



# Board of Trustees Policy: Education Outside the Classroom (EOTC)

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## Policy Statement

1. James Cook High School Board of Trustees acknowledges the importance of EOTC experiences that support and enhance the New Zealand Curriculum.
2. EOTC is defined as all those activities that occur outside the classroom, both on and off site, including all curriculum, sporting, musical and cultural activities. Regional and international trips are also included. This policy covers activities carried out regionally and nationally.
3. Overseas trips (e.g. trips outside of New Zealand) are covered in a separate policy.

## Guidelines

4. The Board will meet its obligations, through the Principal and staff who will:
  - a) Ensure EOTC proposals have clear and justifiable learning outcomes for students
  - b) Ensure staff involved in EOTC activities are aware of all legislative requirements
  - c) Provide detailed planning to ensure our duty of care to students is paramount
  - d) Proposals must follow school procedure, using EOTC publications that include event detail, RAMS
  - e) Financial costs to both the school, including teacher relief and students form part of the proposal
  - f) Ensure EOTC organiser liaises with other PCBU to ensure health and safety responsibilities are documented and met
  - g) Provide alternative learning programmes for students who are unable to participate
  - h) Seek formal approval from the Board of Trustees at least 6 weeks prior to EOTC activity, should the EOTC activity be deemed high risk or covering multi days
  - i) Carry out Police vet checks for all non-staff supervisors who will assist in EOTC activities
  - j) Adequate and on-going training will be provided to all staff involved in EOTC activities.
  - k) Normal school rules will apply during EOTC experiences.
  - l) Parent consent is always required before a student is involved in an EOTC programme, providing information about risks, and requesting specific student requirements.

5. The Tumuaki•Principal will provide a monthly report of all EOTC activities.

**Notes**

6. This policy should be read in conjunction with the MOE EOTC Guidelines and other official requirements.

Chairperson \_\_\_\_\_

Date: September 2020

<b>Policy History</b>	
Date	Action
May 2019	Adopted by Board
Sept 2020	Reviewed and Amended
May 2021	Reformatted