

Gracefield School's Education Outside the Classroom Procedures



The procedures below have been written to ensure that children attending Gracefield School are safe while taking part in activities outside the school.

- EOTC activities are considered as part of the curriculum and as such, participation by students is expected.
- Parent help is to be used wherever necessary to ensure a safe ratio of adults to students is achieved.
- It will be necessary for teachers to gain approval from the board if a group has any activities planned in or near water (with the exception of public swimming pools. See next bullet point). As every situation is different, it will be necessary to assess the risk factor on a case by case basis. The board will use the publications “Outdoor Pursuits, Guidelines for Educators” and “Safety Management for Primary Schools,” to help determine a safe ratio.
- Where necessary a Risk Analysis sheet will be completed.
- When groups are swimming at public pools the guidelines of the pools Health and Safety policy will be adhered to, however the ratio of adults to children should never be less than 1 to 10.
- Any trip that involves the children sleeping overnight will require board approval and all parents /caregivers who stay will need to have a Police Vet completed to ensure they have no convictions for offences against children.
- Any trip involving higher risk than usual will require board approval. (It will be the responsibility of the principal to determine what is higher risk).
- Parent permission is not required for trips out of the school during normal school hours. However as a courtesy parents will be informed through either syndicate or school newsletters.
- Children travelling in private cars, aged 7 years or under, must be restrained in a NZ safety approved car seat. All children older than 7 years, must wear a seatbelt.
- Any private car used to transport Gracefield children must be registered and have a current warrant of fitness and all drivers must have a current licence.

Emergency Procedures

In the event of an emergency the guidelines below are to be followed and in this order:

1. Secure the safety of the rest of the group and make safe the area where applicable.
2. Seek medical advice/assistance where necessary.
3. Contact the Principal immediately if the severity of the situation requires it.
4. The Principal is to inform the chairperson and parents.
5. All media are to be handled by the Principal.
6. Any incident that has resulted in harm is to be investigated by the Principal.
7. The Accident Register is to be completed.
8. In case of death, the police must be notified by the Principal. Once this has happened the police are responsible for the contacting of others and the events that take place there after.
9. The Principal will notify OSH when serious harm is caused, in writing within seven days and in the case of death they must have verbal verification within 24 hours of the accident. Written confirmation must follow there after. "Notice of Accidents/Serious Harm," form put out by OSH, needs to be filled out on each occasion.
10. If more than one PCBU (person conducting a business or undertaking) is involved (e.g. the school/BOT and camp) the two groups must consult, coordinate and collaborate with each other to meet shared responsibilities around the health and safety of all participants.
11. At all times there will be at least two adults who are responsible for emergency activities/and or procedures per EOTC activity. One of these people is the teacher in charge of the event.

Approved July 15

Principal _____

Chairperson _____