

Operational procedure	Governance policy this procedure falls under
EOTC	Health and safety

Purpose

Aorangi School is committed to offering and exposing students to a range of structured, sequenced, and developmentally appropriate learning opportunities in various outdoor environments. We endeavour to ensure that our EOTC programme:

1. Fosters the development of skills and abilities in outdoor environments.
2. Develops resourcefulness, skills for living, and survival safety in the outdoors.
3. Grows a positive attitude towards outdoor pursuits and conservation.
4. Enhances competencies such as tolerance, independence, responsibility, self-reliance, and resourcefulness.
5. Builds interactive social skills, team spirit and group cooperation.
6. Fosters students to problem-solve and make appropriate decisions suitable for the situation.

GUIDELINES

Every EOTC event will go through a cycle of planning, delivery and review. The key stages are:

Stage 1: Seek initial approval.

Stage 2: Event approval or declined.

Stage 3: Event organisation.

Stage 4: Risk management documentation completed.

Stage 5: Final approval.

Stage 6: Event held.

Stage 7: Review of event.

Note: In all EOTC events, the school's operational procedures apply. These include: Alcohol, vaping and drugs; Identification and reporting of child abuse; Parent help; Physical restraint; Police vetting; Sun smart; Transporting children; Child protection.

Stage 1: Seek initial approval

Approval must be given for the intent of the EOTC event to go ahead. This is NOT the final approval. Initial approval is granted based on the following matrix:

	Low risk	Medium-High risk	Overnight
Activity type	Routine and expected activities and environments. Minimal Hazards May include: - Activities on school grounds. - Supervised local visits.	Where risk exposure is greater than what would typically be the case at school. May include: - Adventure-based activities. - Remote. - Hazardous environments.	Including domestic and overseas trips.
Examples of this activity	e.g. trip to supermarket, field trip to beach (sand dune study, no swimming).	e.g. day ski trip, kayaking in the lake.	e.g. school camps, sports trips, tramps.
Who can give initial approval	Principal	Principal + board	Principal + board

1. Provide an event proposal that outlines the purpose of the event, logistics, initial risk assessment, and staffing.
Consider:
 - a. The purpose of the event/activity.
 - b. Which category the event fits in (what preparation and approvals are required).
 - c. The risks involved (initial risk assessment).
 - d. Any high-level risks, e.g. transport to and from the event, risks associated with the activity and/or the environment.
 - e. Weather planning for if the event requires dry, fine weather.
 - f. Requirements for students with additional support needs.
 - g. Approximate costs to be considered as part of the initial approval.
 - h. Once initial approval is provided, event planning can continue.
 - i. Final approval is required before the event can go ahead.

Stage 2: Event approval or declined

1. The EOTC event must fit within the school calendar and ensure that core curriculum impacts are considered.
2. In the initial approval stage, pre-approval must first be sought from the principal. This will ensure protection of core curriculum delivery.
3. A key consideration of event initial approval is the competency of staff leading the event. All staff involved in an EOTC event must have the necessary information and competence (skills, knowledge, experience), or be adequately supervised, so that they can safely perform their role. Each event and role should be assessed to determine what competence is required, making sure that staff are competent to:
 - a. Independently manage, and/or teach a group of students to the required level in the designated environment.

- b. Always assess and manage risk throughout the event and act accordingly.
 - c. Participants and staff should have ready access to someone with appropriate and current first aid skills.
 - d. Competency requirements should be benchmarked against industry qualifications and the competencies used by other schools and operators. Competency can be established through:
 - i. Sighting recognised qualifications.
 - ii. Attestation of competency and sufficient experience (by a suitably qualified person).
 - iii. Observation and skills assessment (by a suitably qualified person).
4. Information on staff and volunteers involved in EOTC is recorded in our school's EOTC safety planning and risk management documentation.
 5. Where possible, initial approval and final approval is required at least 3 weeks prior to the event taking place. This is particularly important for High Risk and Overnight events that require board approval. The board will not meet especially for an event that has not been planned well in advance. Effective organisation of an event (including time management) is a critical element that provides confidence that an event is being well-led.
 6. Teachers or providers have contingency plans if the event is weather dependent, or they are suddenly unable to attend or lead the event (eg. Illness or tragedy in the family etc.).
 7. If the event is approved at the initial stage, move planning to Stage 3. If declined, seek feedback on why and amend event proposals in the future to take account of the feedback.

Stage 3: Event organisation

1. Make enquiries, and tentative bookings. If possible, inspect the facilities or environment.
2. Final costings for the event to be updated.
3. Obtain consent from parents. Parents are informed of all activities that their children participate in, regardless of the type.
4. Request and organise parent help*.
 - a. *Communicate to parents, as early as possible, so that they can make the necessary arrangements to be involved.
 - b. When there are more offers of help than required, the school declines some of the offers.
 - c. The school reserves the right to decline offers of help at any time.
 - d. It is not always appropriate for siblings to come along with the parent helper. Please discuss this with the teacher before the event/activity.
5. When deciding on parent help, ensure that police vetting requirements are met:
 - a. Depending on the activity, there may be forms for the parent helper to complete.
 - b. Parent volunteers are not required by law to be vetted but the school board or management may choose to do so. At Aorangi School, we police vet parent volunteers for camps and overnight activities.
 - c. No adults (i.e. staff, instructors, visitors, or parent volunteers) participating in an EOTC activity may consume or be under the influence of alcohol, illegal drugs, or other harmful substances.
 - d. We promote all school activities outside of our school's premises as smokefree, e.g. EOTC activities, sporting events, etc., and remind parent helpers that they must not smoke/vape while looking after students.
6. Prepare and send home health profile forms for each person involved in the event.
7. Prepare a class list that includes names, relevant health information, consent given, and contact phone numbers.
8. Organise transport.

9. Complete risk assessments (see Stage 4). This includes the risk consent and health profile forms sent home earlier.
10. Create a gear list and send it to parents.
11. Organise equipment and first aid kit.
12. Communicate key information to adults involved with the trip.
13. Brief students about behaviour expectations and consider using an EOTC student contract/code of conduct.
14. Inform the office staff and other people potentially affected by the students' absence from the classroom.

EOTC Transport

Private cars

- Any vehicle used for students must be registered and have a current Warrant of Fitness.
- All drivers providing transport must have their full driver licence, even if they are only transporting their own children.
- Drivers and passengers must be always restrained.
- All vehicles should be appropriately insured.
- Student drivers transporting others to an event must have their full licence and the parents of all students in the vehicle must give written permission.
- Drivers who agree to provide transport must sign an assurance that the requirements above have been and will be met.
- It is against the law to smoke or vape in a vehicle that has occupants under the age of 18 years (whether it is moving or stationary).

Driver competence

- Drivers should be competent to drive in the intended traffic, road, and weather conditions.
- Strategies should be in place to avoid driver fatigue on long journeys, e.g. having more than one driver, planning stops, and having someone else in the vehicle who is awake and can monitor the driver's fatigue levels.

School or hired minibus

- Minibus drivers do not require a special licence, if the driver has a full, current car licence, and transports no more than 11 passengers. The driver's name must be recorded, and their licence sighted by the person in charge of the trip.
- Each vehicle transporting students should carry a first aid kit, and a list of students in the vehicle.

Public transport or chartered transport

- The operator's licence determines the conditions of travel.
- There should be effective supervision for all bus travel.

Stage 4: Risk management documentation (RAS)

1. School boards and individual teachers have a duty of care to students, and responsibilities under the Health and Safety at Work Act 2015. All school health and safety policies apply to EOTC activities, and risk management is an essential part of any event planning.
2. The person in charge of an activity must make sure that:

What we do to ensure we meet our school's policy expectations.

- Adequate supervision is arranged.
 - All staff have a copy of relevant safety planning and risk assessment documentation and take it with them.
 - Appropriate equipment for emergency evacuation and first aid is available at, and en route to, all events. This equipment could include phone, cell phone, mountain radio, first aid kit, etc.
 - Evacuation and safety procedures are established and addressed for each camp venue, and practised, where possible.
3. Our safety planning and risk assessment documentation help identify the possible risks and hazards involved in an activity, and the steps taken to minimise them. These processes ensure the appropriate safety strategies and supervision exist, and that the proposed activity is suitable for the intended participants.
 4. Safety documentation provided by a venue or activity provider can be used if it is reviewed and adjusted to meet student or special school needs, the environmental situation, and any other relevant factors.

(All documentation to support this stage are in the school shared drive "EOTC")

Stage 5: Final approval

1. This stage should be straightforward. If each of the elements above have been attended to appropriately and with care, the final approval stage should be the last check that all things around safety have been considered.
2. Ensure that appropriate time is given for final approval, particularly should the event be High Risk or Overnight. The board will need to convene for final approval of High Risk or Overnight events, and this will need to be timed in readiness for a scheduled board meeting.
3. If final approval is granted, the event proceeds as per the event organisation. If final approval is declined, seek immediate feedback to determine whether appropriate changes need to be made, or in declining the final approval that the event is cancelled.

Stage 6: Event held

Pre-departure

1. Before the event, organise, check, and/or complete the following:
 - a. Parental consent forms.
 - b. Student, staff, and volunteer health details, clothing, and equipment.
 - c. Food and first aid kits.
 - d. Briefings with leader(s), volunteers, and students, including discussing behaviour expectations and/or signing a code of conduct.
 - e. Finances, e.g. invoices, petty cash.
 - f. Weather forecast and road conditions via AA Road Watch, MetService, or NZTA.
 - g. Vehicles, e.g. warrant of fitness or certificate of fitness (heavy vehicles), registration, road user charges, fuel, oil, water, chains, and/or trailers.
 - h. Event documentation – distribute to appropriate participants.
 - i. Relief requirements.

Departure day

2. On the day of departure, organise, check, and/or complete the following and decide whether to continue, postpone, or cancel:
 - a. Competency of staff.

What we do to ensure we meet our school's policy expectations.

- b. Weather forecast and road conditions.
- c. Communication devices/systems.
- d. Equipment and first aid kits.
- e. Intentions – provide participant names to school staff and each leader.
- f. Final briefing for participants, including any changes in plans.

3. Check that all students, staff, and volunteers:

- a. Arrived on time.
- b. Have no changes to medical conditions.
- c. Have the required clothing, footwear, and equipment.
- d. Hand in medication as required.

Throughout the event

4. Continue to monitor the weather forecast and road conditions.
5. Be prepared to cancel the event if necessary.
6. Communicate and discuss safety matters regularly with the person in charge, leaders, and external providers.
7. Report incidents.

Stage 7: Review of the event

Complete your event by following up with:

Tidy-up

- Acknowledge and thank those involved as needed.
- Feedback to participants, staff, parents, and external providers about the event as needed.
- Complete/authorise any event-related payments.
- Clean and return equipment, and complete equipment logs as required.

Review and evaluation

- Complete an event review and include the perspective of other stakeholders (students, volunteers, external providers) where possible.
- Evaluate how well learning objectives were met and note any other tangible benefits.
- Ensure, where relevant, that any review findings inform overall safety management planning.

Reporting

- Finalise actual versus budgeted costs and complete any financial reporting.
- Check that all incident reports have been reviewed and actioned.
- Share the results of the event review with relevant staff (e.g. EOTC coordinator, Principal, board).

Record keeping

- File event records for future reference.