



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. This Policy covers activities that occur outside the school grounds (or centre grounds for AE and TPU) and within New Zealand.
3. Overseas trips (e.g. trips outside of New Zealand) are covered in a separate policy.

Guidelines

4. The Tumuaki•Principal is to ensure that an EOTC procedure and associated processes are in place within the school that are current, known to staff, and:
 - a) Meet all legislative requirements;
 - b) Meet all current MOE requirements;
 - c) Provide for curriculum needs;
 - d) Reflect best practice; and
 - e) Meet the requirements of this Policy.
5. The Board will meet its obligations, through the Tumuaki•Principal and staff who:
 - 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 the current school procedure;
 - e) Include financial costs to both the school (including teacher relief costs) and students within any proposal;
 - f) Because the Board has entered into the MOE Donation Scheme, ensure no funds or fees are sought from students for any EOTC activity which is part of the required course or compulsory curriculum for those students;
 - g) Ensure the EOTC activity organiser liaises with other PCBU to ensure health and safety responsibilities are documented and met;

- h) Provide alternative learning programmes for students who are unable to participate;
 - i) Ensure all staff members and assisting adults (including non-staff members) have current Police vetting checks;
 - j) Ensure all staff involved in EOTC activities have adequate and on-going training provided to them; and
 - k) Ensure that normal school rules will apply during EOTC experiences.
6. Informed Parent/Caregiver consent is always required before a student is involved in an EOTC programme. This consent to be fully informed through providing information about every aspect of the activity that is not a 'normal school day', including transport, risks, and requesting specific student requirements.
 7. Activities which require the consideration and approval of the Tumuaki•Principal must be submitted to the Tumuaki•Principal no later than 4 weeks prior to the planned date for the start of the EOTC activity.
 8. Activities which require the consideration and approval of the Board must be submitted to the Tumuaki•Principal no later than 6 weeks prior to the planned date for the start of the EOTC activity.
 9. The Board Trustees will consider and is responsible for approving all EOTC activities which:
 - a) Include an overnight stay (*e.g. students are away from their home overnight*);
 - b) Include water in any way, including being in the water (*wading, swimming etc*) or on the water (*kayaking, boating, sailing, traveling by ferry etc*);
 - c) Have a reputational risk to the school, (*School Ball, etc*);
 - d) Are referred to the Board by the Tumuaki•Principal; and
 - e) Are referred to the Board by the EOTC organiser after having been considered and declined by the Tumuaki•Principal.
 10. Activities that are to be approved by the Board are to be appraised by the Tumuaki•Principal first. The purpose of this is to ensure that the proposal is:
 - a) Complete;
 - b) Meets the expectations of the School; and
 - c) Has the Tumuaki•Principal's consideration recorded before the Board Chairperson receives it.
 11. The Board of Trustees Chairperson has the delegated authority of the Board to consider and approve EOTC activities which require the Board's approval. Noting that this consideration can include:
 - a) Seeking further information,
 - b) Approval in principle only, based on a condition or caveat the needs to be met before full approval will be considered and/or given
 - c) Approval in full, this being the only approval which enables the activity to proceed.

12. The Board Chairperson can forward any EOTC application that requires Board approval to a meeting of the Board for their guidance, or for the Board itself to consider a specific EOTC application.

13. The Tumuaki•Principal will consider and is responsible for approving all EOTC activities which:


- a) Do not require Board consideration and approval;
- b) Involve water, but are restricted to use by students of a local Council-run swimming pool which has professional lifeguards; and
- c) Involve JCHS students staying overnight within the school grounds.

14. The Tumuaki•Principal will provide a monthly report to the Board of all EOTC activities.

Notes

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

Chairperson _____



Date: June 2021

Policy History	
Date	Action
May 2019	Adopted by Board
Sept 2020	Reviewed and Amended
May 2021	Reformatted
June 2021	Reviewed and Amended

