



Nunawading Christian College Primary

Education Outside the Classroom (EOTC) Policy & Practices

Document Control

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Section 1

EOTC Policy

1.1 Definition

Education Outside the Classroom (EOTC) refers to all school organized experiences that occur outside the classroom. It does not necessarily mean that all EOTC experiences will be outside in the open. They may take place in another indoor setting. However, because there is likely to be 'unusual' factors associated with the experience (additional risk, cost, or logistical considerations), they come under the jurisdiction of this policy.

1.2 Rationale

Social, physical, intellectual, spiritual and emotional development is important outcomes of education. Learning in all curriculum areas is enhanced by relevant, enjoyable and progressive experiences beyond the limits of the classroom.

1.3 Aims

Through EOTC experiences, we aim for a combination of the following:

Achieve course outcomes through site study and field work.

1. Enhance learning through enjoyable, safe, first-hand experiences in a range of environments and settings.
2. Increase our students' knowledge, understanding and appreciation of life through working and living with others in a range of situations and environments.
3. Provide opportunities for adventure and challenge.
4. Increase students' awareness of and respect for creation and our environment.

1.4 Procedures

1. Complementing classroom teaching with EOTC experiences is encouraged of staff within limits.

2. Provision will be made through the teacher relief system to assist with covering staff away on trips.
3. Staff are encouraged to willingly participate in camps.
4. In addition to standard school rules which apply at all times, specific rules appropriate to a particular activity may also apply. A trip leader has the right to withdraw a student either before or during an EOTC experience, if in their judgement, that student is compromising the success or safety of the activity.
5. EOTC proposals are to be submitted to the principal or nominee for approval. Approval will be based on whether the proposed activities are in harmony with the school's mission.
6. Parents will be given adequate notice of trips to seek their permission and for practical and courtesy reasons.
7. Class camps and other trips involving a substantial cost should be budgeted for, and details passed on to the bursar and principal.
8. Every effort should be made to assist students with financial difficulties to attend an EOTC experience if the whole class is going.
9. Where a party of mixed students is away overnight, at least one male and one female staff member will be included. Males and females are to sleep separated by a suitable distance to allow for privacy, as is appropriate with respect to the nature of the sleeping conditions. All overnight trips need the prior approval of the Principal. Overnight trips with high risk activities such as Hiking and Mountain Bike Expeditions will need the approval of the Education Director and the Board of Management.

1.5 Staff Training

In order to offer safe and effective EOTC experiences, and to comply with Health and Safety practises, staff will be required to participate in orientation before they are permitted to lead a trip if there is a lack of previous experience or any other factors that could present a danger.

1. The principal or nominee will conduct or arrange training programmes for staff as required.
2. The principal or nominee will establish which staff are appropriately qualified and experienced to lead or supervise particular EOTC activities and programmes.
3. Staff involved in the Outdoor Pursuits Areas (kayaking, climbing, etc.) will be required to maintain a personal experience logbook.
4. There should be no compulsion for staff to lead EOTC programmes, but may be required to attend as support people.

1.6 Evaluation and Review

Class camps and other overnight trips will be evaluated by involved:- students, staff members, parent helpers, and outside providers. Information gathered will be submitted to the principal or nominee for the purpose of reviewing the programme for future use.

Section 2

EOTC Practice

2.1 Procedures in Planning and Implementing an EOTC Activity

2.1.1 Trip Proposal

All trips that will take students off the school campus are subject to assessment by the principal or nominee. An assessment of the proposed trip will be made after a trip proposal has been submitted to the EOTC Committee. A Trip Proposal consists of all or some of the following documentation listed below, depending on the nature of the trip.

Overnight trips will require all of the sections below.

EOTC Trip Proposal Cover Sheet (Section 3.1)

Attach to the front of all trip proposals.

Trip Plan (Section 3.2)

Include for all trips.

Activity Plan (Section 3.3)

Include for all trips.

Risk Analysis & Management Plan (RAM) (Section 3.4)

Include for all trips. Obtain (or personally sight) copies of applicable RAM forms from outside providers when they are leading the activity.

Emergency Plan (Section 3.5)

To be completed for all trips where in the event of an emergency, you will not be near immediate assistance, and will have to rely on your own skills to assess and respond to the need. (For example. In town, or travelling on major roads are examples of situations where immediate assistance could be expected.)

Checklist For Well Planned Trips (Section 3.7)

Include for all trips. Note – When you submit it with the rest of the trip proposal, it is recognized that not all sections will be complete by that stage.

Courtesy & Consent Letter

Include for all trips. This letter needs to inform parents of:- Aims of trip, Name of staff member in charge, Dates, Venue, Costs, Activities planned, Equipment list, and Consent form.

If an occasion arises whereby a staff member plans to involve the class in an activity that is on the school campus, but involves a level of risk greater than that of normal everyday events, it will be necessary for them to complete a RAM form only.

Trip Proposals are to be completed, stapled together and submitted to the principal or nominee according to the following time frames:

- **Trips up to *one day only*** - **Submit proposal 2 weeks before proposed trip**
- **Trips involving *overnight*** - **Submit proposal 6 weeks before proposed trip**

For your peace of mind, and to avoid disappointment, please respect these time frames. Through a variety of unforeseen circumstances however, a situation may arise where your time frame is shorter than that stated above.

2.1.2 Approval System

A trip proposal will usually be either accepted as is, or referred back for further information before being accepted. If a proposal is received by the principal/school council/directors that is in their judgement, deemed inappropriate, the proposal will be rejected.

2.1.3 Evaluation and Review

In order for there to be positive development in the EOTC programmes, it is important that we evaluate each individual programme we operate.

For EOTC programmes that involve overnight:

The camp leader is required to collect feedback via the Evaluation and Review Questionnaire (or any other appropriate means). So that the information gained from the Questionnaire can be used to improve subsequent trips, it is requested that the trip organiser/s compile the questionnaires into a single report. These reports will be reviewed by the principal or nominee and will then be filed with the paperwork for that trip. It is amazing how much better a trip can be organised with the benefit of hindsight!

Please include each of the following areas:

- Type / Nature of trip
- Location
- Date
- Author of report
- Things never done before
- Best things
- Worst things
- Commendations
- Recommendations
- Application to life

For EOTC programmes that involve up to one day only:

Staff members will evaluate the programme according to the policy of the particular department that instigated the programme.

2.2 Accident and Emergency Procedures

1. On all trips, the staff member in charge of the trip will have a list of all participants (including adults) with contact numbers and any medical information which is relevant. A copy of student medical information and parent contact forms are held at the office.
2. On all trips away, where in the event of an emergency you will not be near immediate assistance (e.g. In town, or travelling on major roads), and will have to rely on your own skills to assess and respond to the need, there are a few things you will need to ensure:
 - That there is at least one staff member with a current first aid qualification with each group.
 - An emergency procedure needs to be thought out beforehand using the Emergency Plan. State who is to co-ordinate and administer the procedure, and specific tasks assigned to individual staff members. Consider what will happen if you the leader (and possibly the only adult in the group) is injured. In a real emergency of this nature, you will need to have pre-allocated a responsible student to take charge and even drive for help. They will need to know where the vehicle key is kept. The extent of the emergency plan will be determined by the venue, the activities and the possible weather conditions. Obtain (or personally sight) the emergency plan from outside providers when they are leading the activity.
 - Adequate first aid kits must be carried.

2.2.1 Accidents and Near Accidents

All accidents or near accidents are to be documented and forwarded to the principal or nominee. This information is important for the following reasons:

- Indicating possible inappropriate activities.
- Indicating possible weaknesses in the safety management of EOTC Programmes.
- Reviewing and rewriting of RAM forms for that activity.
- Giving accurate details for further investigation should the need arise.

When an accident or near accident occurs, the staff member or instructor in charge should document the details as accurately as possible, and as soon after the incident as is practical. Details should include: The date, time, and location, what happened, the names of all people directly involved, a description of what injuries may have occurred (state what you saw), the names and contact details of witnesses and what caused it.

Section 3

EOTC Forms and Templates

| 3.1 EOTC Trip Proposal Cover Sheet | | |
|---|--|---|
| Submitted by: Date Received: | | |
| Some or all of the following documents are required for trips. Just submit those that are required for your type of trip, as specified EOTC Policies and Practices Brief Description of Trip: | | |
| Feedback from the Principal | | |
| Document | Specific Comments | Principal's signature Indicates Completion |
| Trip Plan | | |
| Activity Plan | | |
| Risk Analysis & Management Plan (RAM) | | |
| Outside Providers Contract | | |
| Emergency Plan | | |
| Checklist For Well Planned Trips | | |
| Equipment Hire Order Form | | |
| Courtesy & Consent Letter | | |
| Accepted | Send copies of the Trip Plan (only) to: Admin Office, Principal, Daily Organiser, Student Reception Add dates to SEQTA calendar and notices Copy of consent letter given to Receptionist 1 week before excursion | |
| Referred back | See specific comments above. Complete and resubmit. | |
| Rejected | Think again! | |
| Comments | | |

3.2 Trip Plan

| General details | | |
|------------------------------|--------------------------------------|------------|
| Trip leader | | |
| Adult helpers | | |
| Learning Objectives | | |
| Dress Code | | |
| Destination | | |
| Address | | |
| Telephone of destination | | |
| Telephone of staff | | |
| Mode of transport | | |
| Driver | Teacher driving: or Driver needed | |
| Departure | Date | Time |
| Return | Date | Time |
| Expense | Cost/student | Total Cost |
| Activities | | |
| Transport | | |
| Food | | |
| Other | | |
| Totals | | |
| Cost covered by | Student School | |
| Finances Approval signatures | Head of Department Principal | |

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Contingency Plan if for some reason the above activities cannot go ahead as planned.

3.4 Risk Analysis & Management (RAM) Plan

Activity / Situation:

Date:

| | | | |
|---|--|-----------|-------------|
| Risks Accident, injury or other forms of loss or damage | | | |
| Causal Factors Hazards, dangers, perils | People | Equipment | Environment |
| Risk Management Strategies Normal Operations | First Aid Kit Anaphylaxis Kit Asthma Kit Sunscreen | | |
| Risk Management Strategies Emergencies | 1. For trips where immediate assistance is at hand, telephone emergency services (000) or send someone else to do it. 2. Apply first aid until assistance arrives. For trips where immediate assistance is not at hand, fill out the separate sheet entitled "Emergency Plan". | | |

3.5 Emergency Plan

Name of staff member who will take charge:

Name of other staff member(s) with Crisis Management / First Aid skills:

Outline your plan of how you will respond to an emergency. ie. What will your immediate actions be, and whom will you contact to seek assistance from?

Who have you arranged with from school to act as a contact person? Name:

Emergency Equipment Checklist (Tick the box when taken care of)

Are you taking a First Aid Kit?

Are you taking a Mobile Phone?

Have you checked the student medical forms and noted any conditions you need to consider in your planning. For significant considerations, include these in the RAM form.

For overnight camps, have you taken copies of student medical forms from Student Reception?

3.6 Checklist for Well Planned Trips

Objectives

- Are there valid educational objectives?
- Are the activities outlined?

Finances

- Have costs been approved?

Participants

- Is there a complete list of participants?
- Has their age been considered?
- Has experience of skill level been assessed?
- Is their health/medical/fitness status known?

Leadership

- Are the leaders clearly identified?
- Is their skill and experience appropriate?
- Is their first aid training current?
 - Is the student/leader ratio appropriate?

Administration

- Have sites been booked?
- Have permits been arranged?
- Have personnel been booked?
- Have medical forms been analysed?
- Have emergency contact people and procedures been established?

Transport

- Have drivers been arranged?
- Have vehicles been arranged?
- Are vehicles in good working order?
- Have trailers, hitches, lights, etc been checked?
- Have load capacities been observed?

Route Planning

- Is the route appropriate?
- Does the leader have recent local knowledge?
- Do people know where they are going?
- Is the itinerary complete?
- Have land owners been consulted?

Safety

- Have risks been identified, reduced, isolated or managed?
- Is the first aid kit adequate?
- Are any special medical needs known?
- Have alternative routes been established?
- Has a route summary been left with a responsible person?
- Has safety and emergency equipment been included?

Equipment

- Is the equipment appropriate for the activity?
- Is it the appropriate size and type?
- Does it meet appropriate national body requirements?
- Have care/maintenance/repair and replacement been considered?
 - Has the equipment been checked prior to departure?

After Final Approval Has Been Given

- Have parents been notified?

- Have you given copies of the trip planner to the appropriate people?
- Have you submitted a complete copy of your paperwork to the principal had confirmation of approval from your school council and board of directors?
- Have you confirmed your transport bookings?
 - Have you confirmed your personnel bookings?
- Have you confirmed your site bookings?

Orientation

- Are participants physically and mentally prepared?
- Are communication systems known?
- Are emergency procedures known?
- Are rules and regulations known?
- Have all briefings been completed?

Prior to Departure

- Do you have the mobile phone?
- Do you have all necessary equipment?
- Do you have all necessary maps?
- Do you have copies of medical forms?
- Do you have the trip paperwork?
- Do you have any money required?
- Have pick up and drop off points been established?
- Have departure times been announced?
- Have you checked the weather forecast?

Evaluation

Has evaluation been completed by:

- Students?
- Staff

Parent Helpers

Outside providers

Have you written a summary report and submitted it to the principal or nominee?