

Pembroke School Board of Trustees Policy

Education Outside the Classroom (EOTC)

Purpose

- To provide opportunities and experiences that broaden and enrich students' learning and development.
- To require management and supervisory practices that satisfy high standards of student and staff safety, conduct and well-being.

Objectives

1. All trips must have planned curricular/extra-curricular purposes.
2. The Board of Trustees and Principal will be informed of all trips outside the school including those involving overnight stays in lower risk environments with lower technical skills required.
3. Prior Board of Trustees approval in writing will be obtained for all trips outside the school involving overnight stays in higher risk environments that require more knowledge and/or technical skills. Activity types and approvals as per management guide of activity types – EOTC guidelines 2016
4. An internal approval process indicating the educational purpose, names of teachers (specifying teacher in charge) and numbers of students involved, ratio of adults to students, dates and times, method of transport, accommodation arrangements, statement of costs (including student levies), a programme outline and arrangements for student health and safety is completed for all trips outside of the school, includes RAMS forms and letters to parents.
An assessment of the leaders experience relative to the activity should also be included.
5. Venues should be checked prior to the visit by the teacher-in-charge. If a private operator / operation is used this will not be necessary.
6. When using a private operator/contractor a provider agreement is sought that outlines safety plans and qualifications of these providers. (Many of the current providers are Ministry of Education LEOTC providers so must adhere to Ministry EOTC guidelines)
7. No student is excluded from taking part in a programme because of physical or financial difficulties (the budget provides for this).
8. A minimum ratio of 1 adult to 8 students years 4 to 6; 1 adult to 6 students years 1 to 3 is provided on all class excursions. If water is involved the ratio is 1 adult to 5 children at all levels of the school. This additional ratio does not apply to a controlled swimming environment.
9. Essential safety requirements include:
 - Until their 7th birthday Correctly secure your child in an approved child restraint
 - From their 7th to their 8th birthday Correctly secure your child in an approved child restraint if one is available in the vehicle (and if not, in any child restraint or safety belt that is available)
 - From 8th birthday to 14 years old. Must use safety belts if available. If not available, they must travel in the back seat.
 - All students travelling by bus must be seated.
 - First aid kits must be taken on all excursions and a person is designated in charge of first aid on the trip.
 - Cellular phone is taken on all excursion.
10. The principal provides staff with Guidelines for Good Practice and Risk Management, and staff involved in supervising EOTC programmes must be conversant with these Guidelines.

11. Parents are advised in writing of a proposed trip, giving details of purpose, dates and times, cost, transport, accommodation, adult supervision, required clothing/equipment and any other useful information. Notification will include a parent consent form when activity type is that stated in objective 2 or 3 above. A parent transport declaration will need to be signed if transporting students. Declaration to advise they will only transport children when their vehicle has warrant of fitness, registration and the driver has an appropriate license is signed as part of the enrolment process. (Enrolment form)
11. Staff responsible for organising the trip are also responsible for making arrangements for in-school programmes and supervision for any student not taking part in the trip.
12. The conduct of staff and adopted caregivers is exemplary, and their supervision and care of students is of the highest standard. Expectations of conduct and duties specific to the activity will be made clear to adopted caregivers in the caregiver appointment process.

Effectiveness Self-Review

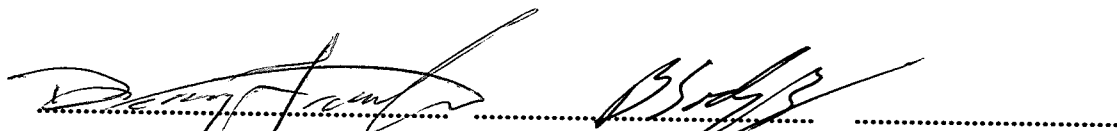
- 1 This policy will be reviewed in accordance with the board's triennial programme of self-review, and the review report will be available to members of the school community after it has been approved by the board.
- 2 The review will be conducted in the form of a **board, staff and parent** survey, using the objectives listed above as the criteria for determining effectiveness of the policy in action.

August 2019 version adopted

The following documents were used as a guide when reviewing this policy:

EOTC Guidelines 2016 - Ministry of Education

Vulnerable Children act 2014 - Ministry of Education



Chairperson

Principal

Date