

Safety Plan

EVENT: Art Gallery/Tūranga Library Visit Art Gallery Booking Information	DATE OF EVENT: July 21st and July 25th 2025 (Atawhai 21st, McAuley 25th) Week 2 Term 3
LOCATION OF EVENT: Christchurch Art Gallery - 58 Gloucester St	
LEAD TEACHERS: Caitlin O'Sullivan, Jacqui Porter, Melissa Segar and Amy Jeffrey	

NUMBER OF STUDENTS: 101 in total (4 groups of 26-28 students)	RATIO: 1: 15 (Teacher + parent help per group)
OVERALL RISK RATING: Low	RISK TYPE: Low
NZ STANDARDS: EOTC Guidelines	DEPARTURE TIME: 9.30 am
CONTRACTORS: Art Gallery/Tūranga Library Visit	RETURN TIME: 3.00 pm
	TRANSPORT: BUS

Risks/Hazards	Risk Rate	Preparation/Response	Equipment
Transport Unsafe bus	Moderate	<ul style="list-style-type: none"> A reputable bus company that provides qualified drivers is used. Buses are warranted and registered. All teachers carry their cell phones with them at all times. The phone numbers of other teachers are entered into the cell phone's contact list. 	Cell Phone First Aid Kit Contact list List of children travelling on the bus
Vehicle collision	Moderate	<ul style="list-style-type: none"> If any passengers are hurt in a motor vehicle accident, teachers call the emergency services. Teachers apply first aid until the emergency services arrive. Children remain on the bus unless the bus driver deems it unsafe. If requested, students and parents disembark from the bus and wait on the curb as far from the road edge as possible. 	
Vehicle breakdown	Moderate	<ul style="list-style-type: none"> Teachers contact the school to advise of the incident. 	
Arrival and return trip	Low	<ul style="list-style-type: none"> The school is responsible for contacting the bus company to arrange alternative transport if required. 	Class roll to be taken

		<ul style="list-style-type: none"> • The school office informs parents of the incident. • The buses will drop off and pick up the children outside the Art Gallery on Gloucester Street. • A roll call of the children will be taken before they enter the bus. 	
Student Privacy	Low	<ul style="list-style-type: none"> • Parents are not permitted to contact other parents not on the trip to discuss issues or events that occur on the trip. This is the responsibility of the lead teacher. • Parents who take photos on school trips must send all photos to the lead teacher for review and approval. Photos that are approved by the lead teacher can be kept. Any photos not approved by the team lead must be deleted from the parents' camera or cell phone. • Parents may be provided with information about students' health or well-being to ensure their safety. Parent helpers must keep this information confidential. 	
Child going missing	Significant	<ul style="list-style-type: none"> • Children stay together as a group. • Before leaving school, children are advised to stay with their group and teacher. • The teacher checks each child's attendance before embarking on the bus, as well as at morning tea time and lunchtime. • Adults are delegated to supervise groups of children as they move around the gallery. • Children are in buddies walking to and from the Art Gallery to Tūranga library. • If a child goes missing, the teacher in charge will immediately call the principal and take action according to the Missing Child Response Plan. 	Class list
<p>Vulnerable Children Act:</p> <p>A child being approached by strangers</p>	Significant	<ul style="list-style-type: none"> • Before leaving school, children are advised that they are only allowed to go to a public toilet if their teacher has given them permission. An adult will escort students to the toilet, and they will wait outside in the Art Gallery and Tūranga library. • Students are required to use the toilet in pairs while at the Art Gallery and Tūranga Library and must report to their teacher upon return. • Teachers are vigilant at all times and check 	SAP forms printed, roll, and information given to parent helpers and any other teachers attending the trip

		<p>the toilets before they are used.</p> <ul style="list-style-type: none"> Children are advised to report any 'worrying' behaviour to their teachers. 	
Location	Low	The Art Gallery has its own Evacuation/Lockdown procedures.	All teachers should read and be familiar with its contents.
Minor Injuries	Moderate	<ul style="list-style-type: none"> Each teacher will be required to hold a first aid kit. In the event of a minor injury, Teachers or Instructors apply first aid. 	First Aid Kits
Medical Asthma and allergies	Significant Significant	<ul style="list-style-type: none"> All asthmatics take their inhalers with them. This is checked by the teachers before they leave school. Teachers ensure they have epi-pens for students who require them. The group parent will carry the epi-pen for any children they are supervising. The lead teacher will show them how to use the epi-pen they will be asked to carry. A list identifying children with medical or health issues is distributed to teachers. The teacher-in-charge confirms that all children with allergies or who require medication have their medication with them. Other general medication is carried by the teacher. The teacher-in-charge carries an emergency contact list or is able to access HERO on their phones. 	Asthma Inhalers Medication Health needs list Medication list
SERIOUS INJURY	Significant	<p>If a serious injury happens while practising, the teacher administers first aid while:</p> <ul style="list-style-type: none"> Emergency services are called. The child is transported to the hospital. Call the school with all the details. The office will call the parents. The principal will go to the hospital, meet the ambulance and parents there. One teacher will accompany the injured, and one teacher will remain with the group. 	First aid kit Contact details

CIVIL EMERGENCY	Significant	<ul style="list-style-type: none"> • If a civil emergency occurs while the bus is in transit, it will immediately stop. All children remain on the bus until otherwise directed by the teacher-in-charge. Once the event has passed and if the roads are clear, the bus returns the children to school. • If children have been injured, they are moved to a safe place, teachers provide first aid, and emergency services are called. • In the event of a civil emergency at the location, all children will follow the instructions of the Art Gallery staff. • The teacher-in-charge will contact the school for further instructions. • If it is safe, the children are transported back to school. 	Cell phone First aid kit 40 Lichfield Street
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Teacher in Charge:

Caitlin O'Sullivan

Date: 12/6/25

Leader:

Aaron Richards

Date: 25 /6 /25

BOT Approval: No