



School

Dunedin Rudolf Steiner

Learning with head, heart and hands

EDUCATION OUTSIDE THE CLASSROOM PROCEDURE

SCOPE

For the purposes of this procedure Education Outside the Classroom (EOTC) refers to any activity which occurs outside the school grounds.

RATIONALE AND PURPOSE

Dunedin Rudolf Steiner School recognises that activities such as walks, games, class trips and camps enrich the classroom programme. These activities enhance the teaching of the curriculum, especially in areas such as home surrounding & local geography and botany. The activities also provide opportunities for the children to have contact with the wider community. As every occasion of leaving the school grounds may present some risk to the children's safety, procedures must be in place to mitigate these risks. The Board of Trustees is accountable for ensuring this procedure is followed and delegates responsibility to the Management Team.

GUIDELINES

1. EOTC programmes take into account:
 - i. The needs of the children
 - ii. Relevance to the curriculum
 - iii. The environment and the suitability of available facilities and activities
 - iv. Safety and well-being of the children
 - v. Risk management
 - vi. Skills and experience of staff
 - vii. Financial considerations
2. Definite written educational objectives relating to the curriculum and to school and class programmes must be established in the lesson plan.
3. Outdoor activities should be appropriate to all children, with special consideration to any children with special needs.
4. A minimum adult/pupil ratio (1 to 6) for trips outside of the local environment (the local suburb of Maia), or to activities involving a higher degree of risk (e.g. water sports). Where a parent help is used then that person will be briefed by the teacher in charge about the trip and their specific responsibilities, and will have specific children allocated to them for their supervision. A copy of the Risk Analysis and Management Form will be provided to all parent helps and after the event they will be invited for a debrief on any aspect of the event.
5. Safety checks (including police vets) must be carried out for all adult helpers on excursions.

TIMELINE

6. Event proposal submitted to Principal. This outlines the event and provides an assessment of the level of risk associated with the activity. Primary Teaching colleagues are informed of plans at the weekly teacher meeting.

7. When the proposal is approved by the Principal she will list on the signed proposal form which documents will be required in the Education Outside the Classroom application
8. Once this initial approval is provided then the teacher in charge must prepare a Risk Analysis and Management Plan (RAMs form) and supporting forms prior to the trip outside the local environment. A template is kept on the server – under school forms.
9. If the event is classed as low or medium risk the Risk Analysis form must be submitted to the Principal for review at least two weeks before the planned activity. This will show how any possible risks will be managed. Details of organisation and supervision must also be approved by the Principal who has overall responsibility for all class trips.
10. If the event is classed as higher risk – e.g. a camp or high risk activity then more time is required for a review of the activity and the Board of Trustees is involved. Normally such activities will be discussed by the teacher with the Principal at the start of each school year. For event which may be classed as higher risk then the teacher in charge submits an event proposal to the Principal for review at least 11 weeks prior to the planned event. The Principal will review the proposal and outline which sections of the EOTC pack the teacher needs to complete. The teacher then returns the completed pack to the Principal at least 4 weeks prior to the next Board meeting that is at least 4 weeks prior to the event (this pack must include all signed permission slips, volunteer forms etc). The Principal reviews the pack prior to it going to the Board for review.
11. Teachers should familiarise themselves with the document “EOTC Event Procedures which outlines the planning, preparation, implementation and review guidelines for such events (See EOTC folder in office).
12. A first aid box, cell phone, emergency contact list and list of allergies or medical conditions will be taken on outside trips.
13. Written permission slips will be obtained for all trips outside the local environment and at least a week’s notice of the trip will be provided through the newsletter or in a direct letter to parents, which is also copied to the school office. Permission slips will detail the equipment and clothing that a child will need to bring for the activity or trip.
14. Permission slips will be filed with the relevant Risk Assessment form/ EOTC packs in the office.
15. A copy of the Risk Analysis and Management pack will be provided to all parent helps or other adult participants in the activity. All helpers at the activity will be briefed prior to and during the event.
16. Parents and teachers transporting children on school trips will provide three point seat belts for each passenger, use any car seats specified by the parents and by legislation, and will confirm that they have a current Warrant of Fitness and full driving license (refer to the School’s Road Safety Procedures).
17. When buses or taxis are used all children must obey safety procedures, as explained by accompanying adults.
18. After the trip, any events that occurred which are pertinent to the safety of future trips will be noted on the back by the teacher in charge and give to the Principal for review.
19. The Health and Safety portfolio holder on the Board will also do a retrospective review of all RAMs forms on a termly basis.

CAMPS AND OVERNIGHT EXCURSIONS

1. All students have the opportunity and are encouraged to attend school camps. Written parental consent is prerequisite to attendance.
2. Parents are invited to volunteer their services as camp staff with the organising teacher having the responsibility for selecting parents, ensuring that where there are boys attending, there is at least one adult male and where girls are attending, there is at least one adult female.

3. Staff should be suitably experienced to conduct a class camp and the person responsible should hold a current first aid certificate.

4. The Principal, the Management Team and the Board of Trustees must approve all camps and overnight excursions. Approval from the Board will also be sought for daytime excursions deemed to present a higher risk such as water sports. In these cases the Risk Analysis Management form must still be submitted to the Principal in the time specified in points 6 and 7 above.
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Signed:

Designation:

Dated: ____/____/____

Review Date: ____/____/____

Time line of events for high risk EOTC activities, camps etc

	Weeks before event
Event proposal submitted to Principal Note – all events should be discussed with Principal at start of school year	11
All documents requested submitted to Principal	8
Principal passes reviewed EOTC application to Board meeting	4
Event takes place	0