



Ruawai College

Currently under review

We are reviewing this policy for its content and how well the school implements it. To share your comments and rate its implementation, click the "Start your review" button. This policy's subtopics are also under review if they have a review button.

About the review process ⓘ

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EOTC Event Planning and Approval

At Ruawai College, our proposal and planning procedures are designed to create successful and safe EOTC events. Our approval processes, risk assessments, safety planning, and communication and consent procedures ensure we take all reasonable measures to minimise risk to our students, staff, and volunteers.

We may develop a set of standard operating procedures (SOPs) that can be used to provide a consistent approach for recurring events.

Initial proposal

At Ruawai College, our EOTC proposal and approval processes take into account the risk and complexity of the proposed event and activities.

Initial proposals considers:

- the **purpose** of the event
- the **risk category** for the event and level of risk involved – see **EOTC Risk Assessment and Management**
- requirements for students, including those with additional support needs – see **EOTC Student Participation and Inclusion**
- proposed supervision structure – see **EOTC Supervision**
- logistics
- budget and costs.

Initial approval

Initial proposals are submitted for approval according to the level of risk:

- For low-risk events, the organiser seeks approval from the principal.
- For medium- to high-risk events, the organiser seeks approval from the principal and board.
- For overnight events, the organiser seeks approval from the principal and board.

If approval is given, detailed planning can begin.

Planning

To assist with logistics and safety planning, we may:

- use an event preparation checklist

- use standard operating procedures (SOPs) (e.g. recurring events run by different staff)
- use safety planning and risk assessment documentation, which includes risk management, staff competency, communication, and supervision structure information.

Before final approval we ensure that we have the appropriate consent for all student participants where possible, including current health information. See **EOTC Consent**.

Final approval

Once planning is completed, the organiser seeks final approval from the appropriate person depending on the level of risk (see "Initial approval" above).

Before the event

Before the EOTC event, we check that arrangements for the event are in order (e.g. equipment, finances, weather forecast, road conditions, transport, first aid and emergency supplies).

We also ensure that all communication and consent processes have been followed, which may include:

- checking that we have communicated all logistics information (e.g. meeting times, transport arrangements) to adults involved with the event
- ensuring relief cover has been arranged if necessary and school staff are aware of student absences
- briefing students about behaviour expectations and safety – see **EOTC Student Participation and Inclusion**.

Pre-departure and during the event

Immediately before and throughout the EOTC event, we monitor risk and decide whether to continue, modify, postpone, or cancel if the level of risk has changed. See **EOTC Contingency and Emergency Planning**.

We carry out the following safety actions before and during the event:

- monitoring the weather and road conditions
- following any **operational limits** that may have been set for a planned activity
- checking equipment (including communication devices)
- communicating with participants, including about emergency procedures and potential hazards
- monitoring students with support plans modifying supports as needed
- reporting incidents – see **EOTC Incident Reporting**.

The person in charge (in consultation with the principal and/or EOTC coordinator, if relevant) is responsible for making the decision about whether to continue with an EOTC event. The board is informed as necessary.

Related policies

- **Education Outside the Classroom (EOTC)** (see "EOTC safety planning and risk assessment documentation")
- **EOTC Governance Roles and Responsibilities**
- **EOTC Management and Support Roles**
- **EOTC External Providers and Contractors**
- **EOTC Staff Competence**
- **EOTC Student Participation and Inclusion**
- **EOTC Review, Evaluation, and Reporting**

Resources

- **Te Ratonga Tiorangi | Metservice** [↗](#)
- Waka Kotahi | **NZTA** [↗](#)
- Te Kāwanatanga o Aotearoa: **education Learning Management System** [↗](#) (search EOTC for training modules – "Planning")
- EONZ: **EOTC Safety Management Plan and Toolkit** [↗](#) (see **EOTC Safety Management Plan** template – "Proposal and Initial Approval")
- EONZ: **EOTC Safety Management Plan and Toolkit** [↗](#)
 - Event Proposal, Approval, and Intentions Form
 - Parent/Caregiver Blanket Consent Form
 - Parent/Caregiver Consent Form
 - Event Checklist Form
 - Incident Report
 - Emergency Response Guide

Release history: **Term 4 2024, Term 1 2024, Term 1 2021, Term 1 2019**

IN THIS SECTION

EOTC Risk Assessment and Management
EOTC Contingency and Emergency Planning
EOTC Consent
EOTC Supervision
EOTC Transport
EOTC Health and First Aid
EOTC Overseas Trips

Last review	Term 4 2024
Topic type	Core