



## Policy: Education Outside the Classroom (EOTC)

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### Policy Statement

Jireh Christian School (“the 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, these guidelines must be adhered to.

### Procedural Guidelines

1. EOTC Programmes must have clear and justifiable learning outcomes for students.
2. Teachers organising EOTC programmes must use the appropriate permission request form and Risk Assessment Management Systems forms, (RAMS) available on SharePoint.
3. All EOTC programmes should consider, and comply with, the guidelines and regulations contained in relevant Ministry of Education circulars.
4. EOTC Event Proposals go through the Principal for prior approval.
5. Multi-day or high risk events require final approval from the Board.
6. 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 and staff medical and contact details with them at all times.
7. When planning EOTC programmes staff must take all costs into account both for the student and the School.
8. 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.
9. 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.
10. All EOTC events must adhere to the Board policies and procedures, School rules and industrial and safety procedures of the EOTC venue or organisation being visited.

### Legislative Compliance

Ministry of Education - EOTC Guidelines

The Health and Safety at Work Act 2015

The Children’s Act 2014

The Health and Safety at Work (Adventure Activities) Regulations 2016

### Review schedule: Triennially

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

Reviewed Date    28<sup>th</sup> November 2017

Chairperson **R Thornton**

Reviewed Date    23<sup>rd</sup> June 2020

Chairperson **M Causley**

Reviewed Date    20<sup>th</sup> February 2024

Presiding Member **A Coombridge**