

Nau mai haere mai!

Welcome to

Education Outside the Classroom

We will begin soon.

All cameras and microphones have been turned off due to the number of participants.

A copy of this presentation and recording will be online tomorrow in the

NZSBA Resource Centre Learning Library

Preparing our minds for the session



E te hui

For this gathering

Whāia te mātauranga kia mārama

Seek knowledge for understanding

Kia whai take ngā mahi katoa

Have purpose in all that you do

Tū māia, tū kaha

Stand tall, be strong

Aroha atu, aroha mai

Let us show respect

Tātou i a tātou katoa.

For each other.

Your presenters

Fiona McDonald - Presenter

EONZ Chief Executive

Belinda Weber – Q&A

NZSBA Chief Advisor Governance

Arja Pinkney - Host

NZSBA Learning and Innovation Specialist



e tipu e rea





Content

The Board's role & responsibilities

Current good practice

Working with External providers

EONZ Support



Supporting educator to take learning outdoors

Good Practice EOTC for NZ Schools

[Discover Resources](#)[Join Us](#)

Through good practice guidance, workshops and resources, we empower schools to weave EOTC into their curriculum, enriching education while deepening students' connection to te taiao.



What is the Board's current role in EOTC?



Ensuring a current good practice system exists and is being consistently applied and regularly updated.



**Q. What is the review process for EOTC
documentation and systems?**



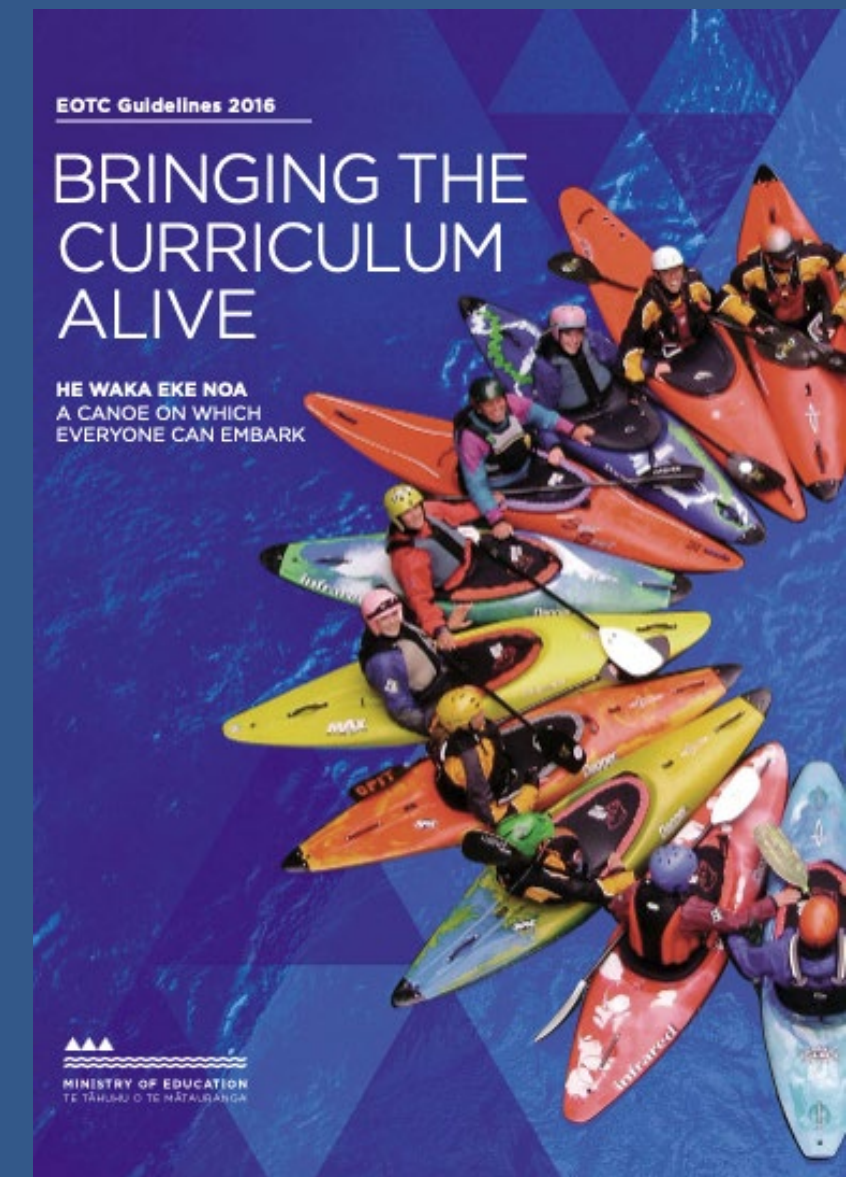
Questions the School Board Should be Asking About EOTC in Their School

Question	Evidence
How does our EOTC programme for each year support our strategic direction? What is the process for determining the programme?	EOTC annual plan with links to localised curriculum, strategic goals, and vision
How does the school decide what competencies each type of EOTC activity requires?	EOTC activity matrix/plan
How is the competency of each staff member determined and recorded?	Staff competency record



**Q. How does the Board ensure their
system is meeting current good
practice?**







EOTC Safety Management Plan

Board Approval

The School board supports and endorses EOTC at all levels in the school/kura and approves this Safety Management Plan (SMP).

APPROVED BY		
Presiding Member, School Board	Signature	Date (d/m/y)
Principal	Signature	Date (d/m/y)

EOTC Safety Management Plan Template

EOTC Policy - the 'why' plus often the 'what'

EOTC Procedures – the description of 'how'

Outlines how we do EOTC at our school



Toolkit Templates

- 1. EOTC Event Proposal, Approval and Intentions Form**
- 2. EOTC Risk Assessment and Supervision Form**
- 3A. EOTC Standard Operating Procedures**
- 3B. EOTC Local Events Standard Operating Procedures**
- 3C. EOTC Transport Standard Operating Procedures**
- 4. EOTC Staff Agreement Form**
- 5. EOTC Volunteer Agreement form**
- 6. EOTC External Provider Agreement Form**
- 7. EOTC Parent Caregiver Information Letter Template**
- 8A. EOTC Blanket Consent Form**
- 8B. EOTC Parent Caregiver Consent Form**
- 8C. Aquatic Activities Competency and Consent Form**
- 9. EOTC Ākonga Health Profile Form**
- 10. Ākonga Contract Form**
- 11. Individual Ākonga Support Planning Form**
- 12A. EOTC Transport Plan Form**
- 12B. EOTC Transport Driver Agreement Form**
- 12C. EOTC Transport Passenger Permission Form**
- 13. EOTC Equipment and Log Form**
- 14. EOTC Site/Venue Checklist Form**
- 15. EOTC Event Checklist Form**
- 16. EOTC Emergency Response Guide**
- 17. EOTC Incident Report**
- 18. EOTC Event Review Form**

Toolkit of Forms

How you collect and manage all of the information you need and the planning and review you do for each event.



EOTC Safety Management Plan Template & Toolkit Forms

The EOTC Safety Management Plan (SMP) template, together with the EOTC Toolkit, provides a comprehensive framework for all Education Outside the Classroom and supports the Ministry of Education EOTC Guidelines, *Bringing the Curriculum Alive*, 2016.

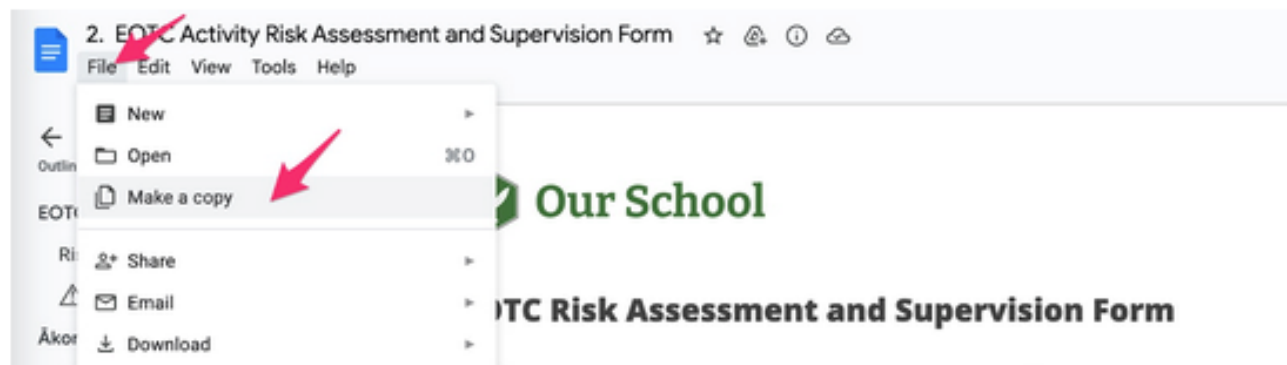
Accessing the Templates

The templates are stored as master copies as Google Docs and are publicly shared with a "View only" permission that allows anyone to copy the templates and continue to use them as Google Docs, or download/export them in other formats.

You can access the templates by clicking on VIEW TEMPLATE links below.

Making a Copy

To continue with Google Docs, you can use the *Make a Copy* option from the File menu to add the template you want to use to your collection of Google Docs. Once the template is saved to your account, you can then change and adapt the template as required.



Related information

[Adventure Activity Regulations](#)

[Audit Tools](#)

[EOTC FAQs](#)

[EOTC Management Zoom Series](#)

[EOTC Safety Management Plan Template & Toolkit Forms](#)

[Good Practice Guidelines](#)

[Ministry of Education & other agency resources](#)

[Online Learning Modules](#)

[Streamlining school processes](#)

[Working with External Providers](#)

[Planning Safe Water-Based Experiences – On-line PLD](#)

[Fatality Prevention Mindset](#)



Understanding the level of risk for EOTC activities



	Low Risk	Medium to High Risk	Overnight
Event type	Routine and expected activities and environments • School grounds • Supervised local visits. E.g. Trip to supermarket, Science trip in Botanical Gardens.	Where risk exposure is greater than what would typically be the case at school. • Adventurous activities. • Hazardous environments including but not limited to water, speed, height, chemicals, extreme weather conditions, technical equipment or animals. • Unpredictable environments. E.g. Agricultural Field days visit (medium), Field trip to the beach (medium), Day ski trip (high), Swimming at the beach (high), Rock climbing programme with OE class (high).	Including residential and overseas trips. E.g. Sports trip, Duke of Edinburgh tramp, Overseas art trip.





**Q. How does the school decide what
competencies each type of EOTC
activity requires?**



What are the competencies required by the different EOTC activities the school delivers?

Look at level of risk and complexity for each activity:

- What are the competencies required to deliver the activity?
- Record this information using - **2. EOTC Coordinator Toolkit - Activity Competency Requirements**



What are the competencies required by the different EOTC activities you deliver?



EOTC Activity Competency Requirements

Learning Area	EOTC Activity	Class/group level	Date of Activity	Location	Risk level	Environmental factors	Qualification required	Experience required	Any student competency requirements	Comments



Example – Senior Outdoor Education

Kayaking on Grade 2 Whitewater



EOTC Activity Competency Requirements

<u>Learning Area</u>	EOTC Activity	Class/group level	Date of Activity	Location	Risk level	Environmental factors	Qualification required	Experience required	Any student competency requirements	Comments
HAPE	Kayaking	OE L2	End of Term 1	Hurunui Murchison	High	Weather River flow	Kayak 1 First Aid Driver's licence	Site visit, rescue training, knowledge of current conditions, <u>Trailer</u> and gravel road competency Knowledge of local weather conditions and river flow information	Pool and beach sessions attended and skills <u>achieved</u>	



Q. How is the competency of each staff member determined and recorded?



What competencies do the school staff have?

Look at what competencies each staff member has:

- Competencies include qualifications, training and experience.
- Record this information using - **1. EOTC Coordinator Toolkit – Staff Competency Database**



Staff Records

F	G	H	I	J	K	L	M
Induction complete	Drivers license & Expiry date	First aid & Expiry date	EOTC policy and procedures	EOTC qualifications and/or experience	Trips taken	EOTC related PLD	Comments
Yes	Class 1, 2026	Outdoor, 2024	2023	NZOIA Rock 1, NZOIA Kayak 1, Outdoor Leader - EOTC	2021- Level 1 Pracs (Rock, river x, abseil, mountain Bike), 2x Overnight Tramps, Year 11 Ski Trip. Kaikoura sports exchange, Wednesday sport. 2022- Level 1 Pracs (Rock, River x, swimming, abseil, mountain bike) L2 ODED Kayak Camp. L3OELS Leadership camp at Boyle. Mountain View Sport Exchange 2023 - L3 survival night. L3ODED 3 day tramp, Nelson Lakes. South Island Junior Netball tournament. 2x overnight tramps. L2 ODED pracs (Rock, Navigation, Kayak rolling). L3 OELS leadership camp. L3 ODED survival night. Buller High sports exchange, Wednesday sport, Junior south Island netball tournament.	EONZ EOTC and Safety managment, 2022, NZOIA revalidation Rock 1 2023	



Using this information when approving events

The key question:

Does the competency requirements of the activity match the competencies of the staff listed in the supervision structure?



Q. How does the school ensure good decisions are made to halt, modify or proceed on the day and during the event?



EOTC Risk Assessment and Supervision Form

Event Name	Event Date
------------	------------

Risks Identified for this Event

The section below is to be completed in collaboration between **EOTC Coordinators** and the **Person in Charge** of the event. Repeat the section for each harm you identify for all of the activities that make up your event. Help in identifying harms, hazards and control strategies for common EOTC events can be found in the [EOTC Good Practice Guides](#) (bit.ly/3NYZFIM). The guides provide example harms, hazards and controls that you can add below, in addition to adding your own.

HARM What could go wrong?	HAZARD Why would this happen?	Risk Rating How serious?	Controls How can it be prevented? First try to Eliminate, then Minimise the risk	Check Controls implemented? Reviewed?	Residual Risk Rating?
HARM 1	HAZARD 1	☐ HIGH ☐ MEDIUM ☐ LOW	School Actions: Leader Actions:		☐ HIGH ☐ MEDIUM ☐ LOW
	HAZARD 2	☐ HIGH ☐ MEDIUM ☐ LOW	School Actions: Leader Actions:		☐ HIGH ☐ MEDIUM ☐ LOW

What is the
school's risk
assessment and
management
system?

[EVENT NAME] EOTC Standard Operating Procedures

This form consists of two parts. **Section A** consists of important information to be used in the planning of this type of event. This information has been compiled by the **EOTC Coordinator and/or the staff with the most expertise in the activity** based on a risk assessment and past experiences with this type of event. **Section B** - is to be completed by the event **Person in Charge** to record the important planning details for running this specific activity for their group.

Section A - Planning Information

PRIOR TO LEAVING

In lessons cover:

- Knowledge of clothing: layering, outer shell and fabric
- Food and water: frequent snacks, need for hydrating, advantages of hot food and drinks, calorie intake
- Boots: fit, prevention and treatment of blisters
- Sunsmart practices
- 'Leave No Trace' code
- Navigation using major geographical features
- Navigation using map and compass
- How to pack a tramping pack
- What to do if lost

PRIOR TO DEPARTURE CHECKS

- Clothing, footwear, food and water check
- Weather forecast and decide if appropriate for activity to go ahead
- First aid kit present
- Personal medication - named, dosage specified, and in a waterproof container. Carried by appropriate person
- Wasp hazards
- River levels/swell conditions
- Health information and caregiver contact details (checked and taken on trip)
- Volunteers approved (procedures completed)
- DOC track alerts

ON DEPARTURE CHECKS

- Leave intentions form (including any approved pick-ups from the activity site), at the office in the

Consider Standard Operating Procedures



Accessibility and inclusion in outdoor education and recreation

A guide for outdoor providers and educators



Good Practice Guides

1. General Guidance for Organised Outdoor Activities
2. Overarching Risk Management Guidance
3. Driving Guidelines and Checklists
4. Activity Good Practice Guidelines and Activity Planning Templates for:
 - Adventure-Based Learning
 - Archery
 - Campfire cooking and fires
 - Emergency Communication
 - Flatwater Floating and Paddling
 - Inland Waterway Swimming
 - Low Ropes and Confidence Courses
 - Map-Based Activities
 - Overnight Camping
 - Sliding Activities
 - Snorkelling
 - Target Shooting
 - Tramping
 - Environmental Service,
 - Non-technical Caving,
 - Beach and Surf activities



OPERATIONAL LIMITS

The following conditions will determine if this event goes ahead as planned

RED - RISK LEVEL UNACCEPTABLE - EVENT WILL BE CANCELLED

Any one or combination of:

- Heavy rain warning in place, rivers in or predicted to flood, gale force winds - windfall danger, unstable slips on route, extreme temperature.
- Insufficient competent staff.

ORANGE - RISK LIKELIHOOD IS ELEVATED - CAREFUL REASSESSMENT REQUIRED

Any one or combination of:

- Heavy rain; high river levels, wet/slippery/windfall route conditions, cold temperatures <5°C
- Unexpected staff changes

Careful reassessment of risks and approval from HOF/EOTC coordinator required to go ahead with event.

GREEN - EVENT CAN PROCEED

Weather and other environmental conditions do not elevate the risk level.





Why aren't we talking about ratios?

Using ratios can lead to:

Not considering the needs of the particular group of students on the trip.

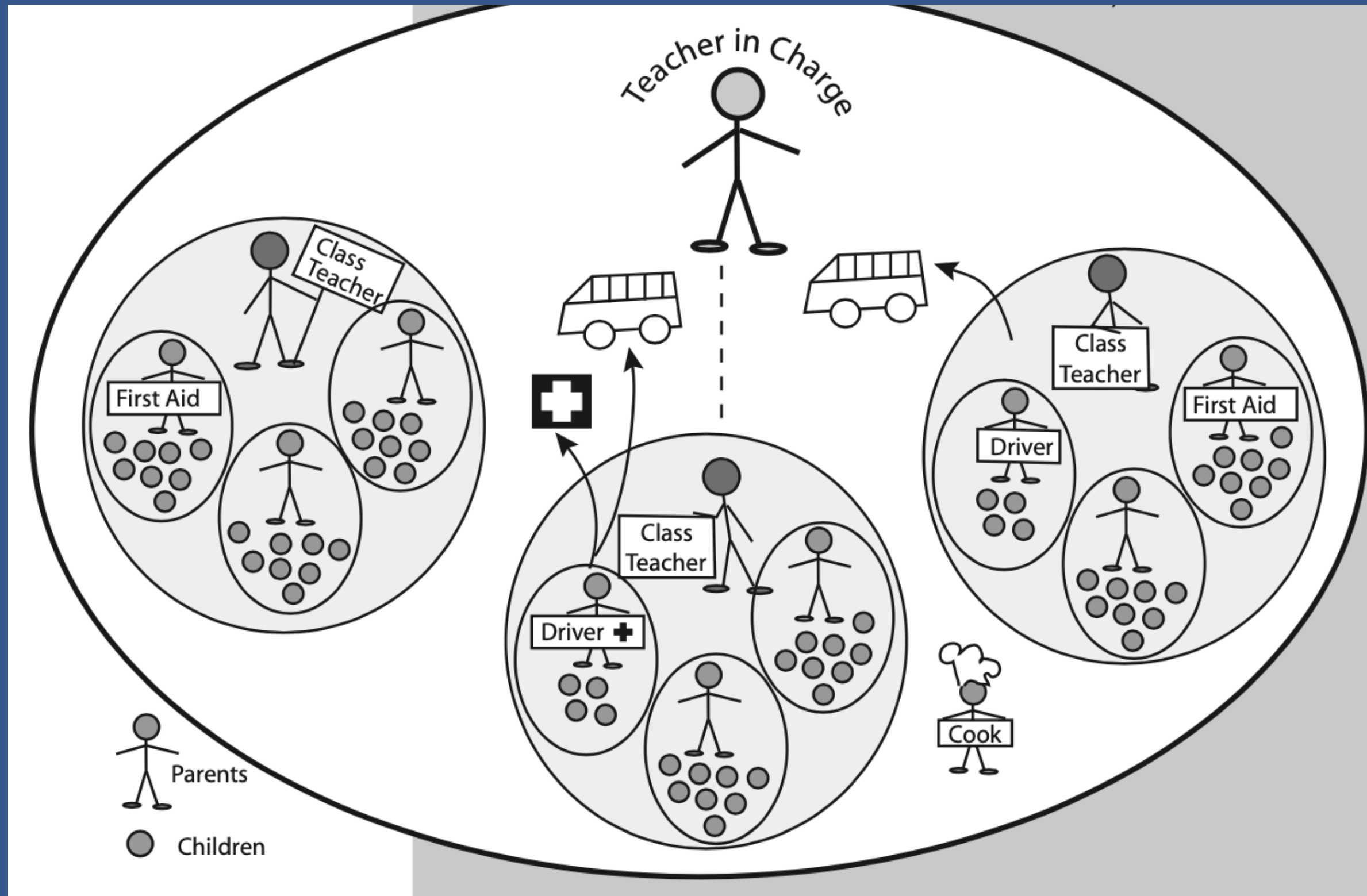
Confusion about who is counted on each side of the ratio.

Lack of consideration of the competencies of the adults involved.

Supervision structures allow a clearer picture of different competencies in the team



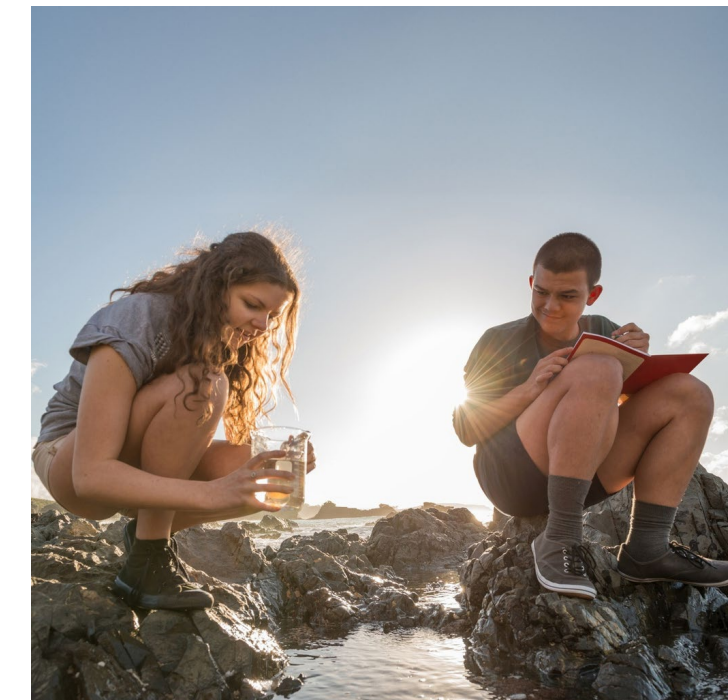
What is a supervision structure?



Q. What policies/procedures are in place for working with external providers (including clarity of roles)?



**Consult,
Cooperate,
Coordinate
=
Communication**





What do the 3 C's look like...

Consult:

- Identified risks – both parties
- Expectations
- Roles and responsibilities
- Plans

Cooperate:

- Sharing information

Coordinate:

- Required competencies
- Induction
- Ensuring alignment, avoiding gaps or conflicts





Q. What is the process for incident reviews, and the implementation of lessons learnt?



“

"Developing a Fatality Prevention Mindset
requires us to look to the past with
understanding and compassion, and to the
future with rigour and vigilance."

- Dr Mike Brown



Q. What professional learning and development plans are in place to support teachers to deliver quality EOTC?



EONZ Professional Development

- 2-day PLD for schools seeking to understand and implement good practice EOTC processes.
- 1-day PLD for experienced staff in schools with good current EOTC systems that wish to review these.
- Planning Safe Water-Based Experiences – Online PLD.
- Fatality Prevention Mindset workshop.

Workshops coming later this year:

- Risk Assessment
- The Provider / School relationship



EONZ support...

1. It's free to **e-mail** or call us for advice: eotcsupport@eonz.org.nz
2. There's FAQs, videos and free zoom sessions
3. The EOTC templates and examples
4. Professional development workshops
5. EOTC systems reviews
6. Bespoke professional development





Support and next steps



Visit Us



Resource Centre

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Learning Library

Slide Decks and Videos

Help for Boards

- **Board responsibilities for Education Outside of the Classroom (EOTC)**

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govadvice@tewhakaroputanga.org.nz

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eradvice@tewhakaroputanga.org.nz

Closing the session



Ka whakairia te tapu

Restrictions are moved aside

Kia wātea ai te ara

So the pathway is clear

Kia turuki whakataha ai

To return to everyday activities

Haumi e. Hui e. Tāiki e!

Enriched, unified and blessed!



**EDUCATION
OUTDOORS**
NEW ZEALAND



Ngā mihi nui!
Thank you!