**Questions the school board should be asking about EOTC in their school.**

Each of these questions can generate a number of other questions and useful board discussion to really help boards understand the EOTC systems within their school. In answering these questions, the board should also be provided with evidence so that the board can be assured of a well-functioning EOTC system in their school. The principal could consider the ideas listed in the Evidence column as well as the relevant sections in the school’s EOTC policy, procedures and/or Safety Management Plan (or equivalent documents).

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| Question | Evidence |
| How does our EOTC programme for each year support our strategic direction? What is the process for determining the programme? | EOTC annual plan with links to localised curriculum, strategic goals, and vision |
| How does the school decide what competencies each type of EOTC activity requires?  | EOTC activity matrix/plan |
| How is the competency of each staff member determined and recorded? | Staff competency record |
| What policies/procedures are in place for working with external providers (including clarity of roles)? | External Provider agreements |
| What procedures are in place for the use of volunteers? | Records of volunteer checks |
| What are the staff and volunteer induction procedures? | Induction checklist, Records of induction |
| What professional learning and development plans are in place to support teachers to deliver quality EOTC? | PLD plans |
| What is the review process for EOTC documentation and systems? | Review plan, Actions/tracked changes from previous review |
| What is the process for incident reviews, and the implementation of lessons learned? | Incident register, an example of an incident review |
| What are the EOTC emergency plans and how are they integrated with the whole school plans? | Emergency plans |
| How is the need for safety equipment or clothing identified? | Risk assessment plans |
| What are the processes for using, storing, and maintaining safety equipment and clothing? | Gear logs, maintenance records |
| How does the school ensure their system is meeting current good practice? | Engagement with PLD, the National EOTC Coordinator database |