

Safety Action Plan



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| EVENT: Tūhono | | DATE OF EVENT: Term 4 Saturday 29th November |
| LOCATION OF EVENT: St Joseph's School, then travelling to Christchurch Town Hall | | |
| LEAD TEACHER: Liz Beattie | OTHER TEACHERS: Melissa Clease, Alice John, Jayden Cameron, Teneya Sheenan | |

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| NUMBER OF STUDENTS: Ngāhau Group: 80 (Year 5-8) | RATIO: 1:11 |
| OVERALL RISK RATING: Low | RISK TYPE: A (i) |
| NZ STANDARDS: EOTC Guidelines | Bus Pick-Up at 10.30am |
| CONTRACTORS: Bus: Bentleys Kapa Haka Tutors: Tania & Willie Nathan | Event starts at 11.30 am |
| | Transport: Bus from St Joseph's School to Chch Town Hall Students will go home with parents |

| Risks / Hazards | Risk Rate | Preparation/Response | Equipment |
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| Transport Unsafe bus | low | A reputable bus company is used to provide qualified drivers. Buses are warranted and registered. The teacher-in-charge carries a cell phone at all times. Cell phones have the phone number of the other adults entered on their contact list. | Cell phone Contact List |
| Vehicle collision | low | If any passengers are hurt in a motor vehicle accident, the teacher calls the emergency services. The teachers apply first aid until the emergency services arrive. | First Aid Kit |
| Vehicle breakdown | low | Children remain on the bus unless the bus driver deems it unsafe. If requested, students and adults disembark from the bus and wait on the curb as far from the road edge as possible. The teacher contacts the Principal to advise of the incident. The Deputy Principal is responsible for contacting the bus company to arrange alternative transport if required. The Principal will inform parents of the incident. The bus will drop the children off at the town hall. | |

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| Location | | <p>Town Hall has a Safety Plan. In the event of an emergency, Town Hall staff will direct the public.</p> <p>Teachers and children will be given a safety talk before rehearsal starts.</p> <p>If seated upstairs near the railing a teacher will sit in the front row on each side of the group. Children will be instructed not to lean against the railing. The teacher will immediately call children back from the railing if they are leaning on it.</p> <p>Teachers will lead children around the complex. Students will be reminded to walk down the stairs.</p> | |
| Child going missing | Significant | <p>Students are advised to stay together as a group.</p> <p>Teachers present supervise the whole group.</p> <p>Teachers take rolls at the event before entering the auditorium. Children's attendance is rechecked when they are seated and before they leave with their parents.</p> <p>During the event, children must ask their supervising teachers for permission to go to the toilet. When they do, they are accompanied by a teacher who stays outside the toilet.</p> <p>The teachers check public toilets before they are used.</p> <p>If a child does go missing, the teacher in charge will follow the MISSING STUDENT PROCEDURE (see below) and immediately notify the Principal.</p> | Group attendance checklist |
| Vulnerable Children Act | Low | <p>Children are told to report any 'worrying' behaviour from members of the public to teachers.</p> <p>The teachers are responsible for monitoring children's behaviour, location and safety.</p> <p>All teachers carry a cell phone at all times. Cell phones have the phone numbers of other teachers and parents attending the trip entered into their contact lists.</p> <p>Teachers ensure children stay together and follow supervising teachers</p> <p>A headcount will be completed at the beginning and end of events</p> | <p>Teacher</p> <p>Cell Phone and relevant cell numbers</p> <p>Group attendance checklist</p> |
| Weather | Low | <p>Children will be reminded to be prepared for all weather conditions. Students will arrive wearing costumes & will need to bring an extra layer of clothing to wear over the top.</p> <p>All children will be required to bring a bottle of water and a snack</p> | <p>Extra Clothing</p> <p>Drink bottle</p> |
| Minor Injuries | Moderate | <p>In the event of a minor injury, teachers will assess the situation and apply first aid if necessary.</p> <p>The Teachers will record the injury on HERO.</p> | First Aid Kits (With Teacher) |

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| Medical Asthma and allergies | Moderate | <p>All asthmatics have their inhalers with them. A notice to parents will go out prior to reminding them to bring their inhaler</p> <p>Teachers check if any children on the team are allergic and need an Epi-pen. Teachers ensure that they are carrying the Epi-pen and that the parent supervising the child with the medical condition is aware of the response that must take place if the child has an allergic reaction.</p> <p>The teacher in charge will collate a list of students with medical issues attending the event. The teacher in charge must ensure that the medication for children with medical issues is taken on the trip by the teacher.</p> | <p>Asthma Inhalers</p> <p>Epi-pen</p> <p>Medication list and medication</p> |
| SERIOUS INJURY | Significant | <p>If a severe injury happens during the visit, the teachers administer first aid while:</p> <ul style="list-style-type: none"> • Emergency services are called. • The child is transported to the hospital accompanied by a staff member. • The principal is notified. The principal will call the parents. • The principal will go to the hospital and meet the ambulance and parents there. • The remaining teachers will reallocate child supervision to cover the teacher who accompanied the child to the hospital. • The remaining children will be debriefed by the remaining teachers. • The incident will be recorded on HERO by the teacher in-charge | <p>First aid kit</p> <p>Cell phones</p> |
| CIVIL EMERGENCY | Significant | <p>If a civil emergency strikes while at the event, the teacher in charge of the group will tell the children to take appropriate action to keep them safe and then report to other teachers present, who will verify the location and safety of all children.</p> <p>If children are injured, they are moved to a safe place, teachers provide first aid, and the emergency services are called.</p> <p>The teachers follow the instructions of the event organiser and location staff.</p> <p>If the event needs to be cancelled and travel is safe, the team will return to school.</p> <p>If the bus has not arrived yet, the teacher-in-charge will contact the principal, who will arrange for earlier pick-up.</p> <p>If the bus company cannot provide earlier transport, the principal will organise alternative transport.</p> <p>If the team is unable to return to school, they stay at the Christchurch Town Hall.</p> <p>The teacher-in-charge will keep parents fully informed using HERO.</p> | <p>Evacuation site as stated by the event organisers</p> |

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| Teacher in Charge: | Liz Beattie | Date: 28/10/25 |
| Leader: | Aaron Richards | Date: 29/10/25 |
| BOT Approval: No | | |

Missing Student Procedure

Missing student

If a student has been present at school (or an EOTC event) but goes missing, we take the following steps immediately:

1. Determine when they were last seen and if they have been picked up by a parent/caregiver.
2. Coordinate an immediate search.
3. If the student is still missing after several minutes, some staff leave the immediate vicinity with cell phones to search more widely, using vehicles if necessary. Staff who remain should continue to search the area.
 - If the student is found, determine if medical help is required. Notify the principal, searchers, and the student's parents/caregivers.
 - If the student is not found after fifteen minutes of searching, call the police for help. Follow police instructions and, if necessary, implement the **crisis management** procedure.
4. After the situation is resolved, complete an incident report and debrief.

Students leaving without permission.

If a student is seen leaving school without permission, we take the following steps immediately:

1. Ensure relevant staff are aware of the situation.
2. Follow the student to ensure their safety. Restrain the student only if they are in imminent danger (e.g. walking on the road).
3. Office staff notify the principal and the parents/caregivers of the situation.
4. After the situation is resolved, complete an incident report and debrief.

We inform parents/caregivers if their child leaves the school, even if they return promptly.

Student missing during an emergency situation

If a student is missing during an emergency situation, we take the following steps:

1. Notify the principal immediately.
2. If it is safe, search the school buildings or area where the student was last seen.
 - If the student is found, determine if medical help is required. Notify the principal, searchers, and the student's parents/caregivers.
 - If the student is not found, notify the police, relevant emergency personnel, and parents/caregivers immediately.
3. After the situation is resolved, complete an incident report and debrief. If it is a notifiable event, notify WorkSafe.