

Nag	5
Reviewed	09/2020



ST BRIGID'S SCHOOL EOTC SAFETY MANAGEMENT PROCEDURES

Rationale

Education Outside the Classroom provides rich learning experiences in all curriculum areas. The range of opportunities that exist is inexhaustible and may encompass visits to places of educational interest, curriculum related field trips, school camps or sports trips.

Purposes

1. To enrich the classrooms programme and enhance learning by providing first hand experiences
2. To provide further opportunities for personal, social and spiritual development through activities outside the classroom
3. To provide opportunities for the community to participate in the education of the children through sharing knowledge and experiences.
4. To assist the pupils to understand and appreciate other cultures both past and present.
5. To enable pupils to appreciate the different aspects of their local environment and the need for its conservation
6. To introduce pupils to challenges and dangers of the environment and the skills of coping with them

Guidelines

Class Trips

The planning and safety of any trip needs to be cited and discussed with the Team Leader and/or Principal.

All EOTC events will be highlighted on the term whiteboard and on the website calendar. Parents need to be notified of any class trip a reasonable time before the trip takes place.

On occasions trips may require classes to have alternative play and lunch times. Classes need to be supervised by their teacher during these periods. Duty teachers are responsible for organising cover if they are away on class trips or sporting events.

At the beginning of each year all parents sign a permission slip as part of the 'Contact' form for all trips and visits for the year.

Event-specific, season-specific, and course-specific parental consent is required as specified below:

Activity type	Description	Approval	Parental consent	Risk management planning
A. On site (in the school grounds)	(i) Lower risk environments For example: measuring for maths, sports day, horticulture, Adventure Based Learning activities, painting murals.	None required.	None required	Usual lesson planning Health Information
	(ii) Higher risk environments For example climbing wall.	Principal	Blanket consent	Generic SOP Health Information

<p>B. Off site (short visits to local venues)</p>	<p>(i) Lower risk environments For example: museum, art gallery, sports and recreation events.</p> <p>(ii) Higher risk environments For example aquatic environments (river, beach but not swimming), cross country run training.</p>	<p>Principal</p>	<p>Blanket consent</p> <p>Separate consent or Blanket course (eg Outdoor Education Course consent)</p>	<p>Intention form Specific SOP Contingency plans Health Information Other appropriate forms in appendices</p> <p>Intention form Specific SOP Contingency plans Health Information Other appropriate forms in appendices</p>
<p>C. Off site (day trips – additional risk management required)</p>	<p>(i) Lower risk environments – lower technical skills required For example: farm visit, day orienteering in a local park, city visit, swimming in pools.</p> <p>(ii) Higher risk environments – higher technical skills required For example: skiing, sailing, waka ama, rock climbing, swimming in natural environments (beach, river), factory visit, forestry or agricultural field trip involving chemicals or heavy machinery.</p>	<p>Principal</p>	<p>Blanket consent</p> <p>Separate consent or Blanket course consent (eg Outdoor Education Course consent)</p>	<p>Intention form Specific SOP Contingency plans Health Information Other appropriate forms in appendices</p> <p>Intention form Specific SOP Contingency plans Health Information Other appropriate forms in appendices</p>
<p>D. Off site (residential overnight/s)</p>	<p>(i) Lower risk environments – lower technical skills required For example: trip to another city or region, sports tournaments and exchanges, field trips to urban environments, historical sites and “front” country (having well-formed tracks).</p> <p>(ii) Higher risk environments – higher technical skills required For example: overseas trips, field trips (for example, social studies, science), into natural water, bush or alpine environments, or other hazardous environments (for example, where chemicals, heavy machinery, or other hazards are present) outdoor education</p>	<p>Principal</p> <p>Principal</p>	<p>Separate consent</p> <p>Separate consent</p>	<p>Intention form Specific SOP Contingency plans Health Information Other appropriate forms in appendices</p> <p>Intention form Specific SOP Contingency plans Health Information Other appropriate forms in appendices</p>

	camps, multi-day outdoor pursuits journeys in the back country (for example, biking, tramping, kayaking).			
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It is important that parental consent, including risk disclosure and medical consent, and health information are completed by all adult and student participants in the EOTC event, to meet school health and safety responsibilities.

SUPERVISION (particularly for school camps)

- Competent staff will lead all events and must be fully conversant with the requirements specified on the appropriate Safe Operation Plan (SOP).
- The TIC (Teacher-in-charge), in consultation with and agreement from the Principal, has the right to not take a student that they deem will compromise safety.
- Teachers, Support staff, volunteers, student leaders and contractors are briefed by the Teacher in Charge (TIC) regarding the objectives of the trip, specific roles and responsibilities, risk management for all parties including self, and the school policies and procedures. The briefing includes an explanation of the ‘code of conduct’ expected of all adults involved in the activity.
- All parents who stay overnight for the duration of the school camp will be police vetted.
- All staff implement the School procedures for injury and incident reporting.
- Contracts must be written up and agreed upon by signature when individual contractors or providers are contracted into a supervisor and/or instructional role. A review document is required of contractors and providers.
- If there is a dispute between a contractor/ provider and St Brigid’s staff regarding a decision before or during an event the more conservative option must be followed, this provides the highest standard of safety and care to students. If agreement can’t be reached the activity must be stopped and the TIC from St Brigid’s informed
- Where an outside contractor/ provider is employed the BOT are still responsible for student safety. This responsibility is delegated to the TIC.

The **supervision ratio** is established prior to the approval process.

The ratio is a decision of the TIC, and will be based on the following:

Competence of the staff, volunteers, student leaders and contractors, level of first aid cover, gender, age, behaviour and ability of students, special needs of students (medical, behavioural and educational), duration and nature of activity – land based, water based, nature of site, site requirements (e.g. permits), incident management options, access to emergency services, season, weather forecast and remoteness of site.

Special note on Ratios:

“A ratio compares the number of skilled and experienced supervisors with the number of novices involved in an EOTC event (at times adults may be novices). It is important that the selected ratio ensures that both quality learning and safety are maximised. Ratios for EOTC are hard to prescribe, as they will vary according to the age and needs of the students, the activity, the location and the competence of the students and staff involved. Competence is central to setting ratios and putting an effective supervision plan in place for any EOTC activity. If in doubt, be conservative and/or seek professional advice when deciding on ratios and an appropriate supervision plan.” (Ministry of Education, 2009)

- Staff ensure that students experience “challenge by choice” (that is, they are not forced to participate).

- Activities requiring technical outdoor skills have approved technical advisors appointed to advise St Brigid's staff on the running of these activities, including venues/sites, SOPs, professional development
- Those staff leading an activity for the first time are supervised by a senior staff member who is competent to run the event or the technical advisor for the first event and until they are judged as competent to lead the event.

RISK IDENTIFICATION, ANALYSIS AND MANAGEMENT

For all levels of EOTC staff must consider the potential risks and their causes. In doing so they must assess the level of frequency and severity, and take action to eliminate, isolate or minimize them. All teaching staff, and those supporting the teachers (support staff, volunteers, student leaders and contractors) are active 'risk managers.'

Where a SOP does not exist for a particular event a Risk Analysis and Management system (RAMS) form is developed by the TIC.

For all events, any special needs (Health, medical, supervision, educational, diet and other) of staff and students, and any site or activity specific hazards or other information is added to the SOP under "Event specific information".

In constructing the SOPs and RAMS the following are to be considered:

- Potential losses.
- Hazards (causal factors). These are the contributing factors to incidents (Hazards are the cause or source of harm, Health & Safety in Employment Act, 1992).
- The management strategies including the industry standards (current accepted/best practices) and any school developed strategies, which will mitigate against the losses.
- Incident management plans
- Equipment for emergency situations
- Equipment factors, including any hazards associated with its use.
- People factors, including any hazards associated with them.
- Environmental factors, including associated hazards.
- The potential severity and frequency.
- Where appropriate, student and staff swimming competency.

Appropriate equipment for emergency evacuation and first aid shall be available at all events and on route to events (cell phone or mountain radio, first aid kit).

Staff are familiar with the environment and the area where the programme activities will take place. All leaders must have visited the site before using it with students or they must be accompanied by a staff member who has used the site before. Where this is not the case, trips must be checked with the on-site staff.

Diving into pools (other than supervised public swimming pools where a board is provided for that purpose) is prohibited. Jumping feet first into a pool which has been physically checked by a staff member immediately prior to the event is acceptable.

Note: in the case of swimming, river and beach activities where there are multiple groups there must be a person monitoring the whole event.

Transport

Where seat belts are provided students must use them. A car with five seat belts can only transport five people. Booster seats will be used where necessary.

Staff and parents driving vehicles must have the appropriate license under NZ law and be appropriately trained and competent to drive the vehicle in the intended traffic, road and weather conditions.

All vehicles used must have both a current Warrant of Fitness and Registration.

Serious incidents

The Principal and TIC will be informed immediately where there has been a serious harm incident and take the appropriate action.

Where a serious harm incident or (the potential for one) has occurred the Team Leader is responsible for implementing an investigation, involving at least two appropriate members of staff. This is referred to the principal and BOT where necessary. In the case of serious harm an external review may be appropriate.

All procedures recorded in the St Brigid's Health and Safety Policy and Procedures apply to EOTC.

EQUIPMENT

Activities and circumstances for which safety equipment should be used are identified by the TIC of the event.

Safety equipment and/or clothing is provided to all staff and students and is always used and/or worn.

Students are not taken on events when they do not have the requisite gear and the school is unable to provide it.

Staff and students are instructed in the safe use of all equipment including safety equipment. Where staff and/or students provide their own safety equipment and/or clothing this is monitored by the TIC of the event and where appropriate checked and approved by the trained instructor.

School first aid kits are carried for all events; their use is reported to the First Aid Officer who arranges for their re-supply when informed by teachers who regularly check their contents per term.

All first aid treatments must be recorded in the First aid register. Treatments may first be recorded in the notebook in the first aid kit but must be added to the register on the return of the trip.

Where appropriate the TIC must establish protocols for food, water, waste, flora and fauna.

Facilities are checked prior to the event where appropriate.

COMMUNICATIONS

The TIC of the event ensures there is a communication system in place for all events.

Student use of cell phones is banned from all EOTC events, except where the TIC deems them necessary for communication.

REVIEW

Each event will be reviewed within the team involved.

The EOTC procedures, SOPs and contingency plans will be reviewed against current accepted (best) practice by the Principal within the normal cycle.

Any external review process shall be determined by the Principal or BOT Chairperson.

DEVELOPING A PROGRAMME

The planning process may include some/all of the following factors

- Identification of needs
- Identification of aims and objectives
- Identification of entry level
- Course content
- Expressed outcomes
- Teaching and assessment time allocation
- Resourcing
- Assessment and the resourcing requirements
- Internal & external moderation requirements
- Industry consultation
- Timeline for implementation
- Approvals
- Evaluation and review
- Consultation with iwi
- Sequencing of activities
- Sustainability

INDUCTION

The school-wide procedures apply for all new and returning staff, including reading and understanding this document.

In the case of Beginning Teachers there is a nominated 'supervising teacher' and the processes associated with progressing towards Full Registration are followed.

See www.teacherscouncil.govt.nz

The Beginning Teacher is supervised for at least the first event.

STUDENT BEHAVIOUR

Students are required to adhere to our Code of Conduct and any risk management requirements relayed to them by staff.

It is expected that respect be shown for the environment, other people and property.

See www.doc.govt.nz.

Students and parents are informed of the procedures associated with any breach of these codes. This includes the option to send students home at the parents' expense.

SAFE OPERATION PLANS

While teacher judgment is valued a series of Safe Operation Plans (SOPs) have been developed to ensure consistency within the school

Each SOP has event-specific and student-specific information added to it prior to being taken on the event.

When a new activity falls outside a current SOP, a Risk Analysis and Management System document (RAMS) must be constructed and approved by the Principal.