

Safety Action Plan



EVENT: Rest Home Visit Golden Age Rest Home	DATE OF EVENT: Monday 8th December 2025
LOCATION OF EVENT: 96 Harewood Road, Papanui, Christchurch 8053	
LEAD TEACHER: Amy Jeffrey	OTHER TEACHERS: Amy Jeffrey and Melissa Segar

NUMBER OF STUDENTS: Atawhai - 49 students	RATIO: 1:10
OVERALL RISK RATING: Low	RISK TYPE: B(ii)
NZ STANDARDS: EOTC Guidelines	DEPARTURE TIME: 9:05am (approx 25 minute walk) Arriving at rest home at 9.30am
CONTRACTORS: N/A	Leaving rest home at 10am RETURN TIME: by Approx 10.30am

Risks / Hazards	Risk Rate	Preparation/Response	Equipment
Walking to Papanui Domain and then from Papanui Domain to Harewood Road	Low	All teachers carry their cell phones with them at all times. The phones are charged and have the school's phone number on them. Teachers take a first aid kit to treat minor injuries. Students are informed of the rules for safe walking before leaving school: stay with the group, walk on the footpath, stay with your buddy when walking along the roadside, and be aware of driveways. One adult is at the front with a fluoro vest, and one is at the back. The other adults are interspersed throughout the group.	Cell phone Class Roll Fluoro vest First aid kit
Vehicles on busy roads: hit by a car	Moderate	Cross the road at the lights on Sawyers Arms Road. If someone gets hit by a car, the teacher in charge contacts the emergency services and the school. Two adults stay with the injured while the other adults walk the rest of the children to a safe space: this can be Papanui Domain, a parking space on Sawyers Arms, Papanui High School grounds, or St Joseph's school.	
Trip while walking	Low	The teacher at the front checks the footpath, removing hazards as they go. A teacher will check the walkway is open on the morning of the trip.	

Child going missing	Significant	<p>Students stay together as a group.</p> <p>Teachers take roll calls before departing.</p> <p>Teachers take roll before walking back to school.</p> <p>The adults and teachers are dispersed among the group</p>	<p>Class lists</p> <p>Teachers</p> <p>Buddies</p>
Vulnerable Children Act	Low	<p>Teachers are vigilant at all times.</p> <p>Teachers check the toilets before they are used.</p> <p>Teachers wait for children outside the public toilets.</p> <p>Talk to children about keeping ourselves safe: "What to do when an adult makes you feel uncomfortable".</p> <p>Children are organised into buddies.</p> <p>Rest Home staff ensure that residents working with the children are suitable. Children do not work with Dementia residents.</p> <p>Children's interaction with residents is monitored by the teachers and supervising adults.</p> <p>Children interact with residents in common spaces.</p>	<p>Teachers</p> <p>Children</p> <p>Buddy List</p>
<p>Golden Age Resthome</p> <p>There is a risk of sickness.</p>	Low	<p>Teachers scout areas for hazardous rubbish.</p> <p>Teachers check the toilet and ensure a teacher or adult helper goes to the toilet area with students.</p> <p>Teachers are aware of other people in the rest home.</p> <p>Caitlin will call the rest home in the morning to check the sickness levels of residents. The event is cancelled if there is sickness. Children will not be able to attend if they have a cold or are feeling unwell.</p>	Cell phone
Privacy	Low	<p>Supervising parents are advised that they must treat all information about children confidentially and can not discuss issues relating to a child with anyone except for the supervising teachers.</p> <p>Supervising parents are advised that they must not discuss any issues arising on the trip with any person except for the supervising teachers.</p> <p>If parents have concerns, they must manage their concerns by following the school's Complaint procedures.</p>	
Minor Injuries	Moderate	In case of a minor injury, the teacher assesses the situation and applies first aid if necessary.	<p>First Aid Kits</p> <p>Accident register (in sick bay)</p>
<p>Medical</p> <p>Asthma and allergies</p>	Moderate	<p>The teachers check that Asthmatics are carrying their inhalers</p> <p>The teacher-in-charge collects children's epi-pens and medication.</p> <p>The teacher-in-charge collects children's medication.</p> <p>The teacher-in-charge collates a list of children with medical issues. Teachers and supervising parents are</p>	<p>Asthma Inhalers</p> <p>Epi-pen</p> <p>Medical List</p>

		made aware of children's medical issues so that they can respond effectively to medical incidents.	
SERIOUS INJURY	Significant	<p>If a serious injury occurs while walking, a teacher administers first aid, while another adult calls the emergency services. The remaining adults move the remaining children away from the scene and supervise them until support is provided. The child is then transported to hospital with a teacher.</p> <p>A teacher calls the school. The principal goes to the hospital to meet the child, and the remaining adults stay with the group.</p> <p>The school is responsible for contacting the parents of the injured child.</p> <p>The children and parent helpers are debriefed when they return to school.</p> <p>Adult helpers are asked to respect the privacy of the child concerned and not to talk to other parents about the incident</p>	<p>First aid kit</p> <p>Cell phones</p>
CIVIL EMERGENCY	Significant	<p>If a civil emergency strikes while walking to the rest home and to the Rest Home, the group will stop and wait. All children remain where they are until directed by the teacher. Once the event has passed, the teacher will call the school for further instructions. If the school can not be contacted, the group will return to school.</p> <p>If children have been injured, they are moved to a safe place, teachers provide first aid, and emergency services are called.</p> <p>If a civil emergency strikes at the Rest Home, all children remain where they are until directed by the teacher who will take instructions from rest home staff. Once the event has passed, the group returns to school.</p> <p>If it is not safe to return to school, the teacher in charge will relocate the children to the nearest place of safety. This could include staying at the rest home or moving to</p>	<p>Assemble point: Listen to the instructions from the staff at Golden Age</p>

Teacher in Charge:

Caitlin O'Sullivan and Amy Jeffrey

Date: 4/11/25

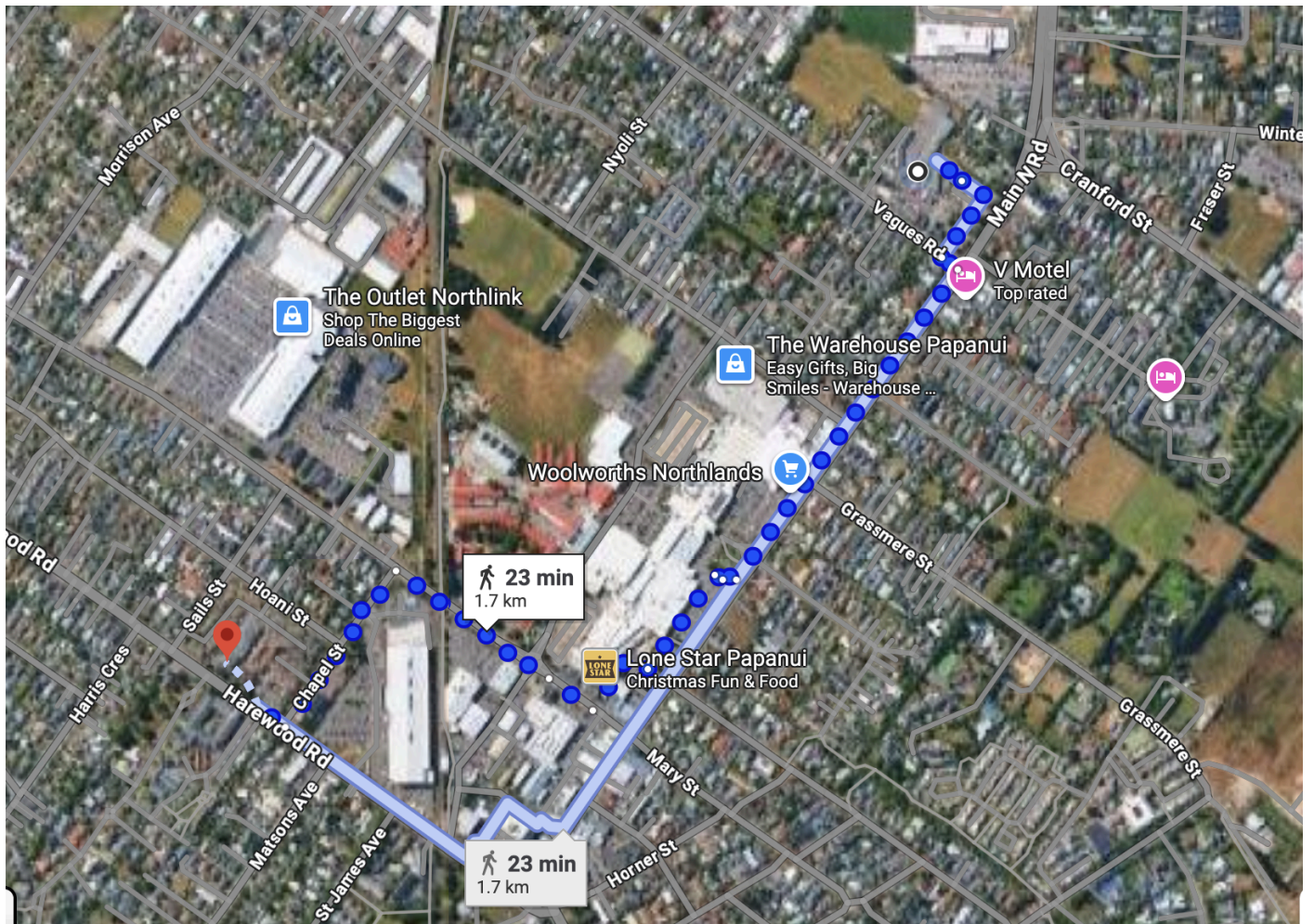
Leader:

Aaron Richards

Date: 5/11/25

BOT Approval: No

Map from school to Rest home:



Parent help notice: Atawhai Christmas Carols Visit – Monday 8th December

Kia ora whānau,

On Monday 8th December, Atawhai will be walking to Golden Age Retirement Home to share some Christmas carols with the residents.

Students will leave school at 9:00am and enjoy a 25-minute walk each way. We expect to return to school by 10:30am.

If you are available to join us, we would greatly appreciate some extra help walking to and from the rest home.

Ngā mihi nui,

Caitlin O'Sullivan, Melissa Segar and Amy Jeffrey

caitlin.osullivan@stjopapa.school.nz

