

# Tokanui School

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## Education Outside the Classroom Policy

### Rationale:

Social, emotional, and physical development, and learning in all curriculum areas, are enhanced by providing relevant, enjoyable opportunities to explore and learn beyond the normal school environment.

### Goals:

- To encourage children's learning through first hand experiences which cannot be duplicated within the classroom.
- To assist the social development of our children by giving them the opportunity to live, work and cooperate with others from different backgrounds and cultures.
- To assist in increasing confidence, independence and responsibility through meeting new challenges and taking appropriate risks.
- To develop skills in observation, recording, reporting and organisation.
- To increase knowledge, understanding and appreciation of the school area, local district, and other places, including some unfamiliar places.
- To develop an attitude and awareness of taking some responsibility towards their own safety and that of others.

### Guidelines:

- Use E.O.T.C. to enhance learning.
- All children should experience at least one overnight camp/trip in their senior school years.
- Provide experiences outside the school environment as early as possible in our children's education.
- Ensure, where possible that children are not excluded from participating in E.O.T.C. programmes.
- Seek approval of ratios from the principal.
- Include aims, outline of programme, cost and ideas for fundraising to BOT.
- Medical supplies (a basic first aid kit) must be taken, including individual medication if required.
- Where possible an operational cell phone shall be included on all E.O.T.C. visits (Ensure fully charged or spare battery)
- Approval of trips must be given by Principal and or BOT prior to planning.
- Written permission should be received from parent/guardian when planning all visits outside the school environment.
- Provide alternative learning situations for all children unable to participate
- Ensure adequate on going training for all staff involved in E.O.T.C. is catered for
- Teachers should ensure
  - All pupils are given the opportunity to participate
  - Safe practices are encouraged by all who participate
  - Parent expense is considered
  - All visits are relevant to the school programme
  - Parent helpers are aware of their responsibilities beforehand.
  - Provision is made for children not attending class trips
- Follow the safety and supervision, risk management, leadership, and legal requirements, as listed in "E.O.T.C. Guidelines for Good Practice" (located in the Principals office) as established by the Ministry of Education and our BOT.
- Ensure safe transport procedures are adhered to
- Ensure parents are aware of Parental Involvement Procedures

Board Chairman: .....

Date:.....

Review Date:.....

# TOKANUI SCHOOL

## Transport Procedures

- Every pupil must be restrained by their own seat belt, with the exception of public transport.
- Vehicles must have a current W.O.F/V.I.C and be legally roadworthy
- Drivers must have a current drivers licence
- Special arrangements need to be made for baggage and equipment.
- Avoid transporting a student on his/her own (Refer to Adult Student Contact Policy.)
- Insurance of all vehicles is the responsibility of the owner
- All drivers must have a blood alcohol level of zero
- Good examples must be shown to pupils when crossing roads
- On buses at least one teacher/adult must be present on each bus and all children up to and including Year 4 must be seated.
- Buses need to be of an appropriate cleanliness and maintenance standard fit for children to travel on.

# TOKANUI SCHOOL

## Adult/Student Contact Policy

### Introduction:

This document is intended to give guidelines to all adults working with pupils from our school.

### Rational:

Adult supervision of children is often necessary and caution should be exercised where student contact is concerned.

### Goal:

To maintain the safety of children and adults alike.

### Guidelines:

- Be professional and cautious in situations where you are **alone** with a student. There are times when this is unavoidable. Where it is necessary and appropriate ensure that you are clearly visible to other people.
- Avoid transporting a student on his/her own.
- Use careful judgement regarding physical contact when coaching or helping in outdoor pursuits.
- If a student has put himself/herself, or other students, at risk by their actions a verbal warning must be given first. If this action fails and restraint is necessary then such restraint must not be excessive. If say, two students are fighting it is important to stop the fight. A verbal order is given to desist. If that is disobeyed then they may be separated from each other by holding restraints. Blows to pupils are regarded as assault.
- Students must never be subject to any form of abuse.
- Adults act as important role models for students, thus actions deemed inappropriate include the use of bad language.
- Where ever possible adults of the same gender should supervise children. Caution should be exercised when entering sleeping quarters of the opposite sex.
- It is illegal to search or strip search students.
- Where possible wear disposable gloves when administering first aid especially where there is an open wound or bleeding is concerned.
- Our school is a smoke free zone therefore exposure of the children's well being on school trips and camps must be a consideration.

### Conclusion:

Adults act as important role models for children, therefore interaction between both adults and students alike can prove to be a valuable, enjoyable, learning experience for all involved.

Board Chairman: .....

Date:.....

Review Date:.....

# TOKANUI SCHOOL

## Parental Involvement Policy

### Rational:

The use of parental support and assistance in learning programmes in our school is encouraged.

### Goals:

- \* Promote parental involvement in E.O.T.C
- \* Utilise strengths within the parental community where appropriate and practical.
- \* foster an awareness of the organisation and planning of risk management procedures.
- \* Include parents in the supervision of children, transportation, and leaning programme in E.O.T.C.

### Guidelines:

Teachers should ensure that:

- \* Parents know that is expected of them.
- \* Parent helpers are aware of their responsibilities beforehand.
- \* Parents abide by our schools adult/student contact policy guidelines.
- \* Parents are aware of emergency procedure in case of an event.
- \* Parents are made to feel useful and welcome
- \* Parents do not bring pre schoolers on class trips or visits
- \* Parents feel comfortable with the expectations and responsibilities being placed on them
- \* Parents are able to cope with the physical demands of the excursion (eg Tramping - they are personally fit enough so as not to jeopardise both their safety and the event itself.)
- \* In times when students cause some concern to parent helpers it is appropriate that the teacher helps the parent to deal with this child in an appropriate way. Teachers often have background information that other adults do not have. The teacher is, however, subject to the Privacy Act and may only disclose sufficient information to deal with the situation.
- \* Parents are aware of our smoke free policy.
- \* Parents are aware of our transport policy.

### Conclusion:

Parental support and assistance in our school is very much values and utilised.

Chairperson: .....

Date: .....

Review date: .....



Outside Contractors / Instructors:

Yes	No
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Checking them out:

1. Are the leaders trained and experiences in the activities they will be involved with?
2. Are they trained and experienced in outdoor first aid?
3. Can they communicate in a manner appropriate to the students?
4. Are they familiar with the terrain and equipment to be used?
5. Has contact been made with another school or source who have used them previously?
6. Were they recommended or not?


Evaluation:

Has evaluation been completed by:

1. Students / participants?
2. Teachers / leaders?
3. Parents / Guardians?
4. School administration?
5. Has a trip log or report been put into the school newsletter?
6. Are there any special projects or follow up activities?


# TOKANUI SCHOOL

## Application for Approval of E.O.T.C. Visit

Today's Date: \_\_\_\_\_

Room No's: \_\_\_\_\_

Topic being studied: \_\_\_\_\_

Place or Camp to be visited	
Contact Phone Number at Place or Camp where you will be staying	
Date(s) of visit	
Class level(s) of Pupils	
Number of Students	Boys _____ Girls _____
Teacher in Charge	
Position Held	
Person responsible for First Aid	
Do they hold a current First Aid Certificate?	Yes / No
Ration of teachers and other adults to children?	1: _____
Estimated Cost per head	\$ _____
Transport Arrangements	
Emergency Vehicle? Emergency Contacts for Police, Doctor, Fire	Yes / No
Do Parents support this proposal	Yes / No
List pre-planning meeting dates:	
Time of Departure from Tokanui School	Time: _____ Departure Point _____
Time of Arrival back to Tokanui School	Time: _____ Drop off point: _____
Parent helpers required	Yes / No

For all camps please submit forms A, B and C for approval to both principal and B.O.T.

Recommended / Not Recommended

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Form B - For Camps

Main Education Purpose			
Programme of Activities	Major Activities	Ratios	RAMS
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			
Has the Teacher in charge visited the area within the last 12 months?	Yes / No		
Has the Teacher in charge noted any potential danger in the area and carried out a risk management survey?	Yes / No		
Is help being provided by any advisory, specialist or local services eg Park Rangers, approved Coaches etc?	Yes / No If Yes - please specify		
Principal's Approval This proposal has been fully discussed with the Teacher in charge and has my approval.	Signed: _____  Date: _____		
Board of Trustees Approval	Recommended / Not Recommended  Signed: _____ Date _____		

### Activities Requiring Special Precautions

For activities requiring special precautions (for example tramping, kayaking, rafting, skiing, horse riding, rock climbing, abseiling etc.) Form C also must be attached

## TOKANUI SCHOOL

### Form C - Risk Analysis and Management system

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Activity / Situation: \_\_\_\_\_

**Undesired Events:** (accidents, injury, other forms of damage) What is the worst that could happen?

**Hazardous Factors:** (List under each sub heading possible dangers which could occur)

\* People -

\* Equipment -

\* Environment -

**National Operations:** (What you would expect to occur)

\* People -

\* Equipment -

\* Environment -

**Emergency:** (List the actions you would take if an emergency was to occur during this E.O.T.C. excursion.)