



### EOTC REQUEST FOR APPROVAL

**Please complete and submit this form to the Lead Teacher *before* you finalise event arrangements. These must be received at Head Office a minimum of two weeks prior to the planned visit.**

DATE OF TRIP/VISIT: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

TEACHER IN CHARGE: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

EDUCATIONAL OBJECTIVES TO BE MET: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|  |  |
|--|--|
| Number of teachers   |  |
| Number of other adults   |  |
| Total number of children   |  |
| <b>Remember the ratio:</b>   |  |
| <ul style="list-style-type: none"> <li>▪ High risk activities &amp; bush/boat or water activities: at least 1 adult to 4 children. <i>Please double check with Head Office</i></li> <li>▪ Minimum for all other activities: 1 adult to 8 children</li> </ul> |  |

Depart school at: \_\_\_\_\_

Depart event venue at: \_\_\_\_\_

Arrive back at school at: \_\_\_\_\_

Method of transport: \_\_\_\_\_

If bus: ▪ bus company name: \_\_\_\_\_

▪ bus company phone: \_\_\_\_\_

## EOTC CHECKLIST

**Remember you need to send a copy of this to Head Office to reach us at least 7 days before you leave.**

Destination: \_\_\_\_\_

Date of trip: \_\_\_\_\_

Number of children: \_\_\_\_\_

Number of adults: \_\_\_\_\_

Teacher: \_\_\_\_\_

### ORGANISATIONAL CHECKLIST

- Parent permission slips and medical forms returned
- Parent helpers organised
- Ratio correct
- Cars checked for WOF, seatbelts (Remember, children may not be seated in the front passenger seats of vehicles with airbags)
- Teachers/parents taking cars for emergency return
- Full roll list with emergency contact details for children AND adults (copy to be attached)
- Person responsible for first aid
- Copy of Code of Conduct signed and returned by all helpers
- Money required raised/received
- Risk analysis undertaken

## RISK ANALYSIS / MANAGEMENT

1. Please read the Risk Analysis and Management Info Sheet (attached)
2. On a separate sheet of paper, please:
  - (a) List any significant practical risks attached to this event
  - (b) List the steps you are taking to minimise or deal with them

### COST

1. Please show anticipated costs below (use separate sheet if necessary)

| ITEM         | COST |
|--------------|------|
|              |      |
|              |      |
|              |      |
|              |      |
|              |      |
|              |      |
|              |      |
|              |      |
| <b>TOTAL</b> |      |

2. How will this cost be met? \_\_\_\_\_  
\_\_\_\_\_

### CHECKLIST

Note that you will need to forward:

- (a) A completed EOTC checklist
- (b) A list of all the names and contact phone numbers of all participating adults and children to reach head office at least 24 hours before you leave.

**I agree to take full responsibility for this trip/visit and will ensure that One Day School rules are adhered to at all times.**

Teacher in charge: \_\_\_\_\_ Date: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_

### APPROVAL

This event has been **approved / not approved**

Director: \_\_\_\_\_ Date: \_\_\_\_\_

## **RISK ANALYSIS AND MANAGEMENT INFO SHEET**

Some of the common risks and management strategies can be used. The aim is to allow maximum fun/learning, while minimising risk of injury. In all circumstances, reasonable care is expected. Teacher maintains the control, authority and responsibility, supported by targeted parent assistance. Parents on trips are given instructions prior to, and during the visit. For both safety and trip continuity, instructions given to parents by staff must be stringently followed. Supervision of a small family group is quite different to a relatively large group of school pupils. For this reason, adults on trips are 'always' in a supervisory capacity – even between activities and during 'free time'.

Note that the One Day School policy clearly designates the adult to pupil ratio on trips. They are at least 1 adult to 4 children for water and other high risk situations (this must be checked with Head Office before the trip can be approved), and 1 adult to 8 children for all other activities. Decisions will be made at the time within any trip context where additional numbers may be necessary to enhance the overall safety of the children, or to accommodate any special circumstances that may arise.

**IMPORTANT:** This is a 'generic list' which shall apply to all trips. Teachers are required to strictly adhere to the risk management strategies listed. For trips involving any additional danger or special circumstances, a supplementary Risk Management Safety Action Plan form must be completed. The need for this is identified as part of the trip application/approval process.

### **RISKS (including, but not limited to)**

- Injury by bus/car/machinery
- Car/bus accident
- Drowning
- Injury by falling, collision
- Getting lost/separated/wandering away from the group
- Sunburn
- Medical event e.g. allergic reaction, severe asthma
- Emotional distress e.g. separation from parents
- Damage to property and/or environment

### **RISK MANAGEMENT STRATEGIES – EMERGENCIES**

- First aid is administered
- Mobile phone and emergency numbers are available
- Director and/or Head Office is informed
- Children brought to common meeting place
- Roll call made by teachers
- Teacher controls all situations, parent supporters to assist upon teacher request

### **POLICIES AND GUIDELINES RECOMMENDED**

- All problems/potential problems or dangers to be brought to the teacher's attention
- All proposed changes of plan to be discussed with the teacher
- Teacher to retain authority and control
- Children to be grouped by the teacher
- One supervisor designated for each group

### **SKILLS REQUIRED BY STAFF**

- Pre-visit required by teacher in charge where appropriate
- First aid experience by at least one teacher/adult helper
- Leadership and communication skills

| <b>DANGERS</b>  | <b>RISK MANAGEMENT STRATEGIES<br/>(NORMAL SITUATIONS)</b>  |
|---|--|
| <p><b>1. PEOPLE</b></p> <ul style="list-style-type: none"> <li>▪ Children not adequately supervised</li> <li>▪ Children/parents unaware of normal procedures and safety routines</li> <li>▪ Children straying from group/out of bounds/ in a restricted area</li> <li>▪ Unsuitable clothing or equipment</li> </ul>                       | <p><b>1. PEOPLE</b></p> <ul style="list-style-type: none"> <li>▪ List taken of all children with medical conditions, and check made prior to departure of any necessary medical treatment/supplies</li> <li>▪ Trip application checklist is completed</li> <li>▪ Permission Slips have been collected</li> <li>▪ Supervisors have signed the Parent/Support Person Code of Conduct</li> <li>▪ Support people completed transport sections if applicable</li> <li>▪ Children/parents aware of rules and safety procedures</li> <li>▪ Supervisors briefed beforehand on procedures of the day and requirements of supervisors</li> <li>▪ Children in groups according to adult:child ratio</li> <li>▪ Each group assigned a supervisor</li> <li>▪ Each supervisor has a list of children they are supervising</li> <li>▪ A central place is organised as a meeting place</li> <li>▪ Normal and routine procedures and guidelines discussed and reinforced</li> <li>▪ Supervision is continuous and thorough</li> </ul> |
| <p><b>2. EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>▪ First aid not accessible</li> <li>▪ Children inadequately supervised around equipment</li> <li>▪ Faulty equipment</li> <li>▪ Children getting on/in equipment</li> <li>▪ Improper use of equipment/sports gear</li> <li>▪ Unsuitable clothing or equipment</li> </ul> | <p><b>2. EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>▪ Children/parents stay within designated areas</li> <li>▪ No one to touch equipment/exhibits without express permission from teacher</li> <li>▪ Children checked for suitable clothing/gear</li> <li>▪ First aid checked and accessible at all times</li> <li>▪ Mobile phone is accessible at all times</li> <li>▪ Telephone to remain turned on to allow ready access <u>from</u> One Day School <u>to</u> teacher as well</li> </ul>  |
| <p><b>3. ENVIRONMENT</b></p> <ul style="list-style-type: none"> <li>▪ Special care and safety in the environment not discussed with parents/children</li> <li>▪ Sunshade areas not utilised</li> <li>▪ Water</li> <li>▪ Hazards such as glass, insects</li> </ul>   | <p><b>3. ENVIRONMENT</b></p> <ul style="list-style-type: none"> <li>▪ Care and safety rules about the environment are discussed and close supervision means expectations are followed</li> <li>▪ All children to wear suitable clothing and footwear</li> <li>▪ Use of sunhat, sunblock and appropriate clothing modelled and reinforced</li> <li>▪ Shade areas sought and used</li> </ul>   |

### OUTDOOR SAFETY ACTION PLAN

|                    |                           |                    |
|--------------------|---------------------------|--------------------|
| Activity:          | Date:                     | Teacher in charge: |
| Class level:       | No. of staff:             | No. of helpers:    |
| No. of children:   | Location:                 | Approved by:       |
| Time of departure: | Time of return to school: |                    |

| What could go wrong? | What would cause it to go wrong? | How could we prevent it from going wrong? | Whose responsibility is it? | When/where will it be done? | Emergency plan |
|----------------------|----------------------------------|---|-----------------------------|-----------------------------|----------------|
|                      |                                  |   |                             |                             |                |





## The Gifted Education Centre

*To Go Beyond the Known*

### DAY TRIP / VISIT - INFORMATION SLIP

Date: \_\_\_\_\_

Dear Parents / Caregivers,

On \_\_\_\_\_ we will be going on a day trip/visit to \_\_\_\_\_

and will be travelling by bus / foot / boat / train / car.

This trip is related to our current study on \_\_\_\_\_

- Date of trip: \_\_\_\_\_
- Time of departure: \_\_\_\_\_
- Time of return: \_\_\_\_\_
- Cost of trip: \$ \_\_\_\_\_ (payable to teacher with signed permission slip - *attached*)

We want and need parents / adults to help us on the trip.

We are able to take \_\_\_\_\_ parents. Please complete the return slip if you can assist.

Equipment / clothing required: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Teacher in charge: \_\_\_\_\_

Signed: \_\_\_\_\_



## The Gifted Education Centre

*To Go Beyond the Known*

### PERMISSION SLIP - ODS DAY TRIP / VISIT

School trip / visit to: \_\_\_\_\_

I give permission for \_\_\_\_\_

to attend this trip.

I enclose \$ \_\_\_\_\_

I am able to accompany the group

I have filled in and signed a Support Person Code of Conduct (*tick if accompanying the group*)

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Phone: \_\_\_\_\_

Emergency contact: \_\_\_\_\_

Please complete this permission slip and return by: \_\_\_\_\_



## The Gifted Education Centre

*To Go Beyond the Known*

### **PARENT / SUPPORT PERSON CODE OF CONDUCT**

**It is expected that teachers will let Support People:**

- Know what is expected of them
- Know what their responsibilities are
- Know what the emergency procedures are in case of an emergency occurring

**Support people should ensure that:**

- They feel comfortable with the expectations and responsibilities placed on them
- They are able to cope with the physical demands of the excursion (e.g. tramping) – they are personally fit enough not to jeopardize both their safety and the event itself
- There is no smoking
- They use careful judgement regarding physical contact when coaching or helping in outdoor activities
- They act as role models for the students; actions deemed inappropriate include the use of bad language
- They use disposable gloves when administering first aid, where possible
- When transporting students, every student must be restrained by their own seatbelt
- Vehicles have a current WOF and registration – they must be road worthy
- Drivers have a current FULL New Zealand Driver's Licence
- All drivers must have a blood alcohol content of 0.0
- They avoid transporting a student on his/her own if possible
- No alcohol/drugs are consumed on school trips
- Children do not sit in the front of a vehicle with an air bag

**NOTE:** in times when students cause some concern to parent helpers, it is important that the teacher helps the parents to deal with the child in an appropriate way. The teacher is, however, subject to the Privacy Act and may only disclose sufficient information to deal with the situation.

**I agree to fulfil the expectations of my role as a support person as documented in the guidelines above and accept liability if anything is not followed or adhered to.**

Name: \_\_\_\_\_

Signed:            Date: