

EVENT: Road Patrol Celebration

DATE OF EVENT: Friday 28th November 2025

LOCATION OF EVENT: Jellie Park: 295 llam Road, Burnside, Christchurch 8053

LEAD TEACHER: Liz Beattie (DP /SENCo)

OTHER STAFF/PARENT ATTENDING: Teacher: Brylee Bradley

Parents: Michelle Falconer, Sarah Mallia, Rachel McKinnon,

NUMBER OF STUDENTS: 22	RATIO: 1:3 plus driver tbc
OVERALL RISK RATING: Moderate	RISK TYPE:
	Moderate (Jellie Park)
	Low (Transport)
N.Z STANDARDS: Car seats with N.Z Safety or Aust. Safety approval rating.	DEPARTURE TIME: 11am
Driver: Liz Beattie, Brylee Bradley, Michelle	RETURN TIME: leaving Jellie Park at 2pm
Falconer, Sarah Mallia, Rachel McKinnon,	TRANSPORT: CAR

Risks/Hazards	Preparation/Response	Equipment
Transport - Car	 Teachers have reliable cars that are registered and current warrants of fitness. All teachers and teacher aides carry cell phones, and the phone numbers of other teachers are entered into their contact lists. 	Cell Phone First Aid Kit
Vehicle collision	 The child must be in an approved safety restraint. All children under the age of 8 must be restrained in an approved car seat. All school personnel must wear an over-the -shoulder seatbelt when travelling in the car. In the event of an accident, if any passengers are hurt, the driver calls the emergency services and the school. A driver applies first aid until the emergency services arrive. The remaining children either wait in 	
Vehicle	the car or on the side of the road. Once the injured	
breakdown	 child is in teh hands of the emergency services the driver cares for the other children. The driver calls the school and advises them of the incident. 	

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Children - Child going	 If possible, the child will remain in the car. If it is unsafe to remain in the car, the teacher will move the children to a safe place. An accident report is filed upon returning to school by the teacher in charge. Children are advised not to leave the complex unless they are with a teacher. 	
missing	Children must go to the toilet in pairs.	
	Children are told to talk to a teacher if a person	Group list
Children being	does something that worries or scares them	'
approached by	An adult stands outside the changing room when	
strangers.	children are changing. All children change at the	
	same time. No child changes alone.	
	The roll is checked before leaving school, at	
	morning tea, at lunch time and before leaving the	
	pool.	
	At least two adults are supervising each pool at all	
	times.	
	 The child travels to and from the school in the 	
	designated motor vehicle they were assigned to.	
Weather	The children take clothing appropriate for the	Jackets
	weather. This will be checked by the teacher	Suitable shoes
	before the children leave the school. (jacket and	Drink bottle
	hat)	Dillik bottle
	The children take a drink bottle and sunscreen. All	
	children are asked to apply sunscreen at 9am	
	11am and 1pm. Tagghers manitor children's exposure to the sun	
	 Teachers monitor children's exposure to the sun. Children are encouraged to wrap up and slap on a 	
	hat when not in the water.	
Location	The Jellie Park Centre provides trained lifeguards to	
	monitor the students in the water.	
Jellie Park	At least two school adults are supervising the pool	
	at any one time.	
Drowning	Teachers are aware of students' swimming ability	
Diowining	and ensure they enter a pool they are capable of	
	swimming safely in.	
Skipping and	An adult is assigned to monitor children who are	
falling on the wet	not in the pool.	
floor	At least one teacher remains with students at all	
Head knock	times.	
HEGG KIIOCK	Children are advised not to run but walk around	
	the pool edge.	
	Children are advised not to climb fences Children are and allowed to you the hydroclide.	
	Children are not allowed to use the hydroslide	
Minor Injuries	Teachers apply first aid. The pool has a medical	First Aid Kits
	room where first aid can also be provided. A	
	school parent or teacher must be present if a pool	
	staff member is applying first aide.	
Medical issues	The teacher and parents are aware of students'	Medication
	medical conditions.	Health needs list
	All medication is managed by the teacher, who	
	ensures that all appropriate medication is taken.	

SERIOUS INJURY	 The teacher administers first aid. Emergency services are called. The child is transported to the hospital, and the teacher will accompany the child in the ambulance. The other teacher and adult supervises the remaining children. The school is contacted and advised of the situation. The school will arrange a car to take children who where travelling with the teacher, back to school. The school is responsible for contacting the parent and informing them of the situation. 	First aid kit		
	 An accident report is to be filed upon returning to school by the teacher in charge. 			
CIVIL EMERGENCY	 If a civil emergency strikes in transit, the car must stop. The children remain with the driver until otherwise directed. Once the event has passed and if the roads are clear, the car returns the child to school. If the car is unable to proceed, the drive finds safe accommodation for the child and immediately contacts the school for further instructions. If a child has been injured, they are moved to a safe place, the teacher provides first aid, and the emergency services are called. If a civil emergency strikes at the location, all 	Cell phones		
	school personnel will follow the instructions of the event staff. Once the event has finished, the teacher-in-charge contacts the school for further instructions. If safe, the child is transported back to school. If it is not safe to return to school, the teacher will relocate the child to the nearest sector post when appropriate. • An accident report is to be filed upon returning to school by the teacher in charge.	Sector post location		
Teacher in	Liz Beattie Date: 4/11/2025			
Charge:				
Leader:	Aaron Richards Date: 4/11/2025			
BOT Approval: (tick appropriate) Yes No NA Date:				