

## Policy: Education Outside the Classroom (EOTC)

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### Policy Statement

Jireh Christian School recognises the importance of EOTC. In order to give the opportunity for students to have education outside the classroom which provides learning experiences, which are different from, and/or an extension of those in the classroom, guidelines must be adhered to.

### Procedural Guidelines

- EOTC Programmes must have clear and justifiable learning outcomes for students.
- Teachers organising EOTC programmes must use the appropriate forms in the Jireh Christian School Planning Procedures available on the SharePoint staff site.
- All EOTC programmes should consider, and comply with, the guidelines and regulations contained in relevant Ministry of Education circulars.
- EOTC Event Proposals go through the Principal for prior approval. For multi-day or high risk events Board of Trustees' pre-approval will be sought.
- After prior approval has been granted, detailed planning is documented in liaison with the appropriate Leader of Learning. After approval has been granted by the Leader of Learning, then documentation is submitted to the Principal for final approval.
- Multi-day or high risk events require final approval from the Board of Trustees.
- Written permission for student participation must be obtained from parents/caregivers, before any student may participate in an EOTC event outside the School. Teachers in charge of an EOTC event must have student & staff medical and contact details with them at all times.
- When planning EOTC programmes staff must take all costs into account both for the student and the School.
- In order to deliver safe, quality experiences, all risks associated with the EOTC event should be identified and managed. Strategies identified in RAMS forms must be understood by all supervisors involved. Leaders of trips need to complete a RAMS form which is given to the Principal for approval at least a week prior to the trip.
- All EOTC events must have a vehicle available to transport students in an emergency.
- Staff are to have the required level of competence and experience to match the demands of the EOTC activity including dealing with a crisis. Staff are to be adequately trained for the EOTC programmes offered by the School.
- All EOTC events must adhere to the Board of Trustees' Policies and Procedures, and School Rules which have been set.

Review schedule: Triennially

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| <b>ADOPTED BY BOARD OF TRUSTEES</b> |                                 |             |                            |
| Date                                | 12 <sup>th</sup> September 2017 | Chairperson | <b>R Thornton (Acting)</b> |

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|----------|------|--------------------------------|-------------|-------------------|
| Reviewed | Date | 28 <sup>th</sup> November 2017 | Chairperson | <b>R Thornton</b> |
| Reviewed | Date | 23 <sup>rd</sup> June 2020     | Chairperson | <b>M Causley</b>  |