



# Te One School

## 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.

## About the review process ⓘ

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## EOTC Governance Roles and Responsibilities

At Te One School, the board, as the **PCBU** (person conducting a business or undertaking) has a primary duty of care to take all reasonably practicable steps to ensure that all those involved in EOTC are kept safe. Board members, as individual officers, must proactively undertake due diligence by making governance decisions that ensure health and safety is prioritised.

The board and principal have the ultimate responsibility to ensure all EOTC management policies and procedures are robust and effective, and that EOTC events are carried out safely and in accordance with our wider health and safety management system. See **Health, Safety and Welfare Policy**.

As required by the Education and Training Act 2020 (s 127), the school board also has a responsibility to provide a physically and emotionally safe place for all students and staff, which includes ensuring that all EOTC activities are safe and inclusive.

### Board responsibilities

The board (including the principal):

- ensures that all EOTC practices are equitable, inclusive, and culturally appropriate for all students
- gives effect to te Tiriti o Waitangi
- ensures all EOTC activities are planned to have a specific purpose, relating to either curriculum or extra-curricular activities that align with our school vision and values
- ensures that our EOTC programme meets the intended learning outcomes for students
- provides resources to establish, implement, maintain, and continually improve our EOTC health and safety systems
- provides opportunities for staff, support staff, and volunteers involved in EOTC to receive adequate ongoing professional learning and development
- delegates responsibility for coordinating EOTC management to relevant, competent staff (e.g. the principal, the EOTC coordinator, a senior staff member, or a committee)
- ensures the school has approved processes in place to communicate with parents, including seeking consent as appropriate
- acts on recommendations from the review of any incidents, including near misses.

When there is more than one PCBU involved (e.g. outdoor education provider, another school board, external transport provider), we coordinate to ensure that health and safety responsibilities, including risk management, are met. See **EOTC External Providers and Contractors** and **EOTC Transport**.

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The principal assures the board every term that appropriate EOTC and related school policies and procedures are followed in the implementation of our EOTC programme. See [Review Schedule and Board Assurances](#). (See [Risk Management](#).)

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## Related policies

- [Board Responsibilities](#)
- [Te Tiriti o Waitangi](#)
- [Curriculum and Student Achievement Policy](#)
- [EOTC Student Participation and Inclusion](#)
- [EOTC Consent](#)
- [EOTC Review, Evaluation, and Reporting](#)





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## Legislation

- [Health and Safety at Work Act 2015](#)
- [Education and Training Act 2020](#)

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## Resources

- EONZ: [EOTC Safety Management Plan and Toolkit](#)  (see [EOTC Safety Management Plan template](#) – "EOTC Roles and Responsibilities")
- TKI | Te Kete Ipurangi: [EOTC Guidelines](#)  (see chapter 2)
- EONZ: [School Boards and EOTC responsibilities](#) 
- Te Kāwanatanga o Aotearoa: [education Learning Management System](#)  (search EOTC for training modules – "Legal Responsibilities")

**Release history:** [Term 4 2025](#), [Term 1 2024](#)

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<b>Last review</b>	Term 2 2023
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