



# Miller Avenue School

*“Creating brighter futures together”*

## MAS learning experiences outside the classroom policy

1. Approval is required for any learning experiences or trips that require leaving the school grounds.
2. All events/trips will be age appropriate and will have educational value. They should be fully justified in terms of the New Zealand curriculum. This is likely to include intellectual, social, emotional, physical or cultural engagement.
3. Children will be adequately prepared for the EOTC so they have the necessary competencies to participate safely and effectively.
4. The Teacher needs to show sound leadership and management skills. S/he is responsible for all children in his/her care. Final decisions will be made by him/her.
5. Adequate leadership and supervision will be provided for all activities. The adult-student ratio will depend on the nature and location of the activity. Generally there will be a minimum ratio of **1:6**, except those activities that involve water when it will be **1:4**.
6. The school will strive to include all children by providing advanced notice to parents and by planning events that are affordable. Financial hardship will not be a reason for exclusion.
7. Parents/Caregivers, students, other staff and community will be involved at all stages of planning, preparation and evaluation.
8. Preparation for any learning experiences or trips that are outside the school grounds will include the completion of a RAMS (Risk Analysis Management System) sheet. This will identify risks and hazards, along with strategies to minimise or deal with them.
9. Someone **must** hold a current First Aid certificate on each overnight trip outside the school.
10. Buses and minibuses will be the preferred mode of transport where walking is not possible or practical.
11. Private vehicles can and should be used where practical, where this occurs, it is required that a staff member in is attendance to ensure that the provision of a vetted staff member is present.
12. Out of hours sport transport is not the responsibility of the school.
13. Alcohol will not be consumed by any adults for the duration of any LEOTC experience.
14. By law smoking is not permitted on any part of school premises. Other places of learning are required to be smoke free indoors while children are being taught there.
15. Smoking outdoors during an LEOTC will not be done in the presence of children and must not compromise the adult-student supervision ratio.
16. Police Vetting of adults who accompany children on an overnight LEOTC will be carried out according to Police Guidelines and with the strictest confidence.

**Related Documents:** LEOTC Programme (developed annually). RAMS Template 1 and 2, LEOTC Procedure 1.2i, Code of Conduct for adults assisting with camps.

Review: November 2023