

Hagley College Education outside of the Classroom Policy

Goal: The goal of this policy is to encourage education outside of the classroom whilst ensuring the safety of staff and students through a clearly defined risk management process.

Rationale: A procedure for education outside the classroom is necessary to ensure the safe running of a trip or event. Part of ensuring the safety of staff and students is identifying potential risk and then minimising, reducing or eliminating that risk as required. Education outside of the classroom is an opportunity for students to experience learning in a specific context and can enhance the learning process.

Related Policies: Health and Safety Policy

Child Protection Policy

Operational Procedures: A number of documents work in conjunction with this policy

1. Introduction

Where the term staff is used in this document it applies to adults employed full time, part time or a paid to assist on the trip in some way. This differs from a volunteer who under the Health and Safety at work act does not qualify as a 'worker'

The Deputy Principal: Student Wellbeing is responsible for the day to day running of education outside of the classroom

The line of responsibility is represented below

Teacher -> Head of Department -> Deputy Principal -> Principal -> Board of Trustees

2. The classifying of an EOTC event is the first step in determining the risk. The 'Bringing the Curriculum Alive' document is the reference for the following classifications. See Appendix A

Event Approval:

In the planning phase, all trips and activities must be approved and supported by the relevant Head of Department. If the EOTC event is an overnight trip the Board of Trustees must approve the trip. The risk management can be approved by the Deputy Principal: Student Wellbeing for over night trips and trips where there is higher perceived risk.

See the checklist document, in Appendix A which outlines the stages necessary to be completed for a well planned trip.

Parental Consent is required for all students participating in events outside of school hours, out of town and activities classified as C or D or if the students are being transported by vehicle.

Generic consent can be given by parents to allow students to be taken offsite, during school hours for low risk activities (Classified as A or B) From January 2018 this will be obtained during the enrolment or reenrolment process

Supervision:

Competent staff must lead all events

Staffing for an education outside of the classroom activity, where relief is required, must be approved by the Deputy Principal: Staff Wellbeing

All staff, volunteers and contractors involved in EOTC must be police vetted to ensure the safety of all parties

Staff must be aware of the expected outcomes of the trip and familiar with basic first aid and crisis management.

A qualified first aider will attend all overnight trips, out of town trips and/or activities classified as C or D

Ratios are no longer as important as the roles and responsibilities of each staff member. It is important that when considering the number of staff to be on a trip that a contingency is made for staff injury/illness

If driving long distances where fatigue maybe a factor a second driver must be available and included in the staffing numbers in alignment with 2017 EONZ guidelines in response to driver fatigue

Regular inventory of staff to be completed by the Deputy Principal: Student Well-being with the aim of identifying the skills and experiences of the staff in managing, participating or assisting with Education outside of the classroom.

Risk management

All EOTC events must have a risk analysis and management system (RAMS) Use of generic RAMS is acceptable practice provided they are reviewed before use, adjusted to meet student need and environment.

The process of identifying potential risk and strategies to isolate, minimise or eliminate risk is the valuable part of this process.

It is good practice for staff to be familiar with the area/environment where the activities will take place.

Briefing students on risk and strategies to manage risk maybe is a valuable learning experience and in the right context having students involved in identifying and managing risk maybe useful.

The RAMS must be viewed by all staff members and be aware of their individual roles and responsibilities in managing risk

A first aid kit must be available for the trip along with the crisis management steps, which are printed on a card in the first aid kits.

Transport

Transporting students to and from an activity is likely to have more risk than the activity itself.

Staff must have the correct licensing and experience for the conditions they are likely to encounter.

All vehicles are to be appropriately warranted and registered

Students are not permitted to drive a College minivan. If a student is appropriately licensed and wants to take their own vehicle on local trips they can with written parent permission.

A student can drive another student with written parent permission from both the driver and passengers.

Specific transport risk management should be included in the RAMS where there may be the risk of factors not likely to be encountered during normal daily driving experiences. This may include towing a trailer, driving on gravel or with chains.

Injuries, accidents and incidents

If a student or a staff member is involved in an incident make sure an incident form is filled in detailing the incident and take specific notes including pictures if this is helpful.

Inform the parent if necessary and contact the College to inform them.

If it is a serious incident and requires hospitalisation or meets the criteria for a notifiable injury, work safe New Zealand must be notified.

All procedures in the Hagley College Health and Safety Policy apply for Education outside of the Classroom

Equipment

Activities for which safety equipment should be used are identified by the Teacher In Charge of the activity

Safety equipment and or clothing must be provided to all staff and students and used when and where it is appropriate

Staff and students are instructed on how to best use this equipment

Safety equipment must comply with NZ standards and codes of practice

A use of a maintenance log is kept for all safety equipment. Refer to Outdoor Education Systems Manual

All equipment is stored appropriately

Protocols for food, water and waste on camps are set up and explained to students

Supporting Documents available on Sharepoint

<https://hagleyschool.sharepoint.com/staff/SitePages/EOTCDocs.aspx>

- Appendix 1 – Categorising the risk by activity type
- EOTC Checklist and RAMS Form Template
- EOTC Health and Permission Form
- EOTC Relief Request
- RAMS example – Kayaking at Purau
- Accident and Incident Report Sheet
- Equipment Log
- Generic RAMs for transport
- Generic RAMS for category and A and B events

Review date – Dec 2019

Signed

Chairperson of the Board of Trustees

