



## **How we meet EOTC Safety Guidelines as set by the Ministry of Education (MoE)**

Having booked a visit to Hillary Outdoors, your schools' Principal, or Board of Trustees may enquire about our provision for learning & safety systems in place to meet the Ministry of Education (MoE) guidelines for Education Outside of the Classroom. (EOTC) This document has been written to support you in providing that information. Some of the answers contain hyperlinks to sections you can find on our website, where other information

### **1. How the expected learning outcomes of the activities will be met**

We are an outdoor education centre, not an outdoor activity centre, so the planning process at Hillary Outdoors begins by knowing what the Learning Objectives (LO's) for your students are expected from their time spent with us. These should be requested at the time of booking. If you prefer Hillary Outdoors to plan the content of your week, then those LO's will either link to the National Curriculum standards (PE and Health, Outdoor Education) or to our Self, Place, Others, Thinking & Skills (SPOTS) themes. Many schools elect to follow Unit Standards and/or Achievement Standards – if this is the case, the LO's for the week are set by those Standards. The LO's for the week form the planning done by all our staff to ensure we deliver the right focus for your programme. Each group has a lead instructor who will facilitate the group through all parts of the programme; ensuring learning is structured appropriately throughout the week.

### **2. Safety Management Systems**

Our Safety Management System (SMS) captures details of all hazardous activities which are offered at the centre. Essentially it is a 3 Tier System designed to ensure the highest standards of safety are met & each Tier has a focus. Tier 1 is a generic document setting out the Fundamental Principles of Safety Management, Tier Two consists of Activity Handbooks, held at all times by all Instructors and other members of the our Staff Team, e.g., the Duty Manager. Tier Three provides Activity Management Plans (AMPs) which are unique to each site that our groups visit. These are very detailed, with FLASH\* ratings and are carried by the Instructors as they visit a site to follow an activity. Examples of our 3 Tier System can be found on our website. You can copy these to show to your Principal/BOT. <http://www.hillaryoutdoors.co.nz/> Should you require any site specific plans/further information to support you in organising your trip, please contact the Centre in question.

\*Information about the FLASH rating system can be found on our website.

### **3. Incident Recording Procedures**

Hillary Outdoors has recorded all incidents and near misses since its inception and we are constantly reviewing our operation to ensure we gather information and learn from the information we generate. All incidents are reviewed internally and any incidents which we believe are significant are reviewed by our external Safety Advisory Committee. From their response and guidance, improvements to our practice may be recommended.

## **4. Continual monitoring of safety.**

This is core to our practice and training at Hillary Outdoors. The SMS is a living process – things change on a regular basis and each Tier of the SMS is reviewed on a 6 monthly basis. Through the Centre Manager, the Duty Manager and/or the Daily staff meetings prior to starting work each day every member of staff can be made aware of any change or amendment to detail.

All our staff are trained and assessed in their ability to actively manage risk in a variety of situations and environments. Training occurs at induction and continues throughout their career with Hillary Outdoors. All our Instructors have relevant and current skills, first aid certificates and appropriate driving licences. Changing conditions during the day are monitored by our Duty Manager as well as by instructors in the field and activities are cancelled, or adapted and contingency plans put into place if necessary. We are proud of our standards of safety. If there is any aspect of the above information on which you require greater detail – please do ask us and we will be happy to provide it.

## **5. Staff selection.**

### **Selection standards**

Instructors are selected based on their previous training and experience with an expectation that they will already have a great deal of the experience needed to acquire a range of competencies. Many staff will have completed a 2 year training course in outdoor education (often at the centre) and have several years of experience in the outdoor industry before joining the our team. We pride ourselves on our rigorous selection process.

## **6. Training and assessment standards**

Hillary Outdoors meets training standards which comply with nationally accepted best practice standards. Our internal training (covering aspects from Educational developments to activity specific training, Mentoring, Co-Instructing and Buddy Observations) focuses on further developing staff expertise and skills. Our Instructors are encouraged to gain higher New Zealand Outdoor Instructors Association (NZOIA) national standards and qualifications as they progress in their careers.

## **7. Supervision Structures Including Ratios**

Our maximum ratio is one instructor to ten students (1:10). For a number of activities this is increased to ensure the safety of our clients. A school teacher may be considered as an additional pair of eyes, however here at Hillary Outdoors we do not factor the teacher in when considering our safety ratios. Each activity is considered on merit – please rest assured the safety of our clients (and staff) is paramount to our business. However, it is important that you let us know of any participant who presents as a high risk, such as a student with behavioural challenges, so that all variables can be addressed appropriately. We are always happy to discuss ratios for any higher risk activities (or students) which your school requests at the time of booking.

Whilst Hillary Outdoors takes full responsibility for your students' safety during activity times, we actively hope that teachers & supporting adults opt to be in attendance for activities, you do know your students best! Generally we will ask teachers to be 'silent/cooperative supporters' as it is important your students look to their Instructor for guidance during practical activities.

Between 5pm and 8.30am (with the exception of overnight expeditions away from the Centre), the school (Teacher i/c) is responsible for the care of the students – & the same ratio of 1:10 would be expected. Our staff support this by running evening activities and additional back up is available in the form of a Duty Manager. Accompanying adults will be provided with a handbook which outlines their responsibilities including what to do in an emergency. We may also ask you or your other staff member(s) to take responsibility for any students who are unable to take part in the programme on a particular day, for example due to sickness.

## **8. Support of students, Facilities, Catering, Equipment and Vehicles**

Our equipment and facilities are of an excellent standard. They are inspected regularly and continually improved. Our systems are regularly checked for compliance and appropriateness.

- We are proud to have been awarded [OutdoorsMark](#) Status and as a part of this a safety audit is carried out every three years, plus an internal and external evaluation of activities covered is completed twice a year in each Centre.
- All structures and critical equipment have scheduled inspections
- All of our vehicles have current Warrants of Fitness (or Certificate of Fitness)
- All of our buildings meet required standards and are checked regularly against our maintenance schedule
- All gear and equipment used is logged and inspected regularly. We have a full time Resource Officer in charge of our outdoor equipment.
- Our kitchens are audited by the New Zealand Food Safety Authority

All safety equipment required for your programme is supplied by Hillary Outdoors unless otherwise discussed. Students are provided with a list of equipment and clothing they need to bring in their Student Information Booklet. In addition to this we have an extensive collection of personal clothing and equipment which we lend to students who do not have their own, or what they bring is inappropriate/inadequate.

At Hillary Outdoors Tongariro, our Youth Development Centre and two of our Chalets are wheelchair accessible. At GBI wheelchair disabilities are catered for in specifically converted, ground floor facilities. We have the capacity to provide a range of programmes for people with disabilities. Please discuss any students special needs with us when you make your booking. Frequently we face issues with students whose parents have withdrawn information feeling their child will be discriminated against - in fact the opposite is frequently the case! Please encourage parents to fully share information – together we can do a great job! We have excellent facilities and systems in place to work well with a wide range of students regardless of their issues – dietary, behavioural, self esteem related, etc.

It is the schools responsibility to ensure the participant medical/consent forms have been fully complete and signed. These must be given to the instructor in charge on arrival. Any participant without a signed form will not be allowed to take part in activities.

## **10. Emergency Procedures**

All our staff are trained to use our crisis management system and are familiar with plans for high risk sites. Our systems have been developed in association with other agencies including the police.

Please ensure your school has its own emergency procedures in place for your visit including a 24 hour off site emergency contact number which needs to be given to Hillary Outdoors and held by the parents of attending students.