



## **POLICY GOAL:**

It is recognised that safe and quality learning experiences are intrinsic to the teaching and learning process. Lessons and programmes should be based on the educational needs of students and the community, in conjunction with curriculum statements. All EOTC activities should, therefore, be appropriate to these needs and based on sound teaching and learning practices. Alongside these needs is the potential for loss if programmes are not effectively managed. The degree of risk inherent in many EOTC activities makes effective safety precautions necessary.

## **GUIDELINES FOR ALL EOTC ACTIVITIES:**

### **Responsibilities:**

The Principal will appoint an EOTC Co-ordinator to work with the Deputy Principal. They will be responsible for overseeing EOTC programmes.

The Deputy Principal, in consultation with the EOTC Co-ordinator, will be responsible for the implementation of the Quality Management and Safety systems.

In consultation with the Principal, the Deputy Principal and the EOTC Co-ordinator reserve the right to exclude any persons from involvement in any activities.

All Overseas Trips, overnight trips or trips longer than four days must be approved by the Board of Trustees. Organisers will obtain the approval of the Board of Trustees for any overnight trip and any one day trip that could be hazardous. The Board of Trustees is to be notified at least two months in advance.

The organising teacher is responsible for the health and safety of staff, students, themselves and the environment. Any delegated responsibility to a party outside the school must be in writing and signed by the organising teacher and person responsible. The programme of events accompanying the permission slip must state clearly where there is a change of responsibility.

If staff operate outside policies, procedures and guidelines as stated in the Long Bay College EOTC Handbook, they cannot be assured of support from the College in the event of accident, injury or death.

### **Planning:**

All EOTC programmes are to be planned according to the procedures as stated in the Long Bay College EOTC Handbook.

All activities involving students leaving the school during normal class time shall be relevant to the College curriculum and co-curriculum programme.

The Teacher in Charge of the activity shall negotiate with the Deputy Principal and Head of Faculty or Director of Sport regarding timing, appropriateness and supervision.

No EOTC activity is to proceed unless the appropriate school trip forms, as specified in the EOTC Handbook, are correct, complete and signed by the Deputy Principal.

### **Safety:**

All students have to have completed the appropriate permission and medical declaration forms and given these to the Teacher in Charge before participating in any EOTC activities.

Staff must be aware of medical conditions that exist within a group of students and have taken steps to ensure that those who need medication have it available.

All equipment bought for higher risk activities must comply with minimum safety standards for each activity as stated in the most up to date EOTC guidelines published and available on [www.tki.org.nz/eotc](http://www.tki.org.nz/eotc). Teachers in Charge must be familiar with the appropriate safety policies. Instructors must hold appropriate qualifications which must be sighted by the organising teacher.

The College encourages staff to gain and maintain appropriate skills and qualifications.

Guidelines for safe practices will be those determined by the appropriate industry standards/sporting organisations/or current Ministry of Education Guidelines available on [www.tki.org.nz/eotc](http://www.tki.org.nz/eotc). Teachers in Charge must be familiar with the appropriate safety protocols and procedures for all EOTC activities undertaken. The only off-site venues to be used are those which are selected on the basis that they are considered safe and suitable for the activity.

If any activity has a high perceived risk, then before it takes place, it must be approved by the Board of Trustees. (See Long Bay College EOTC Handbook for definition of activities deemed to be high risk.)

EOTC leaders are to report immediately to the Principal any serious misadventure or behaviour that is cause for concern.

All accidents or incidents will be recorded in the Accident Register and the EOTC Co-ordinator will analyse for trends which may indicate unsafe practices requiring changes in policy or operational procedures on an annual basis.

#### **Behaviour:**

Long Bay College rules and Codes of Behaviour shall apply in relation to all activities outside the classroom. This applies to students, staff and supervising adults.

#### **Budget:**

Activities which have a financial cost to students may be highly recommended but not compulsory. If the activity is used for an assessment there must be other opportunities for any student unable to undertake the activity to complete the assessment without prejudice. No student shall be excluded from appropriate curriculum EOTC opportunities for financial hardship or cultural reasons or through disability. Programmes will encourage an awareness of and sensitivity to Maori and other cultures.

All activities will be self-funding. A small percentage of the Budget shall be calculated to allow for contingencies.

This policy is intended to be consistent with the following Acts:

- Privacy Act, 1993.
- Health and Safety in Employment Act 1992 (HSE)
- The Crimes Act (1961)
- Children, Young Persons and their Families Act (1989)

<b>New/Reviewed</b>	<b>Tabled</b>	<b>Adopted</b>	<b>Signed</b>
1992		25/2/92	
28/11/95	3/6/97		
2 <sup>nd</sup> draft reviewed 17/6/97	1/7/97	5/8/97	By Joan Titman, Board Chairperson
Aug 2003 – Sept 2006	6/9/06	10/10/06	By Andrew Stewart, Board Chairperson
21/10/08	3/3/09	7/4/09	By Richard Griffin, Board Chairperson
20/4/10	4/5/10	1/6/10	By Rob Gosling, Board Chairperson
26/6/12	7/8/12	4/9/12	By Rob Gosling, Board Chairperson
15/9/14 to Sub Committee	4/11/14	2/12/14	By Robyn van der Sande, Board Chairperson

