

Surf Safe SAP 2025



ST JOSEPH'S

SCHOOL

Te Whakapono ki ngā Mahi / Faith in Action

LOCATION OF EVENT: Scarborough Beach, Sumner	EVENT: Y7/8 Surf Safe
LEAD TEACHER: Emma Vertogen	DATE OF EVENT: Year 8 Thursday 27th November 2025 Year 7 Friday 28th November 2025
OTHER STAFF ATTENDING: Mel Tucker and Brylee Bradley (Thursday) Helen Munro, Tenaya Sheenan, Emma Vertogen (Friday)	

NUMBER of learners: 112 (2 groups of 56)	RATIO: minimum 1:6 (while in water)
OVERALL RISK RATING: High	
N.Z STANDARDS: NZ EOTC Guidelines NZ Surf - Surf Coach Level 1	DEPARTURE TIME: 8:15 am
CONTRACTORS: Surf Safe - Aaron Locke (Surf Safe) Bentley's (Bus Service)	RETURN TIME: 3.00 pm TRANSPORT: Bus

Risks/Hazards	Risk Rate	Preparation/Response	Equipment
<u>Transport</u> Bus	Low	All buses are registered and have a current warrant of fitness. All drivers have a valid passenger driver's licence. All school personnel wear an over-the-shoulder seatbelt when travelling on the bus or car if available.	Cell Phone First Aid Kit Bus
Vehicle collision	Low	If any passengers are hurt in an accident, a teacher calls the emergency services immediately and applies first aid until the emergency services arrive. The teacher or driver contacts the school to advise of the incident. The school contacts the parents of the children concerned. An accident report is filed on returning to school by the teacher-in-charge.	
Vehicle breakdown	Low	If possible learners remain on the bus unless it is deemed unsafe. If it is deemed unsafe to stay on the bus the children are moved to somewhere safe. The teacher contacts the school who liaises with the bus company to arrange alternative transport. This allows the teacher to focus on the safety of the children.	
<u>learners</u> Child going missing	Moderate	Learners are divided into three groups: one group is in the water, one group is preparing to go into the water and one group is playing games on the beach. Each group is supervised by a teacher A roll call is done before leaving school, after lunch and before leaving the beach. Learners go to the toilet in pairs. They let a teacher know when they are going and return from the toilet. If they do not return, the teacher arranges for an adult to check on them. If the children can not be located the Missing Child response plan is activated. The school is advised of the issue. The school is	Group list

		<p>responsible for informing parents.</p> <p>All learners and their parents are advised to stay with their group. Parents and children are prohibited from leaving the area where the lessons are taking place.</p>	
<u>Confidentiality</u>	Low	<p>All parents are advised that all information about children and volunteers is confidential and can not be shared with people outside the group.</p> <p>Parent helpers must not contact the parents of learners unless they have express permission from a teacher.</p> <p>All parents are advised that any behaviour or incident that happens on the trip must be kept confidential. The Senior Leadership Team is responsible for sharing this information if it is appropriate.</p>	
<u>Vulnerable learners:</u> Child being approached by strangers	Low	<p>The teacher-in-charge checks the public toilets before they are used.</p> <p>A parent is rostered to supervise the public toilet area which can become very busy.</p> <p>Learners are advised before leaving the school that they are only allowed to go to the toilet if their teacher has given them permission. Learners go to the toilet in pairs and must report to their teacher on their return.</p> <p>Learners change in the public toilets.</p>	Teacher-in-charge group list/timetable
<u>Weather</u> Cold Wind Hypothermia Hyperthermia Dehydration Sunburn exposure Sun Safe	Moderate Moderate Moderate	<p>All learners take clothing appropriate for the weather. This is checked by the teachers before the learners leave the school. (Sun hat and jacket, long sleeve top to wear when not in the water.) Learners who do not have the appropriate clothing are not permitted to participate in the activity and remain at school.</p> <p>All learners take drink bottles. These can be refilled.</p> <p>The school provides sunscreen to apply throughout the day. Learners need to apply sunscreen when leaving home in the morning and reapply at lunchtime.</p> <p>The programme goes ahead if it rains but may be cancelled if the wind is strong.</p> <p>Children are required to cover up from the sun and wind.</p> <p>Teachers/parents make sure learners get changed quickly and warm up quickly after exiting the water.</p> <p>Learners pack spare clothing, an extra towel, and sunscreen.</p> <p>Thermal blankets are available in first aid kits.</p> <p>Wetsuits are used in water to keep learners and instructors warm</p> <p>Instructors monitor learners for signs of hypothermia in water. Learners who are shivering are immediately removed from the water.</p>	Jackets Suitable shoes Sun hat Long sleeve top Drink bottle Wetsuits Spare clothing Sun Hat Water bottle Sunscreen Warm blankets Thermal Blankets
<u>Behaviour</u> Learners not following instructors' advice	Moderate	<p>Learners are given clear instructions of behaviour and boundaries both in and out of the water.</p> <p>Learners and instructors maintain adequate spacing in the water. Learners ignoring the instructor's advice are removed from the water.</p> <p>Students who are noncompliant with teachers are sent home from the activity. The process is initiated by the teacher in-charge who contacts the school. The school will inform the parent to collect the child from the beach. If the parent is unable to be contacted a member of the senior leadership team will pick the child up and return them to school.</p>	

Water Safety Current and rips Downing Loss of student in water Lack of trained instructors Untrained helpers in water	Severe Severe Moderate Moderate	Instructors have training to meet industry best practice qualifications. i.e. Surf Coach Level 1 Instructors wear easily identifiable vests and use whistles and hand signals. Instructions on what to do if you get in trouble in the water: <ul style="list-style-type: none"> • Give a clear recall signal. • Learners to stay in waist-deep water. • Give clear instructions on safe 'WIPEOUTS'. • Learners to practise safe 'WIPEOUTS' on land. Maintain waist depth rule. Increase instructor-to-student ratio if required or personal assistance. Teacher/parent helpers are required to declare their swimming ability and confidence in the surf. All parent helpers in the water have the necessary skills to help in water - if not, the parent or teacher is not used as an instructor in the water. Wetsuits are used to provide positive buoyancy. Children are instructed as to how to react if they are caught in a rip or current. Instructors maintain constant head counts to ensure all groups are accounted for. Head counts are completed before and after entering the water. Instructors wear easily identifiable vests. Learners use easily identifiable wetsuits and boards. Learners notify instructors if they need to leave the water for any reason. No swimming/playing in the water for learners not in the surfing group. Maintain an adequate instructor-to-student ratio 1:6 (1:8 maximum recommended by Surfing NZ). The swimming abilities of learners are confirmed by the teacher-in-charge. The swimming abilities of learners and shared with Surf Safe staff. Learners struggling with the condition of the surf are immediately removed. 'Challenge-by-choice' policy: The teacher in charge identifies anybody with low swimming abilities. Instructors look for signs of fear or lack of water skills during water sessions.	Wet suits Surf Boards Cell phones Rescue Boards Identifiable vests worn by coaches and students
Injury by impact with others in water Impact with Ocean floor	Moderate	Instructors monitor learners to ensure they are spaced out to avoid impacting each other. Learners who impact each other or the ocean floor are removed from the water. Their health status is assessed. If they are injured, first aid is applied. If learners have had an impact on the head, a concussion assessment is completed while they sit out of the water for at least 10 minutes. If deemed that a concussion has been avoided, the learner may return to the water. Parents are notified of any knock to the head. If a concussion is suspected, the child is taken to the 24 hour clinic for a medical assessment.	Sumner Health Centre 35 Nayland St (opposite Marine Tavern) 3266288
Medical Issue Pre-existing medical conditions	Moderate Moderate	The lead teacher gathers personal medical information and identifies learners with special medical needs. Teachers ensure special medication is readily available. The lead teacher ensures all staff/teachers/parents are aware of	Local doctors: Sumner Health Centre 40 Nayland St

		<p>the location of local doctors.</p> <p>The teacher-in-charge shares information about learners with special medical needs with supervising parents and ensures that medication is readily available.</p> <p>In the event of a medical emergency, the water is immediately cleared and instructors perform rescue or first aid.</p> <p>Teachers/parents gather the rest of the group at a designated assembly area.</p> <p>The emergency services are called.</p> <p>The school is notified of the issue.</p>	(opposite supermarket) 3265644
Cultural issues regarding swimming and water	Low	<p>Teacher-in-charge identifies learners with any cultural issues relating to water and swimming and makes adjustments to the programme where appropriate.</p> <p>Ensure appropriate clothing is worn in water i.e. clothing is designed for swimming, no cotton t-shirts, etc.</p>	
<p><u>Location / Environment</u></p> <p>Water hazards: *rips, currents *dumping waves *large waves *shallow water</p>	Moderate	<p>Before commencement, the Head instructor checks the conditions to identify hazards both on land and in the water. Physical hazards are where possible, e.g. large sticks, rocks or broken glass.</p> <p>The lead instructor obtains a weather / swell forecast and considers the safety of running the lessons.</p> <p>The lead instructor identifies the most appropriate area of the beach to surf.</p> <p>The Lead instructor defines the boundaries on land and in water. The lead instructor explains to all participants the recall signal. The Lead instructor monitors the water conditions throughout the day.</p> <p>Staff are briefed by the Lead Instructor as to any notable hazards on the day.</p> <p>The lead instructor gives clear instructions to learners about the beach, its hazards and how to avoid them.</p> <p>Rips and currents are identified and avoided by the lead instructor.</p> <p>The lead instructor gives clear instructions about what to do if caught in a rip, how to handle a large or dumping wave, how to wipeout safely</p> <p>Classes are cancelled if weather, waves, or wind are deemed too extreme by the Head Instructor in consultation with the teacher-in-charge.</p>	<p>Wet suits Evacuation Plan</p> <p>Sirens Evacuation Plan</p>
<p>Dangerous animals in the water *sharks, sea leopards, jellyfish,</p> <p>Dangerous animals out of the water (bees, wasps, dogs)</p>	Moderate	<p>Instructors look out for dangerous animals and clear water immediately if spotted.</p> <p>Give a clear recall signal.</p> <p>Gather personal medical information.</p> <p>Head instructor/school to identify any learners with allergies to jellyfish, and bees.</p> <p>The supervising parents are vigilant at all times.</p> <p>Children are advised not to approach any dogs</p> <p>Children are removed from the area where an aggressive dog is present.</p>	
Earthquake, tsunami	Low	Staff/teachers/parents/learners are all briefed as to tsunami and earthquake procedures	

		<p>If the tsunami sirens sound, the ocean suddenly retrenches or there is a large rockfall nearby or there is a strong earthquake the following actions are taken:</p> <ul style="list-style-type: none"> ● Clearwater immediately ● All school personnel evacuate the beach together and follow the Evacuation plan: Head instructor - SEE PLAN BELOW ● The teacher in charge notifies the schools as soon as possible. The school is responsible for informing parents of any civil emergency. 	
Danger of the roads, vehicles, etc.	Moderate	<p>Define clear boundaries on land.</p> <p>Teachers/parents monitor the area next to the road.</p> <p>Games are played on the grassed area next to the road if it is high tide and the beach area is small.</p> <p>Adults only retrieve balls that go on the road.</p> <p>Any games played near the road, adapt the rules of the game to reduce the incidence of balls going on the road.</p>	
<p><u>Equipment</u></p> <p>Injury by impact with equipment, surfboard or bodyboard.</p> <p>Injury from sharp edges of the equipment.</p> <p>Failure of leashes and legropes</p> <p>Use of inappropriate clothing in water and land.</p> <p>Faulty wetsuits</p> <p>Incorrectly fitted wetsuit.</p> <p>Tents/shelters blowing away</p>	<p>Moderate</p> <p>Severe</p> <p>Severe</p> <p>Low</p>	<p>The Lead Instructor provides the following information:</p> <ul style="list-style-type: none"> ● Give clear instructions on equipment use. ● Give clear instructions on board handling in the surf. ● Give clear instructions on safe 'WIPEOUTS'. <p>Learners practise how to 'WIPEOUT' on land.</p> <p>The lead instructor checks equipment prior to commencement.</p> <p>Soft specialised surfboards are used.</p> <p>Learners who persist in handling equipment incorrectly to be removed from the water.</p> <p>The teacher in charge ensures no inappropriate clothing is used in the water i.e. no cotton t-shirts, long pants, etc.</p> <p>Wetsuits to be used.</p> <p>The event instructor checks wetsuits are in good repair before commencement.</p> <p>Supervising parents check wetsuits are fitted correctly before entering the water.</p> <p>The teacher in charge ensures tents and shelters are well secured.</p> <p>Remove tents if wind conditions are too strong.</p>	<p>Specialised soft surfboards</p> <p>Wetsuits</p> <p>Tents</p> <p>Spare legropes</p>
Minor Injuries	Moderate	Teachers apply first aid.	First Aid Kits
Asthmatics	Moderate	All asthmatics take their inhaler - inhaler is carried by the student. The teacher in charge confirms all asthmatics are carrying their inhaler before the group departs	Asthma Inhalers Medication Health needs list Medication list
Medical and allergies	Moderate	<p>A list identifying learners with medical or health issues are distributed to teachers (and parents if appropriate).</p> <p>The teacher-in-charge collects the medication for all learners with allergies or who require medication..</p> <p>Medication is carried by the teacher in charge who also takes an emergency inhaler.</p> <p>The teacher-in-charge carries an emergency contact list.</p> <p>In the event of an allergic reaction, first aid is provided. If the reaction worsens, emergency medication is administered and the emergency services are called.</p>	

		<p>A report is filed on returning to school by the teacher-in-charge if there was an incident.</p> <p>Parents are contacted and informed of any health or medical incidents</p>	
SERIOUS INJURY	Moderate	<p>The teacher administers first aid.</p> <p>Emergency services are called.</p> <p>The child is transported to hospital.</p> <p>A teacher must remain with the group; another teacher must travel with the child to the hospital if their parent is not attending the event.</p> <p>The school is contacted and the principal or school representative is sent to the hospital to meet the child.</p> <p>The school contacts the parents.</p> <p>An accident report to be filed on returning to school by the teacher-in-charge.</p>	<p>First aid kit</p> <p>Cell phone</p>
CIVIL EMERGENCY	Earthquake	<p>If an earthquake strikes in transit the bus must stop.</p> <p>All learners remain with the driver until otherwise directed by the teacher in charge of the trip. Once the event has passed and if the roads are clear, the bus returns the learners back to school using Ferry Road and Fitzgerald Avenue.</p> <p>If the bus is unable to proceed, the teacher-in-charge finds safe accommodation for the learners and immediately contacts the school for further instructions.</p> <p>If learners are injured they are moved to a safe place, teachers provide first aid and call the emergency services.</p> <p>If an earthquake strikes at the location all school personnel follow the instructions of the Head Instructor of Surf Safe. Once the event has passed all personnel are evacuated from the beach and follow the Evacuation Plan</p> <p>The teacher-in-charge contacts the school for further instructions.</p> <p>If safe, the learners are transported back to school. If it is not safe to return to school, the teacher-in-charge will relocate learners to the nearest sector post when appropriate (Sumner School).</p> <p>If a tsunami warning is sounded, the teacher and parents will immediately evacuate the learners to the evacuation points identified on the map. They will contact the school when they arrive. When safe, the learners will be transported to school (see Surf Safe evacuation plan below).</p> <p>An accident report is filed on returning to school by the teacher-in-charge.</p>	<p>Cell phones</p> <p>See map for the two evacuation points.</p>

Teacher in Charge:

Emma Vertogen

Date: 26th October 2025

Leader:

Aaron Richards

Date:

BOT Approval: (tick appropriate)

Yes No

RAMS from Aaron Locke (Surf Safe)

[RAMS Surfing ver 2025](#)

EVACUATION PLAN:

The Head instructor coordinates the evacuation

The group assembles and walks together to the designated safe area. The Evacuation Route will depend on location, size of group transport means available and type of threat. Tsunami / Earthquake

Evacuate if : i) Tsunami sirens sound. ii) No tsunami sirens but a strong earthquake is felt that makes it difficult to stand or lasts for more than 1 minute. iii) sudden changes in sea level

There are two likely sources of tsunami threat.

1. Distant source tsunami. Created from earthquakes around the Pacific Rim, several hours' warning. Rapid evacuation is not required. Normal exit routes home are sufficient.

2. Local / Regional source tsunami, from local earthquakes or underwater landslides. We still should receive ample warning to evacuate the beach with plenty of time. (the Kaikoura tsunami (1 m)arrived 2 hours after the EQ).

Evacuation Procedure in Local Source Tsunami.

Seek higher ground, 4 m above sea level or at least 1 km inland.

Evacuation route - Sumner. See Map below.

The route and method will depend on the size of the group, the degree of risk involved and the transport means available.

A : Clifton Hill Zig Zag (Our preferred route for most groups) is the Nearest route accessible by foot (10 min)

Accessible by car or bus (2 min) to the bottom of the track but there could be parking issues.

B : Richmond Hill Road or Clifton Hill Road. Close route via foot (10 min) or vehicle (2 min). Not suitable for buses.

C : Evans Pass Road / Van Asch College. Furthest route, by foot (20 min) by car / bus (4min). Best route for buses or large groups when the speed of evacuation is not pressing. There may be traffic jams at the back of the valley. This route is used by local schools.

D. Main Road Normal road to Sumner. Suitable for cars and buses if there is plenty of time available.

Find a copy of the evacuation map in the teacher-in-charge's folder.

Evacuation Map
Summer

