5 Attestation form.
- 6 Volunteers. a) offers of help b) competency checklist.
- 7 Contingencies. A) the EOTC Contingency plans b) emergency contacts.
- 8 Providers and contractors. a) contractor checklist b) individual employment agreement c) agreement with provider d) NZOIA Code of practice e) contractor role and responsibilities.
- 9 (a) Environment code and (b) Equity issues.
- 10 RAMS a) proforma b) guidelines on how to fill out
 c) generic transportation d) generic indoor sport
 e) generic outdoor sport f) Kaiapoi environs
 g) River Crossing h) Court Theatre
 i) Rotorua transport j) Rotorua all activities
 k) Ruapehu adventure
- 11 Swimming competency.
- 12 EOTC hazard inventory.
- 13 Venue/facility checklist.
- 14 Student drivers and passenger permission.
- 15 Event review/report.
- 16 Student contract .