



# NATIONAL EOTC COORDINATOR DATABASE

## Network Update

11 December 2017

### Four flags for 2018 EOTC planning and action

#### EOTC Event Review and Evaluation

Trips and events, e.g., school camps, sport, curriculum and overseas trips, should be reviewed as soon as possible after the activity has concluded. The review information should then be shared with relevant staff such as the EOTC Coordinator so as to inform future practice.

*Do you include the perspective of students, volunteers, other parents, external providers?  
Do you capture near misses in your review?  
Did the trip meet the intended learning?*

#### Staff Induction and Training

Include EOTC induction into the induction programme for all new school staff.

*What mechanisms do you have in place to continue to support the following?*

- new staff including beginning teachers,
- sports coaches,
- new parents and or students to your school, and
- other volunteers in your community

*Build EOTC staff training into meeting calendars.*

#### Urgent Police Vets Available

If you wish to police vet EOTC volunteers do not expect a fast track unless the request meets the Police priority list. Go to the Ministry Bulletin for SCHOOL LEADERS He Pitopito Kōrero [ISSUE No. 83 | 2017 DECEMBER 4](#) (page 4) for full details. A copy of the notice is linked directly [here](#).

#### PLD Qualifications Resources for Staff

The December issue of an open-source EOTC newsletter will be forwarded to you shortly. The content will help you plan capability-building across your staff with information and links to 2018 PLD, qualifications and upskilling opportunities, and material that supports and enhances teaching and learning across EOTC contexts. Please share the newsletter widely with your staff and encourage them to subscribe. It can also be subscribed to directly via [this link](#).

**If you are leaving the role of EOTC Coordinator, please update the school's registration through the link provided in the footer below. Provide the name, email address and school role of the new person. If you are unsure who that person is at this stage, please flag to your principal for immediate attention.**

This e-mail was sent to you because your e-mail address is registered with the National EOTC Coordinator Database as representative of your school. As part of good practice EOTC management please ensure the school remains current on the database. To update the school's registration [click here](#).

If you have any questions or the school wishes to unsubscribe to the database, please email [office@eonz.org.nz](mailto:office@eonz.org.nz) or call +64 3 423 3141

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