

**OUR CHARISM**  
As Marists, we think, judge, feel in the way of Mary

<b>Marist School Board of Trustees</b>	<b>EDUCATION OUTSIDE THE CLASSROOM POLICY</b> June 2011	
<b>Attachments:</b>	<b>Management File Ref:</b>	<b>NAG Reference: 1</b>

### **Rationale**

Children learn by safely experiencing and enjoying God's wonderful creation. Children at Marist have access to a wide variety of outdoor experiences which enhance learning. The Board, through the Principal will ensure that the EOTC management policy and procedures are robust and effective and that effective learning and teaching practices are in place to maximise learning and safety outcomes for students

### **Purposes**

1. To provide students with opportunities to learn outside the classroom, in all curriculum areas.
2. To provide opportunities for the community to participate in the education of the children through sharing knowledge and experiences.
3. Within resources available, to provide students with opportunities for enjoyment, adventure and challenge, both close to home and far away.
4. To promote appreciation of our local environment and heritages - local, national and global.
5. To provide students with opportunities to enhance spiritual, physical and mental well-being through uplifting experiences in a natural environment.

### **Guidelines**

#### **Legal and Policy Environment for Student Learning and Safety**

1. When planning EOTC events the school will be guided by the national curriculum and the document "EOTC Guidelines: Bringing the Curriculum Alive", MOE 2009
2. At all times the school will meet statutory requirements and follow robust codes of practice and accepted best practice standards.
3. The school will develop and follow safety management policies and systems to maximise student learning and safety.
4. Student learning and safety will be central to all EOTC events.

#### **Governance responsibilities**

5. In order to meet their statutory obligations under the Education Act 1989, the HSE Act 1992, and other relevant legislation, the Board, through the Principal, will ensure student safety.
6. School Management and staff must exercise responsibility with due care and within Board policy.
7. When an outside provider is contracted the Board, through the Principal, will retain overall responsibility and accountability and plan accordingly.
8. To avoid misunderstandings, where an optional community-based activity is advertised through the school, but a group outside the school is responsible for it, this will be clearly communicated to the school community.
9. In the case of joint community and school activities, the Board and staff will ensure that accepted best practice standards are met.

## Accountability and Liability

10. The Board is legally responsible for the safety of all students and others involved in EOTC programmes.
11. To ensure the safety of students and employees, the Board will comply fully with any legislation in force viz:
  - Education Act 1989
  - Health & Safety in Employment 1992
  - Crimes Act 1961
  - Legal responsibilities which relate to employment, food safety, transport and privacy.

## Procedures

12. The Principal and staff will follow accepted **written** procedures in relation to:
  - day events, trips involving more than one day, camps
  - clearly defined purposes
  - planning, learning outcomes and use of resources in relation to needs of the students including their financial resources
  - leadership, supervision and training of personnel involved
  - health and safety requirements and risk analysis procedures
  - adult/student ratios – refer EOTC Guidelines (MOE 2009) Ps 42,43
  - transport
  - first aid requirements
  - Board and Principal approval processes
  - informed parental consent
  - communication
  - required documentation eg RAMS form, hazard checks, approval forms
13. All staff involved in EOTC activities will be expected to be familiar with school policy and procedures and undertake appropriate training to meet any requirements.
14. All staff will be familiar with the document “*EOTC Guidelines: Bringing the Curriculum Alive*”, MOE 2009 and procedures as documented in the School Procedures Organisation folder
15. Procedures will be revisited and reviewed in February annually.

## Effectiveness Self-Review

- This policy will be reviewed in accordance with the Board’s triennial programme of self-review.

**30 June 2011 version adopted.**

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Chairperson

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Principal

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Date