

MODULE 8 · COURSE WRAP

WHERE TO FROM HERE

The three principles that carry across this entire course, the resources you'll keep coming back to, and the EONZ EOTC Safety Management Plan & Toolkit — which is where the form work you've done in this course goes to live, beyond AdventureWorks.

1 THE THREE PRINCIPLES, CONDENSED

PRINCIPLE 01

Do the thinking

Critical thinking when planning. Critical action in the field. Forms support safety — they don't create it. The thinking is yours and your team's.

PRINCIPLE 02

Communicate clearly

Plans only work if they're understood by everyone — staff, parents, students, providers. Brief, don't hand out. Check for understanding.

PRINCIPLE 03

Act decisively

Reassess as conditions change. Make the go / no-go call. Respond when it goes wrong. Review honestly afterwards. Then update the system.

2 WHERE TO FIND THE SOURCE MATERIAL

PRIMARY SOURCE

Education Outdoors New Zealand

eonz.org.nz

The EONZ website hosts the workshop materials this course is built on, plus the full **EOTC Safety Management Plan & Toolkit**, Good Practice Guidelines, and incident reporting resources. The Resources section is the single best starting point for NZ EOTC teachers.

COURSE HOST

AdventureWorks

adventureworks.co.nz

The AdventureWorks site hosts this course's artefacts — Learner Guides, Reference Cards, Activity Sheets — in printable form, plus updates and supporting guidance for NZ schools. The **course-level Toolkit Map** linked from the resource library home page indexes every form referenced across the course.

3 THE EOTC SAFETY MANAGEMENT PLAN & TOOLKIT

WHAT IT CONTAINS

The EONZ toolkit is the structural backbone for school-level EOTC safety. It pairs a **Safety Management Plan template** (for the EOTC Coordinator and Senior Leadership) with **24 forms in total** — 18 for general EOTC management plus 6 for coordinators.

- **Form 2 · Risk Assessment & Supervision (RAS)** — the form this course has focused on across Modules 2, 3, and 5. The starting point for every event-specific risk assessment.
- **Forms 1, 3A, 3C, 5, 6** — consent, notification, single-event consent, aquatic consent, medical & emergency info, incident report. Each of these has been touched in this course; the toolkit has the full templates.
- **EOTC Coordinator forms** — for coordinators rather than event leaders. SMP review, staff competency tracking, equipment registers, audit checklists.

See the **course-level Toolkit Map** in the AdventureWorks resource library for a one-page index of every form, when it's used, and which course module it relates to.

MODULE 8 · COURSE WRAP (CONT.)

KARAKIA & CLOSING

The workshop closes with the karakia *Unuhia*, a release and settling for the work that's been done. Then a thank-you, and where to from here.

KARAKIA

Unuhia, unuhia
Unuhia i te uru tapu nui
Kia wātea, kia māma,
te ngākau, te tinana, te wairua
i te ara takatā
Koia rā e Rongo, whakairia ake ki runga
Kia tina! Tina!
Haumi e, hui e, tāiki e!

A karakia of release and settling · closes the EONZ workshop and this course.

Ngā mihi nui

Thank you for the time you've given to this course. The work you do running EOTC events — the planning, the supervision, the dynamic calls, the response when it goes wrong, the honest review afterwards — is what gives our rangatahi safe access to the experiences this country has to offer.

4 WHAT HAPPENS NEXT

- **Print and carry the Reference Cards.** The cards from Modules 1–7 are designed for first-aid kits, planning folders, and wallets. They're only useful if they're where you'll reach for them.
- **Run your next event using the RAS form properly.** Apply Modules 2, 3, and 5 in the planning. Apply Module 6 on the day. Have Module 7 ready if needed.
- **Run an event evaluation afterwards.** Use the Reference Card from this module. Document it. Update the RAS and SOP. Close the loop.
- **Take the implications sheet to your EOTC Coordinator or DP.** The action items don't belong to you alone — many of them are school-system changes.
- **Bookmark the EONZ Resources page.** When in doubt — a new activity, a new site, an unusual situation — that's where the Good Practice Guidelines and form templates live.

ONE LAST REMINDER

safe