

WAIPARA PRIMARY SCHOOL

EDUCATION OUTSIDE THE CLASSROOM POLICY

Rationale:

The term, education outside the classroom, encompasses those activities which use the outdoors to enrich all aspects of the curriculum and also provide further opportunities for learning, personal growth and social development.

This range is very broad and may include curriculum related field studies, environmental education and visits to places of education interest, along with camp and outdoor pursuits and contact with other schools.

It may progress through the opportunities provided by the school site including the Waipara Memorial Hall and immediate neighbourhood, to those in the local community and its outlying environments – all of New Zealand e.g. trip to Dunedin.

Purposes:

1. To help in the social development of children by aiding the understanding of oneself in relation to other pupils, adults and the community.
2. To enable children to appreciate the complexity and beauty of inter-relationships within the natural environment and thus value conservation.
3. To provide opportunities for the involvement of all senses in an awareness of the environment.
4. To enrich classroom learning by providing experiences.
5. To help children understand, appreciate and participate in cultural and sporting activities.
6. To introduce children to all the challenges and an awareness of risk management needs of the environment and skill for coping with them.
7. To enhance self esteem in children by developing strengths and abilities not evident in the classroom.
8. To provide further opportunities for the community to participate in the education of young people.

Guidelines:

These guidelines cover the three areas of staff competence and best practice, health and safety and equipment and resources. Programmes, including EOTC must, when leaving the school grounds, have a Risk Analysis Management (RAM) form completed prior to the trip, which is signed by the Chairperson or Health and Safety person, and the school Principal. This RAM must ensure that all significant hazards have been identified and that they have been eliminated, isolated or minimised with appropriate safety management procedures.

They must also take into account:

- The environment facilities available.
- Needs of students.
- Skills and experience of staff and activity leaders.
- Finance/financial resources of pupils.
- Safety procedures applicable to the activities chosen.
- Have specific activities related to educational objectives.
- Be within the capabilities of all taking part.
- Present outdoor activities as appropriate.
- Be adequately supervised by people with appropriate skills, knowledge and experience for their assigned role.
- Foster the awareness of and sensitivity to the total environment.

Teachers need to:

- Ensure all outside providers have Outdoormark and/or Qualmark accreditation.
- Choose an environment which suits their strengths, skills and experience.
- Show sound leadership and management skills.
- Have the ability to capitalise on opportunities for personal growth of their pupils.
- Show informed good judgement when dealing with emergencies.
- Be aware of their legal responsibilities for pupils participating in EOTC.
- Identify the activities where safety equipment and clothing are necessary, are identified.
- Maintain a register of accidents.
- Ensure that communication devices are available.
- Visit the EOTC site during the planning stage.

Considerations to be taken into account in camp planning are:

- Time tabling of camps
- Early warning to parents of cost and gear needed.
- Full pre-camp investigations of medical problems.
- Careful selection of venue so pupils experience a variety of environment e.g. urban, seaside, mountain, etc.

Requirements:

The principal and classroom teacher have overall responsibility for all class trips with EOTC which involve overnight stays requiring the approval of the BOT. The classroom teacher has responsibility on the trip.

A ration of 1:6 adults for supervision is required, unless special circumstance apply e.g. water, bush, etc. when the ration will be 1:4. Skilled, knowledgeable and experienced personnel will be used where appropriate.

Parents transporting children on school trips must provide a seat belt for each passenger. Children aged between 5 and 7 years must use a booster seat in a car. Vehicles must be warranted and registered and the driver must have an appropriate licence. A signed declaration of the above will be received from each parent accompanying school trips.

Any children, visiting on school trips, must be accompanied by his / her parent or caregiver.

An adequate first aid kit is to accompany groups.

Any trip must have a designated person to provide first aid.

Transport to cater for an emergency is to be available.

This Policy is to be read in conjunction with the Crisis Management Policy and Health and Safety Policy.

Signed

Date

Reviewed