

SAFETY PLAN



EVENT: Year 6 Camp - Omaka	DATE OF EVENT: Term 1 12 - 14th February 2025
LOCATION OF EVENT: Omaka Scout Camp	
LEAD TEACHER: Alice Johns (not attending)	
OTHER STAFF MEMBERS ATTENDING: Jayden Cameron, Sarah Philpott	
OTHER ADULTS ATTENDING: 9 Adult volunteers; Andrew Hale, Angela Fenemor, Jason Fullen, Leon Underwood, Gary Arthur, Ian Baxter, Sonya Chapman, Nathan Bradley, Sonya Chapman	

NUMBER OF STUDENTS: 56 (max)	RATIO: 1:5
OVERALL RISK RATING: High	RISK TYPE: Overnight
NZ STANDARDS: EOTC Guidelines	DEPARTURE TIME: 9.30 am 10/02/2025
CONTRACTORS: City Line Bus KORE for Schools (Water Activities) Omaka Scout Camp - Omaka Camp Rules	RETURN TIME: 2.30 pm 12/02/2025

- A copy of this plan is provided to all teachers and parent helpers so that they understand how to respond when faced with 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.
- Camp parents must not contact other parents directly relating to issues relating to children. All information regarding children on camp must only be communicated by a teacher

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 a cell phone at all times. Cell phones have the phone numbers of the other teachers and the principal entered in their contact list. In the event of an accident, if any passengers are hurt, emergency services are called. Teachers apply first aid until the emergency services arrive.	Year 5 list for all teachers involved

Vehicle breakdown	Moderate	<p>The teacher-in-charge rings the principal. The principal informs the parents.</p> <p>If a child/ren needs 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 present). In this case, the parent will travel with the child to the hospital. The principal meets the ambulance at the hospital.</p> <p>Children remain on the bus unless it has been deemed unsafe by the bus driver.</p> <p>If requested, students and adults 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 principal contacts a bus company to arrange alternative transport if required.</p> <p>The school office informs parents of the incident.</p>	<p>Volunteer transport forms completed.</p> <p>Transport Lists Updated</p>
Arrival and return trip	Low	<p>Children travel back to school by bus.</p> <p>A roll of the children takes place before entering the bus at school and arriving at Omaka Camp. When returning the roll is taken before entering the bus at Omaka.</p> <p>Some children may travel with their parents. This is pre-arranged. Children without permission cannot travel in cars. The Transport Register is updated as required.</p> <p>Some children may travel back to school with their parents. The rule is that parents seek permission from the teacher-in-charge before going on camp.</p> <p>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 sights each driver's Drivers License.</p> <p>Volunteers are given the route before leaving. No stops or deviations are to be made to or from the venue.</p>	<p>Transport Register</p>
Weather	Low	<p>Children receive a list of Camp Requirements, listing all the clothing children need for a variety of weather conditions.</p>	<p>Camp requirements list</p> <p>Weather updates</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>Emergency ponchos and thermal blankets are taken on camp.</p>	
Accommodation/ Behavior	Moderate	<p>All learners and adults sleep in tents.</p> <p>Tents will be put up at school before camp to ensure they are in working order with no tears or broken poles and enough pegs.</p> <p>Learners will practice putting up their tents and we will discuss the safety of using a hammer and ensuring ropes are not hazardous.</p> <p>Learners will be in 2 or 4-person tents. They will know who they are sharing with before camp. These groups cannot be changed throughout the camp and learners can only enter their own tents. Laminated labels are tied to the tents with a list of which children are in each tent.</p> <p>Boys and girls tents will be put up in separate areas, separated by a hedge.</p> <p>Adult's tents are located near the children's tents (scattered throughout). Teacher tents are dispersed among children's tents.</p> <p>Adults must not enter a student tent unless another adult is present.</p> <p>Children must not enter an adult tent under any circumstance.</p> <p>Children are made aware of where the adults are 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 tents for the night, they are regularly checked by an adult to ensure that all is orderly.</p> <p>After lights out an adult checks the tents until all children are asleep.</p> <p>Children who refuse to settle at night time are removed from their tents. If the behaviour continues, parents are called and advised to pick their child up.</p>	<p>Tents with all accessories in working order. Named and collated at school. (Practice on Tuesday, 4th Feb on field)</p> <p>Group Lists</p>

		Teachers explain tent rules and expectations at the start of camp.	
Vulnerable Children's Act	Moderate	<p>Camp teachers and adults are 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 verified.</p> <p>Adults tents are located with the children's tents.</p> <p>Children are made aware of where the adult's are located.</p> <p>Children are made aware that if they become worried or scared they should seek the help of an adult.</p> <p>An adult supervises children at all times.</p> <p>Children report any 'worrying' behaviour of strangers to adults.</p>	Group List
Adult Safety	Moderate	<p>At least a week prior to camp, all volunteers meet at school to discuss expectations and safety.</p> <p>Adults do not enter children's tents. If required to help with the setup of beds, sleeping bags etc, another adult will stay with the group (two adults present).</p> <p>No children are permitted in the adult's tents or independent quarters.</p> <p>Parent helpers do not work alone with any children. At least two adults are working with a group of children.</p> <p>Adults remain out of the shower blocks and toilets when they are used by children.</p>	Sleeping Arrangement Plan
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>The attendance of each child is checked by a teacher at breakfast, morning tea, lunch, afternoon tea, dinner and supper.</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 camp parent supervises the children while the other teacher and parents organize a search for the child. If the child is not located within</p>	<p>Year 6 list for teachers</p> <p>Group lists for volunteers</p>

		30minutes, the police and school are notified. The missing child plan is enacted.	
Misbehavior	Moderate	<p>The teachers explain the camp expectations to the children before camp.</p> <p>A positive behaviour plan is put in place to encourage positive behaviour from children.</p> <p>Written plans are put in place for children who require one.</p> <p>Children who continue their misbehaviour or commit serious behaviour could be sent home.</p>	<p>Contact list.</p> <p>Behaviour plans.</p> <p>PB4L Tokens</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 and showers are cleaned every day by an adult as per Omaka's requirements.</p> <p>Children who become ill are sent home. All surfaces, and door handles are sanitized.</p> <p>The bathroom that they used is sanitized.</p> <p>If more than ten camp personnel become sick the camp is cancelled and the children are returned home.</p>	<p>Sanitiser Spray + Cloths</p>
Cyber Safety	Low	<p>Learners must leave their phones at home. Should a child bring their cell phone to camp, this will be handed to the teacher in charge for safe-keeping.</p> <p>If a child must contact a parent at night, this needs to be arranged with the teachers before the event. A teacher will supervise this phone call.</p> <p>If children are inappropriate with devices, their parents will be called to arrange for them to go home, as it will be considered a breach of their student contract.</p> <p>Children are not allowed cameras in tents.</p>	<p>Plastic Container</p>
Camp facility hazards	Moderate	<p>The teacher in charge will check for hazards when conducting a pre-camp visit and notify staff if required.</p> <p>The teacher in charge will confirm with camp staff on arrival of any additional hazards that should be noted and managed.</p>	

Water Activities (KORE Water Activities/ Water Slide + fire tubes)	Moderate	<p>Appropriate ratio of adults: learners is maintained when activities involve water (1:5).</p> <p>Equipment is maintained by staff at Omaka and/or KORE.</p> <p>Learners are given clear instructions by KORE staff when using water equipment.</p> <p>Long hair and loose clothing are tied back.</p> <p>The condition of the stream is considered by the teacher-in-charge prior to learners using the slide. If it has rained excessively, the slide will not be used.</p>	<p>Group Lists</p> <p>KORE RAMS.</p>
Fire Evacuation	Moderate	<p>The children will be shown the location of the Evacuation assembly point.</p> <p>The children will be given instructions on how to evacuate their tent.</p> <p>The children will be told that in the event of an emergency, they need to wake their friends before leaving.</p> <p>An adult will check the tents.</p>	
Privacy	Low	<p>The teacher in-charge explains the importance of privacy and appropriate communication. Camp parents are not permitted to talk about other children to people outside the camp. All issues relating to students are communicated through the teachers to the relevant parents. Camp parents who have concerns relating to students behaviour or wellbeing 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> <p>Camp parents are asked not to talk about camp issues. Any information about a child, teacher or volunteer must be kept confidential.</p>	
Minor Injuries	Moderate	<p>A first aid kit will be held by each teacher. First aid will be applied when necessary. The incident will be recorded on HERO - Medical Room</p>	First Aid Kits

Medical Issue Allergic Reaction Anacphilatixs	Significant Significant	<p>Teachers have children up-to-date medical and health information.</p> <p>Medicine Forms are completed and submitted to the teachers along with the Medicines before camp.</p> <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>The teacher in charge is responsible for ensuring that they have the medication for all children as listed on the medical forms.</p> <p>Apart from Asthmatics, children are not permitted to carry their medicines. Medicines must be 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 should be aware of the health conditions of the children in the group they are supervising and understand how to respond if a condition starts to appear.</p> <p>The administration of all medicines should be recorded. The record should be submitted to the school office on return to school.</p> <p>The teacher in charge carries an emergency contact list.</p>	<p>Asthma Inhalers</p> <p>Medication</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 must remain with the children.</p> <p>The school is notified. The school will notify the child's parents and other parents of the incident.</p> <p>The principal will meet 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 will debrief the rest of the children to ensure that they are OK.</p>	First aid kit

CIVIL EMERGENCY	Significant	<p>If an earthquake strikes, children will crouch to the ground and cover their heads.</p> <p>Once the event has passed the teachers will ascertain the safety of the children. If their current location is unsafe, the teacher will relocate the children.</p> <p>The teacher will contact the camp staff and school to ascertain if the camp should continue. The school will communicate 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, no attempt is made to leave the camp until the all-clear is sounded.</p> <p>The teacher in charge will contact the principal for further instructions.</p>	Sector post location
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Teacher in Charge:	Alice Johns	Date: 12/12/24
Leader:	Aaron Richards	Date: 16/12/24
BOT Approval:	<div>Yes</div> <div>NO</div> <div>NA</div>	Date: