

SAFETY PLAN




EVENT: Woodend Christian Camp	DATE OF EVENT: Term 3 Monday, 1st September - Wednesday, 3rd September 2025 (Week 8, Term 3)
LOCATION OF EVENT: Woodend Christian Camp	
LEAD TEACHER: Alice Johns	
OTHER STAFF MEMBERS ATTENDING: Madeleine Dunn	
OTHER ADULTS ATTENDING: 12 parent volunteers; Leanne Wright, Anna Milner, Gary Krammer, Samantha Bryce, Sarah Grigg, Amelia Howard-Hill, Kelsey Mitchell, Ashleigh Cottier, Greg McLaughlin, Cindy Chapman, Terry Ahn, Moira Murphy	

NUMBER OF STUDENTS: 55	RATIO: 1:5
OVERALL RISK RATING: Moderate	RISK TYPE: Overnight
NZ STANDARDS: EOTC Guidelines	DEPARTURE TIME: 9 am 01/09/25
CONTRACTORS: Bentley Transport	RETURN TIME: 2.30 pm 3/09/25

- All teachers and parent helpers are provided with a copy of this plan so that they understand how to respond to risks and hazards.
- A copy of the plan is published on the school's website for parents to consider the risks associated with the event.

Risks/Hazards	Risk Rate	Preparation/Response	Equipment
Transport Unsafe bus	Moderate	A reputable bus company is used to provide a qualified driver. The bus is warranted and registered.	Cell Phone First Aid Kit Contact list
Vehicle collision	Significant	All teachers carry cell phones at all times. The phone numbers of the other teachers and principals are entered in their contact lists. In the event of an accident, if any passengers are hurt, emergency services are called. Teachers apply first aid until the emergency services arrive. The teacher-in-charge rings the school office. The school office informs the parents. If a child/ren need to be transported to the hospital, one teacher stays with the group, and one teacher travels with the injured. (unless the child's parent is	Year 5 list for all teachers involved

Vehicle breakdown	Moderate	<p>present. In this case, the parent travels with the child to the hospital.) The principal meets the ambulance at the hospital.</p> <p>Children remain on the bus unless the bus driver deems it unsafe.</p> <p>If requested, students and parents disembark from the bus and wait on the curb as far from the road edge as possible.</p> <p>The teacher-in-charge contacts the school to advise of the incident.</p> <p>The school office contacts a bus company to arrange alternative transport if required.</p> <p>The school office informs parents of the incident.</p> <p>Children travel back to school by bus.</p>	
Arrival and return trip	Low	<p>A student roll takes place before leaving school. When returning, the student roll takes place before entering the bus at Woodend.</p> <p>Some children travel with their parents. This has been pre-arranged. Children without permission cannot travel in cars. The teacher in charge updates the Transport Register as required.</p> <p>Some children travel back to school with their parents. The rule is that parents seek permission from the teacher-in-charge before camp. All parents complete a Volunteer driver form confirming that their car is registered and has a valid warrant of Fitness. The Teacher in Charge visually see each driver's driver's License.</p>	<p>Volunteer transport forms completed.</p> <p>Transport Lists Updated</p>
Confidentiality	Moderate	<p>Camp parents are advised that student and staff privacy must be maintained at all times.</p> <p>Camp parents maintain the confidentiality of all student information.</p> <p>Camp parents maintain confidential information about any incident that takes place at camp.</p> <p>Camp parents are prohibited from contacting the parents of students at camp.</p> <p>Parents with concerns about staff, students or events that take place at camp, communicate their concerns first to the teacher-in-charge of the camp and secondly to Greg Brown (DP Senior School).</p>	

Walking to the Playground	Low	<p>Children walk to the playground at the entrance to Woodend Beach for morning tea. (950 metres)</p> <p>Children walk on the path and stay together as a group.</p> <p>Children cross the road outside of camp where visibility is best. Two volunteers stand on the road while children cross to monitor.</p> <p>Teachers are at the front and back of the line, wearing high-vis.</p> <p>Children are shown the boundaries of where they can play (behind fenced areas, away from the road).</p> <p>An adult checks the toilets prior to children using them. Hand sanitiser is provided.</p> 	<p>High-vis Jackets</p> <p>Hand sanitiser</p>
Weather	Low	<p>Children received the Camp Requirements list, listing all the clothing children need for various weather conditions.</p> <p>The teacher in charge studies the weather updates to make informed decisions about extreme weather conditions.</p> <p>Children MUST pack a rain jacket. This is checked before the group leaves school.</p> <p>Children must also pack sunhats, which are checked before the group leaves school.</p> <p>Sunscreen is made available, and children are encouraged to reapply regularly.</p> <p>Emergency ponchos and thermal blankets are taken to camp.</p> <p>Children who are not suitably dressed for the weather or activity are not permitted to participate in the activity.</p>	<p>Camp requirements list</p> <p>Weather updates</p> <p>Sunscreen</p>

Bunkroom Behavior	Moderate	<p>Boys and girls are located in separate bunk room wings. An adult bunk room is located in each bunk room wing. At least two adults are collocated in the bunk room.</p> <p>Children are made aware of where the adult bunk room is located.</p> <p>Children are made aware that if they become worried or scared or are feeling sick or hurt, they should seek the help of an adult.</p> <p>When children are sent to their bunk rooms, an adult regularly checks them to ensure that everything is orderly.</p> <p>After lights out, an adult regularly checks the bunkroom until all children are asleep.</p> <p>Children who refuse to settle at night are removed from their bunkroom. Parents are called and advised to pick their child up if the behaviour continues.</p> <p>Teachers explain bunkhouse rules and expectations before and at the start of camp.</p>	Bunk Room plan
Vulnerable Children's Act	Moderate	<p>Camp teachers and adults remain vigilant and aware of non-school personnel present on the campgrounds.</p> <p>Strangers near the children on the campsite are approached, and their purpose is verified.</p> <p>Children are made aware of where the adult bunk room is located.</p> <p>Children are made aware that if they become worried or scared, they should seek the help of an adult.</p> <p>External doors to the bunkhouse are locked when children are asleep.</p> <p>An adult must supervise children at all times.</p> <p>Children report any 'worrying' behaviour of strangers to adults.</p>	Group List
Adult Safety	Moderate	<p>A minimum of two adults are in the bunkrooms at any time.</p> <p>No children are permitted in the adults' bunk room or independent quarters.</p> <p>Parent helpers do not work alone with any children.</p> <p>At least two adults should work with a group of children.</p>	<p>Bunk Room Plan</p> <p>Labels for doors.</p>

		<p>Parents are not alone in the bunk room area.</p> <p>Adults remain out of the shower blocks and toilets when they are used by children.</p> <p>One toilet/shower is put aside for adult use only. This is signposted by the teachers at the start of camp.</p> <p>Male teachers and camp parents are prohibited in the female/girl bunkroom wing.</p> <p>Parents concerned about the actions or behaviour of another camp parent should inform a teacher immediately. If a parent is deemed as behaving inappropriately, the school principal is informed, and a decision on the suitability of the parent to remain at school is made.</p>	
Child going missing	Significant	<p>Before leaving school, children are advised to stay with the teacher or camp parent.</p> <p>On arriving at camp, the teacher in charge explains the camp boundaries.</p> <p>A teacher checks each child's attendance at breakfast, morning tea, lunch, afternoon tea, dinner, supper and after each activity.</p> <p>The teacher in charge completes online attendance each morning before 9 am and each afternoon before 1.30 pm.</p> <p>Group leaders check the attendance of their group at the start and end of a lesson.</p> <p>If a child is identified as missing, a teacher and a camp parent supervises the children while the other teacher and parents organise a search for the child. If the child is not located within 15 minutes, the principal and police are notified. The missing child plan is enacted.</p>	<p>Year 5 list for all teachers</p> <p>Group lists for volunteers.</p>
Misbehaviour	moderate	<p>The teachers explain the camp expectations to the children before camp.</p> <p>A positive behaviour plan is implemented to encourage positive behaviour from children.</p> <p>Written plans are put in place for children who require them.</p> <p>Children who continue their misbehaviour or commit serious behaviour are sent home.</p>	

Illness	serious	<p>All camp personnel wash their hands before eating.</p> <p>All camp personnel wash their hands after they go to the toilet.</p> <p>Camp toilets are checked twice daily by the camp teachers to ensure they are clean.</p> <p>Children who become ill are sent home. All surfaces and door handles in the bunkroom are sanitised.</p> <p>The bathroom that they used is sanitised.</p> <p>If more than six camp personnel become sick, the camp is cancelled, and the children are returned home.</p>	Sanitiser Spray + cloths (from venue)
Cyber Safety	Low	<p>Learners are expected to leave their phones at home.</p> <p>If a child brings their cell phone to camp, it is handed to the teacher responsible for safekeeping.</p> <p>If a child needs to contact a parent at night, this is arranged with the teachers before the event. A teacher supervises the phone call.</p> <p>If children are inappropriate with devices, their parents are called to arrange for them to go home, as it is considered a breach of their student contract.</p>	Plastic Container
Camp facility hazards	Moderate	<p>The teacher in charge checks for hazards when conducting a pre-camp visit and notifies staff if required.</p> <p>The teacher in charge confirms with camp staff on the arrival of any additional hazards that should be noted and managed.</p> <p>Air rifles are only operated by parents who hold current gun licenses. A copy of the license is shared with the school. If no volunteers hold a current license, a different activity is chosen.</p>	
Privacy	Low	<p>The teacher in charge explains the importance of privacy and appropriate communication.</p> <p>Camp parents are not permitted to talk about other children to people outside the camp. The teachers communicate all student issues to the relevant parents through the teachers.</p> <p>Camp parents with concerns about students' behaviour or well-being will inform a camp teacher.</p>	

		<p>If a parent has a concern or complaint about camp, they will follow the school's complaints procedures.</p> <p>Camp parents are not permitted to photograph children other than their own.</p>	
Minor Injuries	Moderate	Each teacher holds a first aid kit. First aid is applied when necessary. The incident is recorded on HERO - Medical Room.	First Aid Kits
Medical Issue	Significant	Teachers have up-to-date medical and health information about children.	Asthma Inhalers
Allergic Reaction	Significant	Medicine forms are completed and submitted to the teachers along with the medicines before camp.	Medication
Anacphilatixs		<p>Teachers check that all asthmatics have their inhalers before leaving school and any activity.</p> <p>A list identifying children with medical or health issues is held by teachers. Relevant information is shared with the parent supervising groups of children.</p> <p>Apart from Asthmatics, children are not permitted to carry their medicines. Medicines are carried, stored and administered by a teacher.</p> <p>Epi-Pens are carried by the adult who is supervising children who have a prescribed epi-pen. The parent is aware of how to use the epi-pen.</p> <p>Parents are aware of the health conditions of the children in the group they are supervising and understand how to respond if a condition should start to appear.</p> <p>The administration of all medicines is recorded. The record is submitted to the school office on return to school.</p> <p>The teacher in charge carries an emergency contact list.</p>	<p>Epi-Pens</p> <p>Health needs list</p> <p>Medication list</p>
SERIOUS INJURY or ILLNESS	Significant	<p>The teacher administers first aid. Emergency services are called. The child is transported to the hospital. A teacher accompanies the child to the hospital. The remaining teacher and parents remain with the children.</p> <p>The school is notified. The school notifies the child's parents and other parents of the incident.</p>	First aid kit

		<p>The principal meets the ambulance at the hospital. The school is responsible for contacting the parents of the injured child.</p> <p>The teacher who has remained with the children debriefs the rest of the children to ensure that they are OK.</p>	
CIVIL EMERGENCY	Significant	<p>If an earthquake strikes, children crouch to the ground and cover their heads.</p> <p>Once the event has passed, the teachers ascertain the safety of the children. If their current location is unsafe, the teacher relocates the children.</p> <p>The teacher contacts the camp staff and school to ascertain if the camp should continue. The school communicates the decision to parents, while the teacher communicates the decision to camp personnel.</p> <p>If children have been injured, they are moved to a safe place, teachers provide first aid and the emergency services are called.</p> <p>If a tsunami is notified or if there is a long and strong earthquake, the teacher in charge immediately relocates the children to the Woodend Community Centre. No attempt is made to cross a river until the all clear is sounded.</p> <p>The teacher in charge contacts the school for further instructions.</p>	<p>Sector post location</p> <p>Woodend Community Centre: opposite Woodend School</p> <p>Disaster Evacuation Plan (below)</p>

Teacher in Charge:

Alice Johns

Date: 7/5/2025

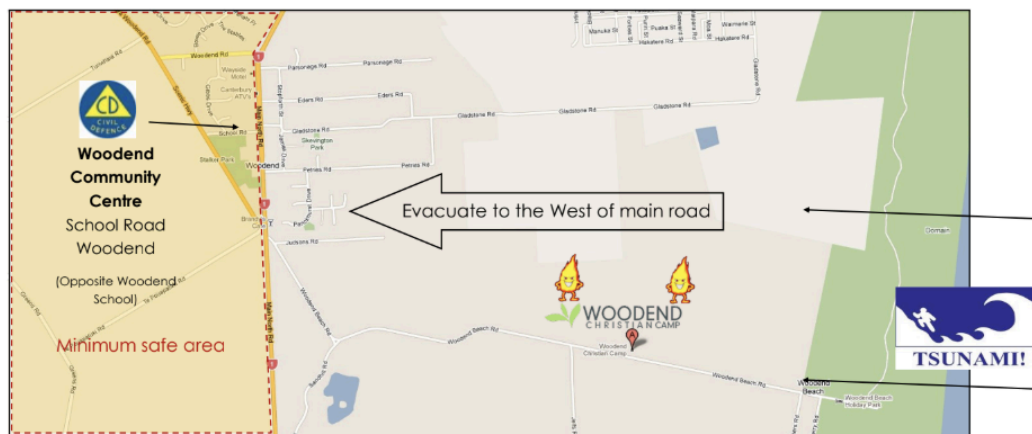
Leader:

Date: 19/5/2025

BOT Approval:

Yes

Date:



Earthquake

DROP, COVER, HOLD



Forest Fire



Tsunami

Quake Long & Strong
Get Gone



Tidal surge

In the event of any of the above occurring in a way that threatens the safety of those staying or living at camp it may be necessary to evacuate the camp.

- Evacuate buildings using fire evacuation procedures.
- Evacuate site to safe area, at least the main highway (1) or further west if necessary.

(Civil Defence recommend that in the event of an Earthquake that rolls for more than a minute OR makes it hard to stand up, don't wait for a tsunami warning the site should be evacuated).

- If evacuation is ordered ring the council (on 311 8900 which is monitored 24/7) and let them know what you are doing, how many you have, that you need transport assistance if possible and the route you are going to walk.
- The closest Civil Defence outpost is situated at Woodend Community Centre.
- Further instructions would be given by local emergency services or council and should also be available on radio (Compass FM 104.9 or Radio NZ National Program 675AM or 101.7 FM).

Waimakariri District Council Facebook page

In emergency call 111

Waimakariri District Council (Civil Defence)

Ph: 0800-965-468

Emergency Management Advisor - Brennan Wiremu

Mob: 021 480-829

Emergency Management Officer - Chris Field

Mob: 021 480 852

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