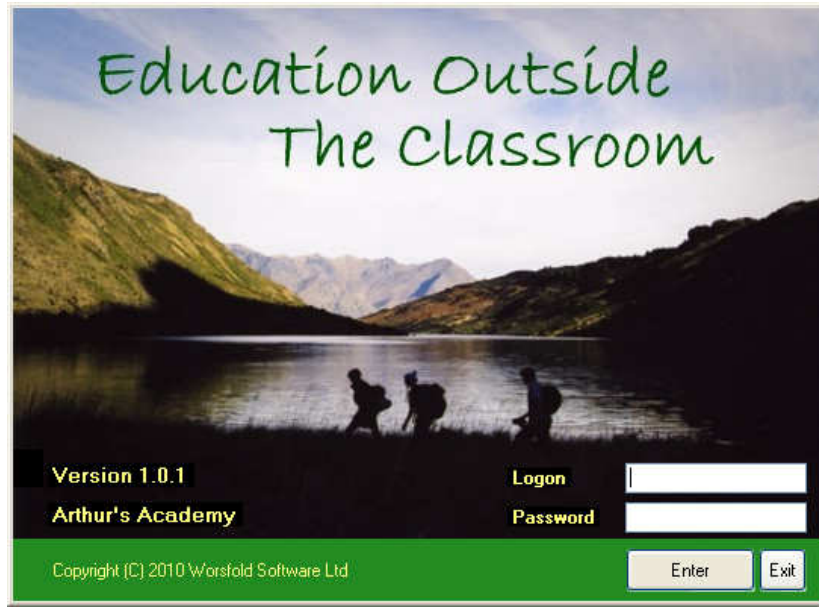


Education Outside The Classroom



This new software package is designed to simplify the processes involved in the management of EOTC in schools and other institutions.

The package is written for the PC environment and will run on Apple Macs using a Windows emulation program.

The package links to MUSAC, Kamar, PCSchool and IES School management Systems.

The package maintains annual databases of the events, students, staff, contractors and organisations involved in EOTC.

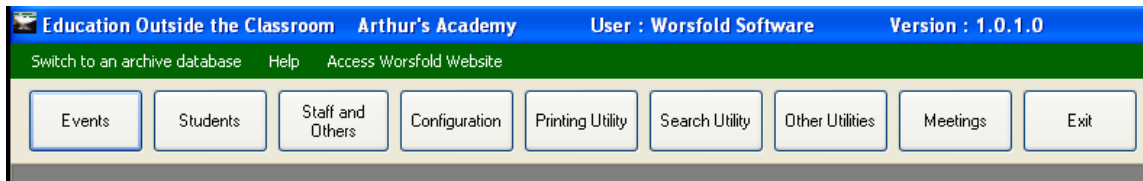
This document provides a very brief introduction to the software which is currently nearing the end of its development phase. The development has taken over a year and has been carried out in close consultation with three of the country's leading EOTC specialists, including Arthur Sutherland of the University of Canterbury.

The package is able to be networked. It maintains a separate database for each year of operation with the Search routine able to include previous years as required.

It must be said that some of the example information in this document is extremely spurious. It's nature depended on the mood of the author at the time of development and testing.....

It must also be said that this is NOT an instruction manual. There is no in-depth detail of the processes involved. There are many screens in the package and only a selection is shown in this document.

The main screen provides access to the major functions :



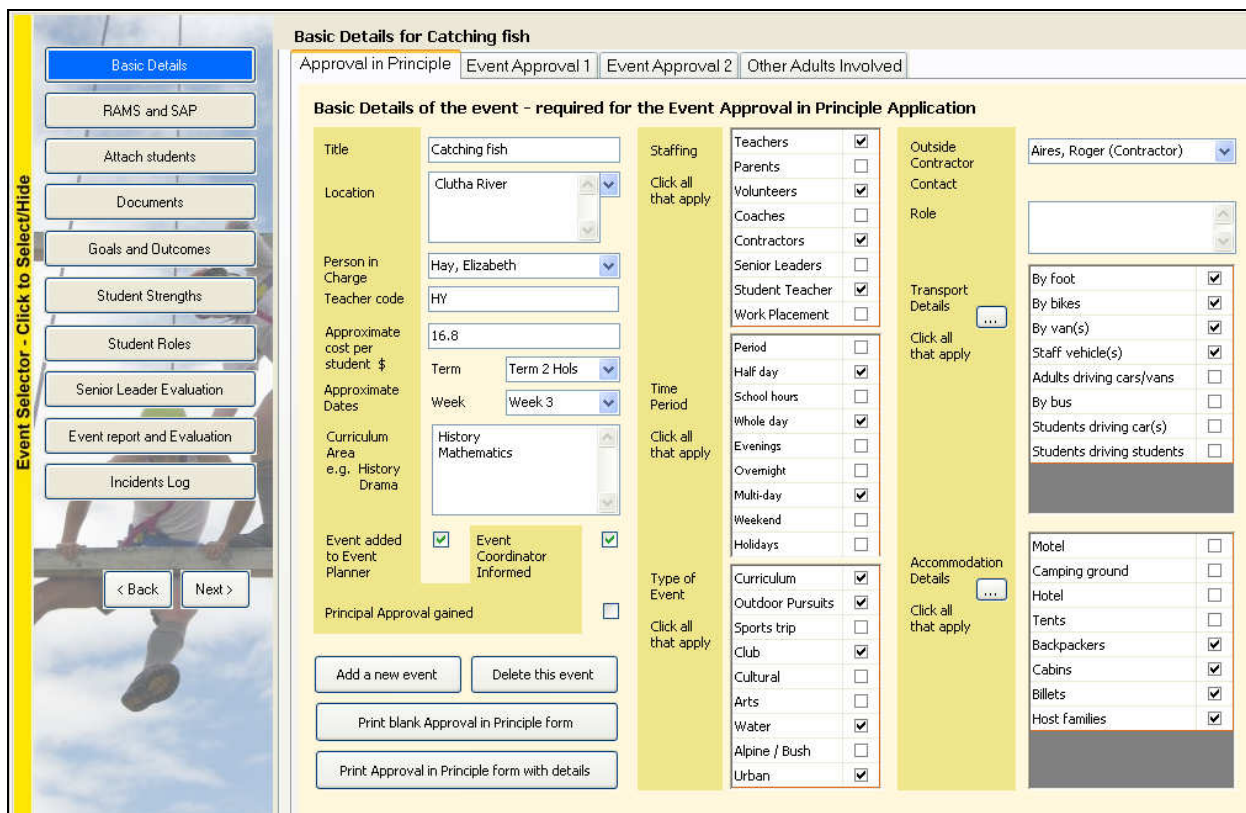
Events

Select the required event from the list shown, or begin a new event.



Basic Details

The first screen shows those event details required for 'Approval in Principle'.



The other three tabs on this screen show the details required for full Event Approval (2 screens – one shown below) and the third allows you to attach 'other adults' involved in the event, e.g. student caregivers.

Basic Details for Catching fish

Approval in Principle | **Event Approval 1** | Event Approval 2 | Other Adults Involved

The details on this and the next screen are required for full Event Approval Next Page

Event title	Catching fish	Purpose of the event	Purpose
Risk Level	Risklevel 4	Details of Programmed Activities	We are going to climb trees and swing from the branches and throw hula hoops at the monkeys
Person in Charge	Hay, Elizabeth		Hazards are detailed under : 'RAMs and SAP' / 'Hazard Assessment and control' Please provide the details via that screen
Term	Term 2 Hols	Details of Hazardous Activities and planning organisation and staff]	We will all be travelling by bike to the depot and then going on foot to the foothills where we will catch a bus before flying by helicopter to the edge of the bush.
Departure Date	05/05/2010		Transport Arrangements (Name of company, drivers, registration numbers)
Departure Time	8.30am	Accommodation Arrangements	Financial
Return Date	07/05/2010		Proposed Financial Arrangements
Return Time	4.30pm		
Age range	14-15		
Maximum boys	5		
Maximum girls	6		
Maximum students	11		
Adult/Student ratio	1 Adult per 3 students		
Leader/Participant ration	1 Leader per 4 students		
School contact in case of emergency	Cameron, Leslie		
Address	4 John Street, Levin, Manawatu		
Phones	06 345 6789, 021 1234 567		

RAMS and SAP

This screen provides access to

- Hazard Assessment and Control
- Risk Management Plan
- Safety Action Plan

An example, RAMS : People is shown below.

In all cases hazards, RAMS (People, Equipment, Environment and Transport), and Safety Action Plan entries are set up in configuration where all possible entries are specified. Then, against each event, you simply select those which apply to the event. Each entry may, if necessary, be modified to better reflect the particular event however, it is anticipated that the general entries will suffice in 99% of cases.

Hazard Assessment and Control | **Risk Management Plan** | **Safety Action Plan**

Select those factors which apply to this event under each of the various categories.
(The possible entries have been set up under Configuration).

Risks | **People** | **Equipment** | **Environment** | **Transport** | **Critical Incident Management** | **Other details**

Select People RAMS from : **Selected People RAMS**

Factor	Factor	Strategy
Lack of participant knowledge	Lack of staff/leader training	Training of staff/leaders/volunteers in RM of activity
Lack of staff/leader training	Lack of staff/leader training	Training of staff/leaders/volunteers in programming/sequencing
Lack of adequate briefing	Lack of staff/leader training	Training of staff/leaders/volunteers in site specific procedures
Inappropriate programming or sequencing	Lack of staff/leader training	Instructor/staff NZOIA Bush 1 or equivalent
Failure to check site with pre visit	Lack of staff/leader training	Leader has completed RM course
Failure to check equipment	Failure to disclose risks	Brief participants re risks and hazards
Inadequate intervention	Inappropriate language/behaviour	Brief participants re expectations and rules
Stupidity on site	Fatigue/stress	Brief participants re expectations and rules
Failure to disclose risks	Fatigue/stress	Systems in place (e.g. buddy/distance)
Accident	Fatigue/stress	Tramp within individuals ability
Lack on risk management skills, knowledge and experience	Lack on van driving experience	Employ competent driver
Participants not involved in risk analysis		
No First Aid, rescue or loss plans		
Inadequate supervision		

Attaching Students

This screen is used to select those students involved in the event – both ordinary students and ‘student helpers’. You’ll notice that names have been partially blanked out as they have come from a school’s database.

Select students from this list:
(Reselect to deselect)

Name	Year
Ada	11
Ada	11
Adc	13
Adc	11
Adc	8
Aik	9
Aiki	11
Aitk	11
Aitk	9
Akk	11
Ale:	12
Ale:	12
Alfe	8
Alfe	10
Allc	13
Ani	12

Select all students

Select year(s) to display (None = all)

7 8 9 10
11 12 13 14

Attach students Attach student helpers

Name	Year
Ada	3
Adcc	3
Adcc	3
Aike	3
Aitk	3
Ales	3
Avei	3
Bakk	3
Barr	3
Bate	3
Bay,	3
Bayr	3
Driv	3
Duff	3
Dysc	3

Name	Year
Ba	3
Ba	3

Remove all students Remove all helpers

Save selections

Documents

All of the standard MOE EOTC documents are built in to the package and button on the 'Documents' screen allow you to print them. N.B. Only those documents which are relevant to the risk level of the event will be listed for printing, making it easy for you to know which are required. In the screen below ALL are listed.

In several cases documents can be printed either with blank data entry spaces or with the data filled in from that held in the database. (This screen is still under development)

1.0 Event Approval in Principle	<input type="checkbox"/> Blank form	13.0 Volunteer Assistant Agreement	23.2 Transport Permission Slips
1.1 Event Proposal	<input type="checkbox"/> Blank form	14.0 Contracting Checklist	23.3 Transport Risk Management
2.0 Event Approval		15.0 School/Provider Agreement	24.0 Self Audit Checklist
3.0 Event Planning Check List		16.0 Outside Provider	25.1 Media Wallet Cards 1
4.0 Information for Parents and Caregivers		17.0 RAMS : Hazard Management	25.2 Media Wallet Cards 2
5.0 Blanket Consent		18.0 RAMS : Risk Management Plan	26.0 Report and Evaluation
6.0 Parental Consent		19.0 Safety Action Plan	27.0 Leader Logbook
7.0 Student Health Profile		20.0 Participant Summary	28.0 Equipment Log
8.0 Medications Administered		20.1 Participants / Medical Data	29.0 Injury Report Form
9.0 Health Care Plan		21.0 Event Phone Numbers	29.1 Injury Report Details
10.0 Aquatic Consents		22.0 Venue/Facility Safety	30.0 NID Report Form
11.0 Student Contract		23.0 Transport Safety 1	31.0 First Aid Kit A
12.0 Activity Leader		23.1 Transport Safety 2	Kit B
			Kit C
			32.0 Event and Staff Register

Setting student Goals and Outcomes

The screen below is used to set goals and outcomes for the event. Entries against these are subsequently recorded for each student attending.

Goals specified below will appear by default against each student attending the event. You may subsequently modify these (delete, edit or add) for individual students. Double-click to edit a cell

Default individual student goals

Goal	Benchmark 1	Benchmark 2	Benchmark 3
e.g. To swim 1 km	Can swim 0.5km	Can swim 0.75km	Almost there
Extra goal	Can jump ropes	Can climb ropes	

Default student goals WITHIN the group

Goal	Benchmark 1	Benchmark 2	Benchmark 3
To speak more in group activities	Small contributions	Medium words	Too verbose

Default student goals OUTSIDE the group

Goal	Benchmark 1	Benchmark 2	Benchmark 3
To be more considerate at home	Does dishes	More soap	

Student Strengths

The screen below is used to record students' strengths revealed during the event. The button at the top of the first column allows you to adjust the various criteria.

During an event each student may be assessed against various criteria. Specify the criteria required for this event below. Results may be entered against each student or via the global entry process on this screen. (Students will not be visible here until they have been attached via the 'Students' button on the left.) * = Student helper

Criteria	Aiken Jessamine	Aitken Sarah	Adcock Brogan	Adcock Katie	Adam Jorgie	Alesana Tiana	Avery James
Self-confidence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faith and trust in others	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical endurance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of humour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to my values	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hard work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Courage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independence	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honesty	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loyalty to others	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance of others	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assertiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empathy with others	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inner security	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self_discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open_mindedness	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance of events	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save these criteria as default strengths for other events

Students' Roles

Similarly, the screen below is used to record which roles students fill during an event. This screen has been reduced (i.e. some roles are not showing) for the purpose of this document. The roles shown are those in the default set but you can adjust them to each event's needs.

During an event each student may be assessed against various criteria. Specify the criteria required for this event below. Results may be entered against each student or via the global entry process on this screen. (Students will not be visible here until they have been attached via the 'Students' button on the left.) * = Student Helper

Criteria	Aiken Jessamine	Aitken Sarah	Adcock Brogan	Adcock Katie	Adam Jorgie	Alesana Tiana	Avery James
Task Roles							
- Initiator contributor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Information seeker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Opinion seeker	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Information giver	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Opinion giver	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Elaborator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Orienter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
- Evaluator-critic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Energiser	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Procedural	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Recorder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process Roles							
- Encourager	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Harmoniser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Compromiser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save these criteria as default roles for other events

Senior leader Evaluation

Select a senior student from the list and record his or her scores on the chart. The final chart enter is a comment area.

Student: **Ba** **Erana**

Criteria	1	2	3	4	5
Cooperation					
- Acceptance of responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Relationship with staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- relationship with peers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Relationship with juniors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
- Willingness to participate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Leadership					
- Consistency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Self Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Respect for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Facilitation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attitude					
- Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
- Enthusiasm and positiveness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Determination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Confidence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empathy					
- Concern for students	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Rapport	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Openness and Receptiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Safety standards					
- Safety standard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communication skills					
- Briefing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
- Debriefing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
- Questioning skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Showing recognition for individuals and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment: Yep, this is a comment and there is more

Event Report and Evaluation

The following screen is used to record the information shown.

There is also a second screen used to record Item Ratings for the event.

Report and Evaluation for Catching fish

Curriculum Areas and Outcomes
Item Ratings

Staffing Numbers and Distance Travelled

Teachers	<input type="text" value="3"/>	Volunteers	<input type="text" value="2"/>	Transport used	<input type="text" value="3 student cars and 2 staff cars"/>
Students	<input type="text" value="15"/>	Nights	<input type="text" value="2"/>	Distance Travelled	<input type="text" value="57 km each way"/>
Costs	<input type="text" value="No extra costs were experienced"/>				

Curriculum areas	Learning outcomes	Achieved?
Nature study	Can count butterflies	<input checked="" type="checkbox"/>
Water study	Can spot frogs	<input type="checkbox"/>
Hill study	Can climb hills	<input checked="" type="checkbox"/>
Train study	Can spot trains	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Incidents Log

The screen below is the first of four used to record details relating to incidents for the event. The other screens are accessed via the tabs shown in the illustration.

3 05/05/2009 Clutha River

4 05/05/2009 Clutha River

6 05/05/2009 Clutha River

8 05/05/2009 Clutha River

New incident

Delete displayed incident

Print incident details

Note re Privacy : Information collected is for the purposes of :

- a) Identifying incident trends
- b) Informing safety management policy
- c) Improving safety management procedures

Details will be kept confidential to school management and Ministry staff responsible for EOTC. Schools and individuals will not be identified in any data analysis reports.

Incident details | People involved | Narrative and days | Follow Up

a) Event Details

Incident No. : 3 Event : Catching fish Dates : 05/05/2010 - 07/05/2010 TIC : Hay, Elizabeth Location : Clutha River

b) Nature of the Incident

Location Date Time Severity

Type (tick those which apply) Injury Incident Equipment damage Emotional or psychological damage

Accident Near Accident Illness Death Environmental damage

c) Weather and Programme type

Temperature Precipitation Wind Comment

Clouds Visibility Programme type

d) Type of Illness / Injury

Abrasion Laceration/cuts Strain Gastrointestinal Allergy Fever/Flu

Burn Fatigue Cold injury Respiratory Cardiac Dermatitis

Concussion Puncture Hypothermia Asthma Menstrual Other

Bruising Sprain Hyperthermia Infection Urinary

e) Activity being taken at the time

Factory visit Swimming pool Art gallery Marae Work shadow Other

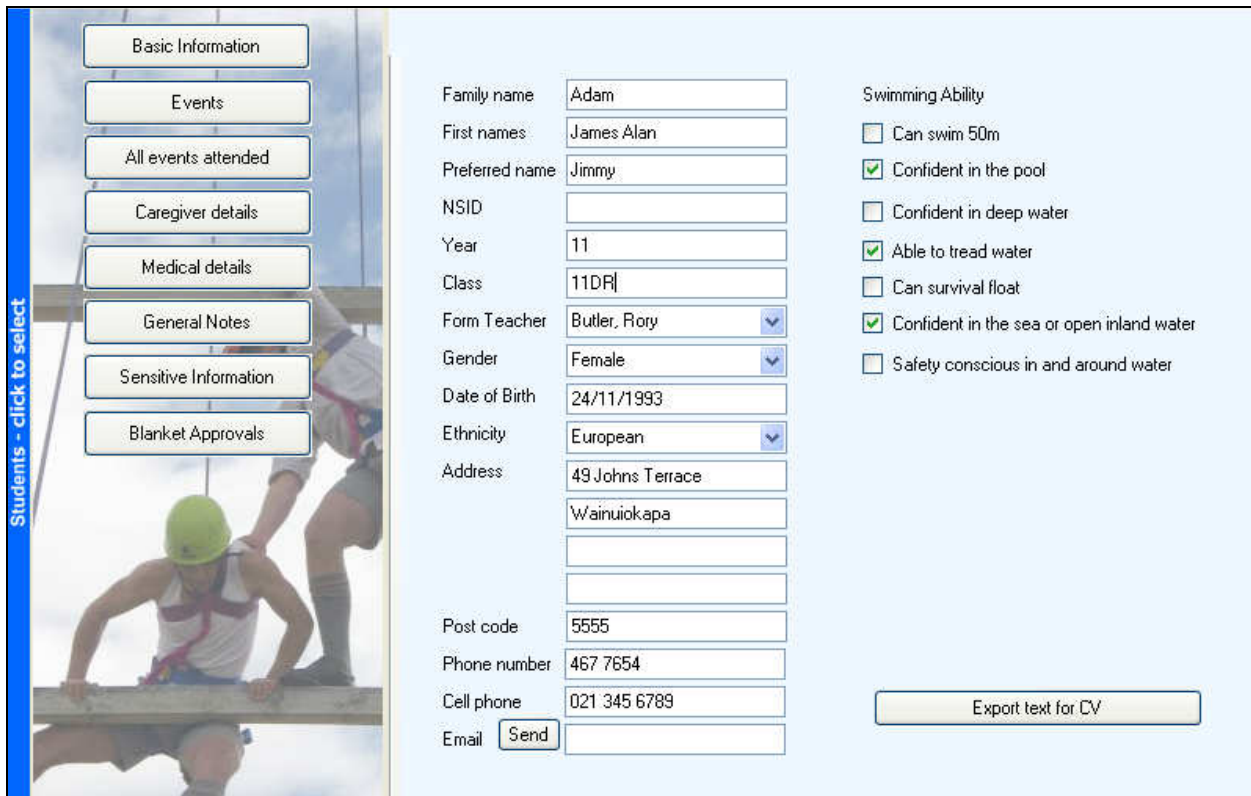
Heavy industrial site Other school Restaurant Sports ground Travel

Production line Tertiary visit Fast food Stadium Vehicle

Retail shop Museum Accommodation Farm Work placement

Students

The screen below shows the first of eight screens relating to students whose basic information may be imported globally from MUSAC, Kamar, IES or PCSchool – or entered manually if your school is not using one of these SMSs.



The screenshot shows a web form for entering student information. On the left is a vertical navigation menu with buttons for: Basic Information, Events, All events attended, Caregiver details, Medical details, General Notes, Sensitive Information, and Blanket Approvals. The main form area contains the following fields:

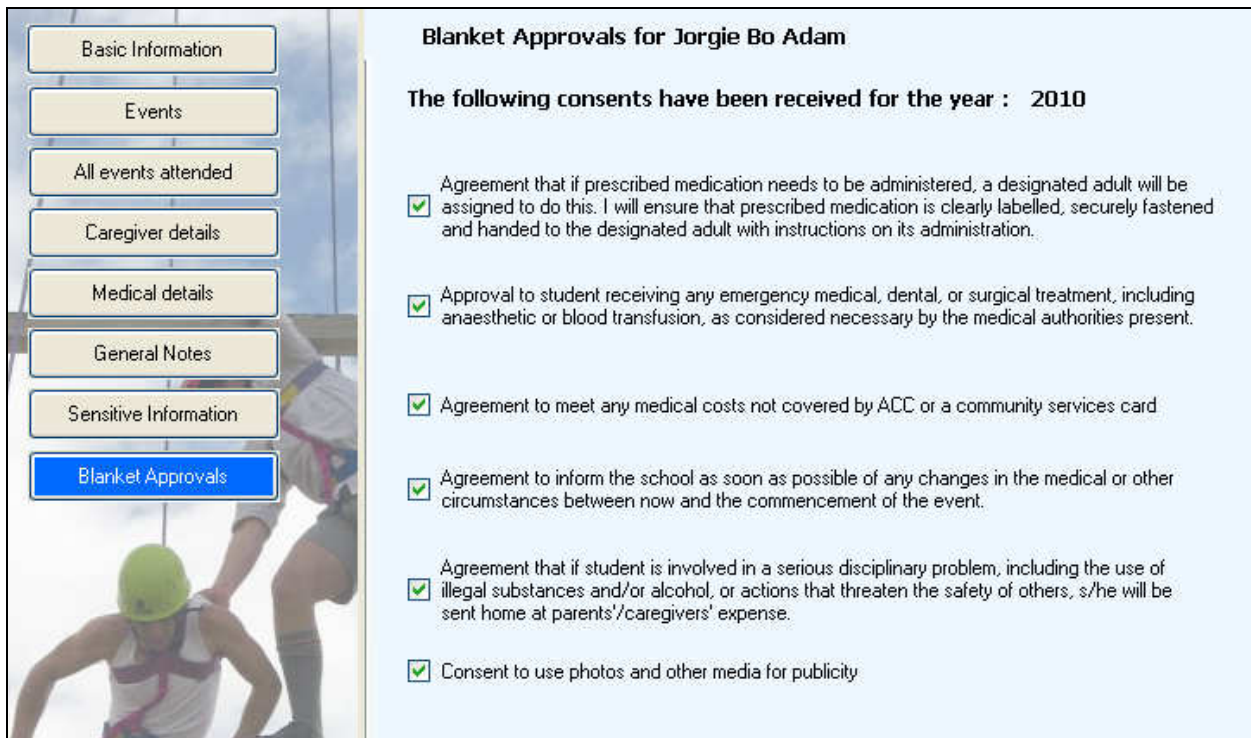
- Family name: Adam
- First names: James Alan
- Preferred name: Jimmy
- NSID: (empty)
- Year: 11
- Class: 11DP1
- Form Teacher: Butler, Rory (dropdown)
- Gender: Female (dropdown)
- Date of Birth: 24/11/1993
- Ethnicity: European (dropdown)
- Address: 49 Johns Terrace, Wainuiokapa
- Post code: 5555
- Phone number: 467 7654
- Cell phone: 021 345 6789
- Email: (empty) with a 'Send' button next to it.

On the right side, there is a 'Swimming Ability' section with several checkboxes:

- Can swim 50m
- Confident in the pool
- Confident in deep water
- Able to tread water
- Can survival float
- Confident in the sea or open inland water
- Safety conscious in and around water

At the bottom right, there is a button labeled 'Export text for CV'.

The final screen is used to record the blanket approvals provided annually by the students' caregivers.



The screenshot shows the 'Blanket Approvals' screen for a student named Jorgie Bo Adam. The navigation menu on the left has 'Blanket Approvals' highlighted in blue. The main content area is titled 'Blanket Approvals for Jorgie Bo Adam' and includes the following text:

The following consents have been received for the year : 2010

- Agreement that if prescribed medication needs to be administered, a designated adult will be assigned to do this. I will ensure that prescribed medication is clearly labelled, securely fastened and handed to the designated adult with instructions on its administration.
- Approval to student receiving any emergency medical, dental, or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
- Agreement to meet any medical costs not covered by ACC or a community services card
- Agreement to inform the school as soon as possible of any changes in the medical or other circumstances between now and the commencement of the event.
- Agreement that if student is involved in a serious disciplinary problem, including the use of illegal substances and/or alcohol, or actions that threaten the safety of others, s/he will be sent home at parents'/caregivers' expense.
- Consent to use photos and other media for publicity

Staff and Others

The screen below shows the first screen relating to staff members. (Staff details may be imported from MUSAC)

Basic Details for Rory Butler

Family name: Butler
 First names: Rory
 Category: Teacher
 Code: BT
 Gender: Male Female
 Date of Birth: 19/12/1943
 House: Ngarimu
 Address: 4 John Street
 Levin
 Manawatu
 Home phone: 06 356 3344
 Cell phone: 021 445 0455
 School Email: rory@waiopehi.school.nz
 Home Email: randcbutler@paradise.net.nz

Position: OECordinator
 Faculty: Mathematics
 Departments: English, Mathematics

Transport Details

Drivers License: Areas: MA Motor Car, MD Light Omnibus
 Number: A134567899
 Issue Date: 11/12/1962
 Expiry Date: 12/12/2020

Vehicles: Vehicle 1: Make: Toyota, Model: Camry, Colour: Red, Registration: YJ3092
 Vehicle 2: Registration: RT1234

Swimming Details

- Can swim 200m confidently and competently
- Can tread water for 3 minutes
- Can swim in deep water and rescue a student

Buttons: Add a new staff member, Remove this staff member, Add a new contractor / organisation

If an entry is tagged as 'Contractor / organisation' then the screen changes, as shown below.

Contractors and organisations

Name: Aires
 Category: Contractor
 Contact Person: Jimmy Caruthers
 Address: 4 John Street
 Levin
 Business Phone: 03 445 6789
 Cell Phone: 021 345 6789
 Fax: 03 455 6543
 Email: james.aires@wegc.school.nz
 Time as a contractor: 3 years

Buttons: Add a new contractor / organisation, Add a new staff member

Referees and Recommended by

Referees: Criteria and leaders, Safety Procedures, Transport

Referee 1

Name: feed
 Address: gsgsrldfgsfdgsdladfgadfgadfg
 sdf
 asdf
 asdf
 Contact Phone: aerg

Referee 2

Name: grrrr
 Address: gargagllhsrthrhllhrstjdxll
 PO Box 444
 xghwghfg
 Contact Phone: aegrgarg

Recommended by

Johnny Rotten

Buttons: Referees and Recommender, Criteria and Leaders Qualities, Safety procedures and First Aid, Transport notes

On the right you can see three further tabs providing access to three further screens of contractor / organisation data.

Configuration

There are currently thirteen screens in the Configuration area and four of these are illustrated below.

The first of these is the screen used to specify your school's logo as it is to appear on all of the documents. Set it one via this screen and it will automatically appear on all of the official documents.

Documents Logo

The screenshot shows a web-based configuration interface. At the top, there is a navigation bar with buttons for 'Events', 'Students', 'Staff and Others', 'Configuration' (highlighted in blue), 'Printing Utility', 'Search Utility', 'Other Utilities', 'Meetings', and 'Exit'. On the left side, there is a vertical menu with buttons for 'Users', 'Package Links', 'Sending emails', 'Meeting Times', 'Other default settings', 'Document Logo' (highlighted in blue), 'Levels of Risk', 'Emergency Phone Numbers', 'RAMS', 'RAMS : Critical Incident Management', 'RAMS : Docs and guidelines', 'Hazards register', and 'SAP entries'. The main content area is titled 'Document Logo' and contains the following text: 'Your own document logo will be printed in the top left hand corner of each of the standard documents - as shown below.' Below this is a preview of a document header. The header features a coat of arms logo on the left with the name 'Butler' below it. To the right of the logo, the text reads 'Arthur's Academy', 'EOTC Event Approval', and 'From Board and Principal'. In the top right corner of the header, the number '1.2' is displayed. Below the header, there are three input fields: 'To the teacher in charge:' with the value 'Jamieson, Rosemary', 'Event' with the value 'Catching fish', and 'System being followed (1,2 or 3)' with the value '2'. Below the preview, there is a section titled 'In order for this to happen you must :'. It contains three numbered instructions: 'a) Have your logo saved as a jpg file in your \eotc directory', 'b) Select your logo via the 'Select' button below.', and 'c) Adjust the shape of your logo to your requirements (using the four reshape buttons)'. Below these instructions, there is a note: 'Please note that the logo will be resized automatically to fit on the document.' There is a 'Select your Logo' button and a 'Reshape buttons' section with four directional buttons: left arrow, right arrow, up arrow, and down arrow. To the right of these buttons is a smaller version of the coat of arms logo.

The levels of Risk

Use this screen to select the various levels of risk one of which will apply to each event. There are three possibilities.

- The official MOE set of eight risk levels
- An alternative set of eight levels
- You can specify your own risk levels.

The fourth tab on this screen is where you indicate which documents are required to be printed for each risk level. Having done this then only those documents nominated will appear listed for printing when you click on each event's 'Documents' button.

Levels of Risk

There are various ways in which EOTC events can be categorised to indicate the level of risk involved.

Our school is using

The Ministry of Education Guidelines set
 The Alternative set
 Our own set

Ministry EOTC Guidelines
Alternative set
Our own set (Editable)
Attached documents

No.	Activity type	Examples	Approval	Parental Consent	Risk management Planning
1	On site - in the school grounds - Low risk environments	Sports day, painting murals, horticulture	None required	None required	Usual lesson planning
2	On site - in the school grounds - Higher risk environments	school pool or climbing wall	School decision	Blanket consent	Usual lesson planning or generic RAMS or SAP*
3	Off site - Local community within school hours - Low risk environments	museum, art gallery, sports and recreation events	Senior staff or EOTC Coordinator	None or Blanket consent - School decision	Generic RAMS or SAP*
4	Off site - Local community within school hours - Higher risk environments	Acquatic (river / beach), cross country running	Senior staff or EOTC Coordinator	Blanket or Separate consent - School decision	Generic RAMS or SAP*
5	Off site - Day trips may extend out of school hours - Low risk environments	farm visit, day hike, city visit, ferry trip, swimming in pools	Senior staff or EOTC Coordinator	None or Blanket consent - School decision	Generic RAMS or SAP*
6	Off site - Day trips may extend out of school hours - Higher risk environments	skiing, waka ama, rock climbing, fields trips with chemicals or heavy machinery	Principal or EOTC Coordinator	Separate consent and risk disclosure	Specific RAMS or SAP*
7	Off site - Residential multi-day trips further afield - Low risk environments	trip to another region, sports tournaments, visits to historic sites	Principal or EOTC Coordinator	Separate consent	Specific RAMS or SAP*
8	Off site - Residential multi-day trips further afield - Higher risk environments	overseas trip, field trips to natural water/bush/alpine environments, outdoor pursuit journeys	Principal and/or Board	Separate consent and risk disclosure	Specific RAMS or SAP*

* Or other appropriate form - examples are available in the Ministry of Education EOTC Guidelines document.

N.B. All events require current health information

N.B. It is strongly recommended that you refer to the Ministry of Education EOTC Guidelines document for full details of these risk levels.

RAMS

This screen is used to set up all of the causal factors which might apply to events and the strategy or strategies which might be used to combat them. There are many supplied with the package as defaults, but you may alter or add to these for your own requirements. Once configured they may be applied to individual events by simply selecting from a list. Once selected they may be altered, if necessary, for the particular event.

Risk Analysis and Management System

Use this screen to list all of the risk factors and possible reduction strategies which can apply to any event. Subsequently you will be able to select those which apply to each particular event.

People RAMS
Equipment RAMS
Environment RAMS
Transport RAMS

Causal factors

- Lack of participant knowledge
- Lack of staff/leader training
- Lack of adequate briefing
- Inappropriate programming or sequencing
- Failure to check site with pre visit
- Failure to check equipment
- Inadequate intervention
- Stupidity on site
- Failure to disclose risks
- Accident
- Lack on risk management skills, knowledge and experien
- Participants not involved in risk analysis
- No First Aid, rescue or loss plans
- Inadequate supervision
- Inadequate or inappropriate ratios
- Incidents with passers by, other users
- Inappropriate language/behaviour
- Pre-existing medical condition
- Participants leaving site / becoming lost
- Lack of awareness of risks
- Inappropriate hydration/nutrition
- Fatigue/stress
- Lack of outdoor skills, knowledge and experiance

Factor and strategies

Select a factor from the list on the left to edit it or its strategies, or add a new factor using the button below.

Factor:

Strategies:

- Information disclosure to group - Route and travel times
- Information disclosure to group - Expectations
- Information disclosure to group - Specific risks on route
- Information disclosure to group - Mine shafts off route
- Information disclosure to group - Tunnel rockfall
- Information disclosure to group - Cliff near hut with unstable fences
- Information disclosure to group - Numbers on bridge
- Information disclosure to group - Wasps
- Information disclosure to group - Bush lawyer
- Information disclosure to group - Speed on descent
- Information disclosure to group - Rock outcrop on descent
- Information disclosure to group - Students leading

Strategy:

Reorder the factor list

Use the up and down buttons to move selected entry up or down the list on the left

RAMS : Critical Incident management

This screen is used to set any critical incidents which might apply to events. These can then be selected individually to apply to each separate event.

Printing Utility

This utility allows you to :

Design your own lists

- of events, students, staff etc listing those items of information which you wish to appear on the list.

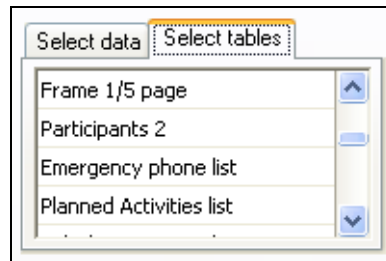
Calendar

- Print a list of events occurring between any two dates. E.g.

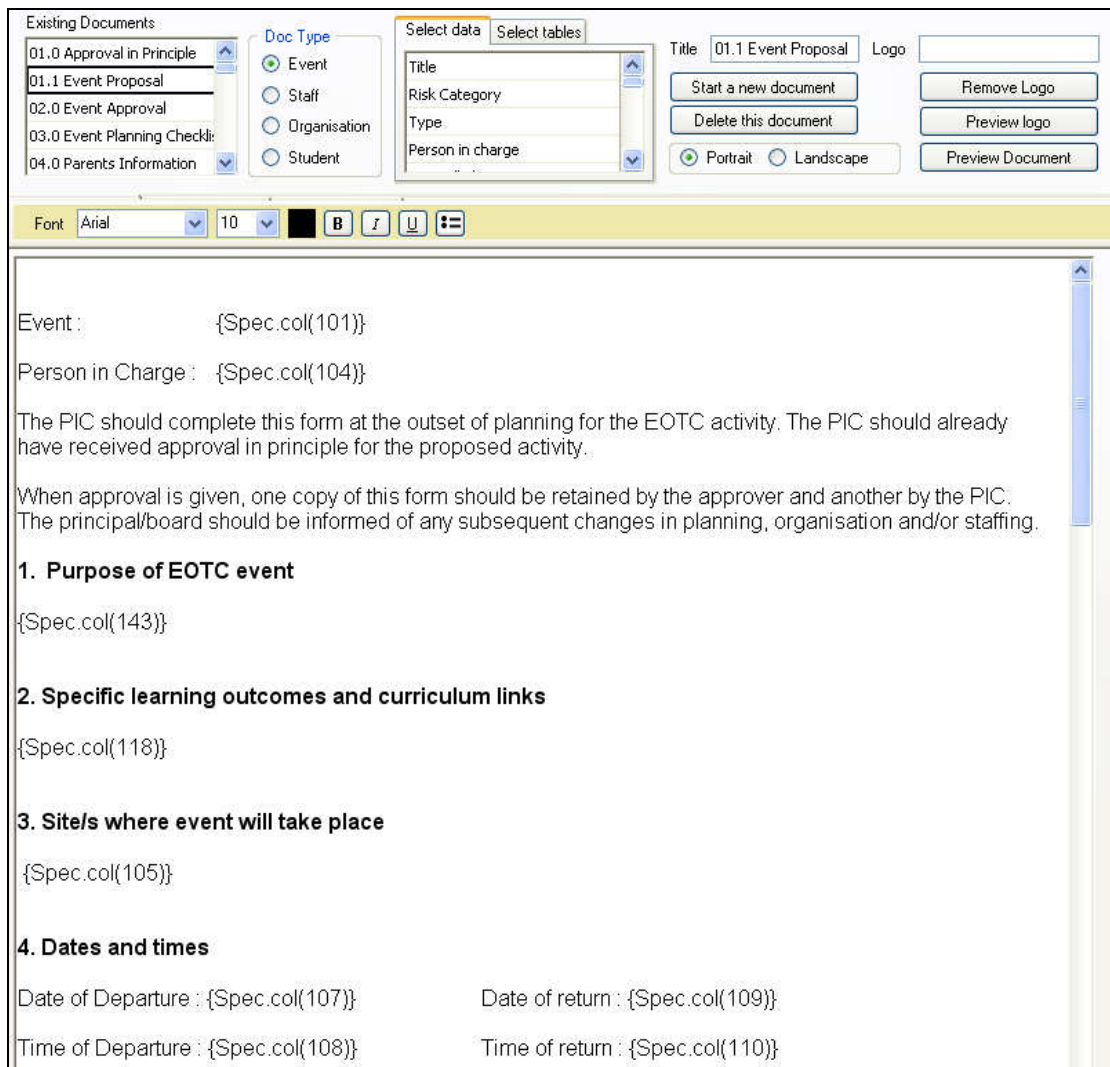
Arthur's Academy Event Calendar					
11/03/2010					
Time of Departure	Time of Return	Event	Location	Teacher in Charge	Other adults involved
9am		Tree Climbing	Wanaka Rock Wall	Cameron, Ros	Rogers, Christine (Volunteer) Mann, Sally () and more
12/03/2010					
Time of Departure	Time of Return	Event	Location	Teacher in Charge	Other adults involved
9am		Rock Climbing	Wanaka Rock Wall	Cameron, Ros	
14/03/2010					
Time of Departure	Time of Return	Event	Location	Teacher in Charge	Other adults involved
	4.30pm	Rock Climbing	Wanaka Rock Wall	Cameron, Ros	
	4.30pm	Tree Climbing	Wanaka Rock Wall	Cameron, Ros	Rogers, Christine (Volunteer) Mann, Sally () and more
03/04/2010					
Time of Departure	Time of Return	Event	Location	Teacher in Charge	Other adults involved
9.00pm		Climbing hills	Dunstan Rangos	Alan Forgie	Alice Murphy
07/04/2010					
Time of Departure	Time of Return	Event	Location	Teacher in Charge	Other adults involved
		Climbing hills	Dunstan Rangos	Alan Forgie	Alice Murphy

Document design

- Design your own documents relating to events, staff, students, organisations. This process has been used to include each of the official documents, and an example of one of these is shown below. In the example you can see that codes are used for each of the data entry areas. These are chosen from the list of possible data fields which you might wish to include in your document.




By selecting from the 'Select tables' tab you can choose to embed in your document one or more of the more complex tables included in the various documents. An entry for one of these might appear as :
{Spec.table(204)}

A screenshot of a document design software interface. The top section shows 'Existing Documents' with a list of document types (01.0 Approval in Principle, 01.1 Event Proposal, 02.0 Event Approval, 03.0 Event Planning Checklist, 04.0 Parents Information) and a 'Doc Type' dropdown menu (Event, Staff, Organisation, Student). The 'Select tables' dialog box is open, showing a list of data fields: Title, Risk Category, Type, and Person in charge. The main document area shows a form template for an event proposal. The form includes fields for Event, Person in Charge, and various sections like Purpose of EOTC event, Specific learning outcomes, Site/s where event will take place, and Dates and times. The form is populated with placeholder codes like {Spec.col(101)}. The interface also includes a font toolbar with options for font (Arial), size (10), bold, italic, underline, and bullet points. The title of the document is '01.1 Event Proposal' and there are buttons for 'Start a new document', 'Delete this document', 'Remove Logo', 'Preview logo', and 'Preview Document'.

Document printing

Step 1	Step 2	Step 3
Select the document to print	Select the event(s) to print	
<ul style="list-style-type: none">01.0 Approval in Principle01.1 Event Proposal02.0 Event Approval03.0 Event Planning Checklist04.0 Parents Information05.0 Blanket Consent05.1 Blanket Consent05.2 Blanket Consent06.0 Parental Consent07.0 Health Profile (Student)08.0 Medications Administered09.0 Health Care Plan10.0 Aquatic Consents11.0 Student Contract12.0 Activity Leader13.0 Volunteer Assistant Agreement14.0 Contracting Checklist15.0 School/Provider Agreement16.0 Outside provider17.0 RAMS: Hazard Management18.0 RAMS : Risk Management P19.0 Safety Action Plan20.0 Participants Summary20.1 Participants with Meds21.0 Event Phone Numbers22.0 Venue/Facility Safety23.0 Transport Safety 123.1 Transport Safety 223.2 Transport Permission Slips23.3 Transport Risk Management24.0 Self Audit Checklist25.1 Media Wallet Cards 125.2 Media Wallet Cards 226.0 Report and Evaluation27.0 Leader Logbook28.0 Equipment Log29.0 Injury Report Form29.1 Injury Report Details30.0 NID Report Form31.0 First Aid Kit A31.1 First Aid Kit B31.2 First Aid Kit C32.0 Event and Staff Register	<ul style="list-style-type: none">Catching fishClimbing hillsGathering MulberriesRock ClimbingTree Climbing	<input type="button" value="Proceed to Print"/>
	<input type="button" value="Select all"/>	

This is the alternative means of printing a document. Select the required document from the list shown (which can include your own 'unofficial' documents) and make your selection(s) from the second list, then click 'proceed to print'. The resulting document will appear in 'Preview mode' ready for final printing.

Arthur's Academy	
	Event Proposal 1.1
Event : Catching fish	
Person in Charge : Hay, Elizabeth	
The PIC should complete this form at the outset of planning for the EOTC activity. The PIC should already have received approval in principle for the proposed activity.	
When approval is given, one copy of this form should be retained by the approver and another by the PIC. The principal/board should be informed of any subsequent changes in planning, organisation and/or staffing.	
1. Purpose of EOTC event	
Purpose	
2. Specific learning outcomes and curriculum links	
History Mathematics	
3. Site/s where event will take place	
Clutha River	
4. Dates and times	
Date of Departure : 05/05/2010	Date of return : 07/05/2010
Time of Departure : 8.30am	Time of return : 4.30pm

Search Utility

No yet complete – this utility will allow you to search the database to identify students / staff etc who meet specified criteria (e.g. have attended more than 6 events in the last three years)

Other Utilities

These will perform several functions including

- Global update of personal data from MUSAC / Kamar etc
- Archive management
- Global data entry

Meetings

This utility allows you to keep a record of conversations with various parties concerning EOTC.

The package is still under development and will be ready for release in mid-January 2011.

If you wish to order the package in advance then please complete the following:

School : _____

Contact : _____

Email : _____

Price : Package : \$395.00 + GST plus Annual License : \$180.00 + GST plus P&P \$4.50 + GST

You can email these details to : randcbutler@inspire.net.nz, phone the order to 03 449 2094
Or post them to: Worsfold Software Ltd, 26 Chandler Crescent, Clyde 9330