

# RIDGEVIEW SCHOOL BOARD OF TRUSTEES POLICY



## EOTC (EDUCATION OUTSIDE THE CLASSROOM) POLICY

### National Administration Guideline 5 – Health & Safety

#### Rationale:

Education Outside The Classroom (EOTC) is necessary to fulfil National Administration Guideline 5, and is also effective at fulfilling the strategic aims of the school by providing additional opportunities for its students to engage, learn, and achieve.

Risks associated with EOTC must be managed in accordance with National Administration Guideline 5 – Health & Safety.

#### Purpose:

The purpose of this policy is to provide guidelines to ensure EOTC activities are carried out safely and competently in accordance with statutory requirements, “best practice”, and Board requirements.

#### Definitions:

*EOTC* means Education Outside The Classroom, and includes curricular, co-curricular and extra-curricular activities that are:

- Conducted within school grounds but not inside a classroom, or
- Conducted off school grounds.

*Extra-Curricular* means not directly part of or in support of the curriculum. This refers to a wide range of activities including sport, recreation, cultural, political, arts, and community.

*Board* means Ridgeview Board of Trustees.

#### Scope:

This policy applies to all staff, students, whanau, volunteers, and contractors who are involved in planning, managing and carrying out EOTC activities.

#### Guidelines:

1. The Principal shall ensure that the school has clearly documented EOTC management procedures in place which meet the Board’s statutory obligations under the Education and Training Act 2020, the H&S Act 2015 and any other legislation in force that relates to the safety of students and employees.
2. The School’s EOTC management procedures shall comply with the Ministry of Education guide ‘EOTC Guidelines – Bringing the Curriculum Alive’ published in 2009, and any subsequent amendments or substitutions, and these policy guidelines.
3. All EOTC activities shall require prior approval by Board resolution before departure.

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This policy will be reviewed as per the Board's Effectiveness Review Programme

Confirmed by the Board of Trustees on: 11/05/21 (date)

The planned review date will be: Annually (date)

Chairperson

Principal