

EOTC/ELC Procedures

1. [Staff and Student Information](#) document must be completed by the class teacher at the beginning of each school year and filed in the [EOTC Shared Drive](#) class folder. No trips can be approved until the Associate Principal has checked and approved the [Staff and Student Information](#) document. It should be updated with any changes throughout the year as required.
2. Before seeking approval for any specific EOTC events the class teacher must have already completed the prerequisite documentation and preparation:
 - Each class teacher is encouraged to download the eTAP app and login
 - Driver competency/licence evidence completed and saved in employee folder. Driving test in an applicable vehicle is organised with the relevant Associate Principal if required.
 - Class teachers read through the [EOTC Process Chart](#).
 - EOTC Bag with checklist including eTAP full details page for each student, gloves, small first aid kit, water bottle, wipes, hand sanitiser, medication and nappies (depending on student needs). Bag contents must be checked before each outing by the class teacher.
3. Teacher submits an application for [EOTC Event Proposal, Approval and Intentions](#) online from the Sommerville Staff Dashboard, minimum two weeks prior to the event.
 - Consider risks involved and plan to minimise them (RAMS)
 - Arrange site visit and venue accessibility as required
 - Identify the learning objectives as part of your class programming and planning
 - Private vehicles may not be used to transport students
 - Discuss any costs involved with your Associate Principal
4. Organising teacher completes a [RAMs form](#), filed in the [EOTC Shared Drive](#) class folder and shares with EOTC Co-ordinator and Associate Principal.
5. Application will be assessed by the relevant AP. EOTC Co-ordinator will contact the AP if more information is needed. The School Board, Principal, DP, or Associate Principal may also be involved as required per EOTC policy in [SchoolDocs](#).

6. Once the RAMs are completed appropriately, the EOTC Co-ordinator emails final approval to the applicant and Associate Principal
7. Information about the event is communicated with parents/caregivers of students by the teacher. This includes permission slips to be signed and returned to the teacher.
8. Signed consent forms to be scanned and filed in [EOTC folder](#).
9. Approval is logged in the school EOTC Sommerville Event Proposal, Approval and Intentions Form Responses and EOTC calendar updates made by the EOTC Co-ordinator. Daily outings (e.g. walks) do not need to be in the EOTC calendar but should be noted in weekly planning and notify the office (Base or Satellite) when you leave and return.
10. EOTC Co-ordinator liaises with the Transport Co-ordinator to book appropriate [travel arrangements](#).
11. Unless authorised by the Principal, all vehicles must have at least two adults accompanying students.
12. School vans are to be used only for pre-booked trips. Any changes to transport arrangements or trip destinations after approval must be communicated to the EOTC Coordinator, the relevant Associate Principal or SLT team before the change is made. Approval must be granted prior to any proceeding.
13. If a van must be used in an emergency, the school office or a SLT member must be informed immediately and this should be recorded in the transport document
14. Any extra staff, if required, will be allocated by the EOTC Co-ordinator in conjunction with the person responsible for daily staffing, and the teacher kept informed.
15. If the class teacher is absent on the day of the event, the event will be cancelled unless a suitable certified release teacher or Limited Authority to Teach (LAT) is available. Te Hapori teacher aides have the authority to take students to work experience without a teacher and this is the only exception.
16. If at base site or Te Hapori a staff member from the class must sign out on Vistab (stating purpose, ie swimming, walk, EOTC trip) and sign back in when the class returns. Satellite classes must notify their host school when the class is leaving school grounds and when the class returns.
17. All accidents/incidents /injuries/illnesses must be reported to the senior leadership team immediately. Parents must be notified and the incident recorded as an incident in eTAP. Staff injuries are to be recorded in the [Dashboard](#). The appropriate documentation must be completed within 24 hours.
18. Evaluate the outing, including feedback on any issues with the event or environment of concern, using the [EOTC Evaluation Log](#) which should be filed in the EOTC Shared Drive class folder.

* Te Hāpori staff may use private vehicles to transport students to work experience if there are no school vehicles available.