

## EDUCATION OUTSIDE THE CLASSROOM (EOTC) POLICY NGĀ TIKANGA WHAKATINANA I NGĀ ARIĀ

### TE RANGIHAKAHAKA - CENTRE FOR SCIENCE & TECHNOLOGY

|                        |                                  |
|------------------------|----------------------------------|
| Drafted by:            | Approved by Board and Whānau on: |
| Scheduled Review Date: | Version:                         |

### **PURPOSE | TŪĀPAPA**

Te Rangihakahaka Centre for Science and Technology can only deliver our unique curriculum to tamariki and whanau by learning and working outside of the classroom. Each of our kaupapa rely on conducting practical, hands-on investigations both inside and outside our Centre. Our tamariki learn by seeing the diversity within our environments. Therefore we cannot and will not limit the potential of our tamariki by confining them to one specific space.

### **PRINCIPLES | NGĀ POUTĀUHU**

EOTC is essential to the learning of our tamariki and will involve a diverse range of activities that all combine to give context and purpose to the learning. EOTC is essential to the learning at TRCST because it;

- makes connections between what is covered in class to what happens in a real life situation and setting
- gives depth to the learning
- involves a variety of people and places
- is fun and engaging
- values the knowledge held by people and places within our region

# Te Rangihakahaka

Centre for Science & Technology

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PROCEDURES | TĀHUHU – NGĀ POUPOU

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### PROCEDURES | TĀHUHU – NGĀ POUPOU

All Staff, Whānau, Volunteers, Board and members of the community that are associated with Te Rangihakahaka Centre for Science and Technology are responsible for being familiar with and abiding by, this policy.

EOTC at TRCST means the following;

- Tamariki learning occurs regularly off site
- Industry and Iwi experts are regularly used by TRCST to enhance the learning for each kaupapa
- Extra-curricular activities are run by and/or for whānau at the Centre
- The centre is open before and after the formal learning hours for whānau, Iwi and the community
- Participating in Community Service activities in and around Rotorua
- Tamariki safety is paramount in all EOTC activities

### RESPONSIBILITIES | NGĀ HEKE

The Tumuaki is responsible for;

- ensuring Police Vetting is completed and filed appropriately
- meeting with potential advisors and experts
- ensuring EOTC is included in all kaupapa planning
- monitoring the planning and implementation of Community Service

The Staff are responsible for;

- the safety of tamariki at all times
- co-ordinating Service Day
- ensuring they and those assisting are aware of any issues (health or otherwise) that any tamaiti may have and what precautions need to be taken
- creating enriching and stimulating educational experiences outside of the classroom

## APPENDICES | KŌWHAIWHAI – TŪRAPA

### Appendix 1 - Generic EOTC Permission Form

#### GENERIC Risk Assessment Management Strategy for TRCST activities involving excursions and transport.

We ask that all parents/caregivers complete the following generic permission form for your tamaiti/tamariki to participate in EOTC events while they attend Te Rangihakahaka Centre for Science and Technology. You will still be given an information sheet (e.g: dates, activities, your participation etc.) by Staff and you still have the right to withdraw your permission from any planned EOTC by contacting the teacher of your tamaiti and/or the Tumuaki.

| Description of risk   | Primary Control Measures  | Person Responsible |
|---|---|--------------------|
| <b>RISK AT EVENT LOCATION – All activities will involve water</b> |   |                    |
| Emergency   | <ul style="list-style-type: none"> <li>Upon arrival at each destination Staff will brief all students and staff about the emergency evacuation procedures at <b>insert place</b></li> <li>Emergency Services will be contacted by staff or injured person may be taken to nearest medical service.</li> <li>The group will be made aware of major hazards (keeping off roads, sun),</li> <li>Emergency communications will be through cell phone, ensure it is charged</li> </ul> | TRCST Staff        |
| Activities  | <ul style="list-style-type: none"> <li>Follow instructions from supervisors (read each specific rams form</li> </ul>  | Staff and Whānau   |
| Injury  | <ul style="list-style-type: none"> <li>Enforce safety procedures, appropriate clothing, and appropriate use of equipment etc.</li> <li>Identify and discuss specific hazards prior to each activity</li> </ul>  | Staff and Whānau   |
| Missing persons   | <ul style="list-style-type: none"> <li>Students do not leave the site during the event</li> <li>Staff / Whānau are responsible for their own students during breaks, at start and end of event.</li> <li>Before departing from event, ensure all students are accounted for.</li> <li>Students are to meet at meeting point identified if separated.</li> <li>If students are travelling with whanau or parents, staff are to be informed</li> </ul>                              | Staff and Whānau   |

|  |   |                             |
|--|---|-----------------------------|
| Allergic Food reaction - general                   | <ul style="list-style-type: none"> <li>• First aid kit on hand at all times, this will be held by staff will have a basic kit with plasters and pain relief cream.</li> <li>• Students to advise teachers of any relevant medical conditions and carry medication with them</li> <li>• Personal medications available</li> </ul>      | Staff and Whānau            |
| Effects of weather, sunburn, dehydration, cold     | <ul style="list-style-type: none"> <li>• First aid kit on hand at all times</li> <li>• Students advised to bring appropriate clothing and footwear</li> <li>• All students asked to bring a named refillable water bottle full with drinkable water</li> <li>• Sunscreen will be provided and students asked to wear hats.</li> </ul> | Staff and Whanau            |
| Student falling sick                               | <ul style="list-style-type: none"> <li>• Bring own clearly labelled and named medication.</li> <li>• Contact numbers for parents and emergency contact will be held by their teacher.</li> </ul>  | Staff                       |
| Walking around equipment                           | <ul style="list-style-type: none"> <li>• Students to be supervised when being guided around</li> <li>• Explanation given on how to walk and appropriate behaviour</li> <li>• Supervised around tools know how to use equipment safely,</li> </ul>   | Staff and onsite supervisor |
| <b>RISK IN TRANSIT</b>                             |   |                             |
| Delayed in transit to or from one event to another | <ul style="list-style-type: none"> <li>• Supervisor responsible contacts staff or on way home contact whanau about delay or changes.</li> </ul>   | Staff                       |

## MĀRAMATANGA

A tamaiti is better able to learn, be curious and take full advantage of their time at our centre if they are involved in enriching, meaningful educational experiences that are in context and have a purpose.