

**PUKEKOHE NORTH SCHOOL EDUCATION OUTSIDE OF THE  
CLASSROOM PROCEDURES:**



# *Pukekohe North School*

Princes Street, Pukekohe. Phone 0-9-238-8552

1. All trips must be pre-approved and full documentation given to the Principal at least two weeks 2 prior to departure
2. Once approved, Teachers should visit the site (where appropriate and if the destination has not been visited before) to check for safety hazards and adequacy of toilets, shade, meeting spaces, parking, access to water and the closest medical facility in case of an incident
3. Teachers in Charge (TIC) are responsible for checking medical, dietary or other specific needs of the pupils and to act accordingly
4. Organise a database for those attending the trip including the student's names, needs, addresses and contact numbers
5. Place the Outdoor Education Event on to the school electronic diary
6. First Aid kits, equipment and individual medication is to be checked and organized prior to departure by the TIC or deputized team member
7. Individual medicines must be carried by adults whose group contains students needing specific help. (e.g. Bee Stings, Asthma, Allergies, Diabetes, Ritalin, Dietary needs etc.)
8. All trips documentation must be accompanied by a completed Risk Assessment Management Systems sheet. (RAMs)
9. Buses / Vans must be booked through the school office.
10. If cars / mini vans are to be used for the trip, Teachers must ensure there are sufficient **lap and diagonal seat-belts** available to transport the students safely
11. Teachers must record which children are traveling in specific cars or buses and a copy left with the office. This plan is **not to be deviated** from unless the School Office is notified.
12. Where possible, cars will travel in convoy with the Teacher in Charge in the lead vehicle and a Deputy in the rear most vehicle.
13. Driver's car registrations, cell-phone numbers and pupils being transported should be recorded by the Teacher in Charge and a copy left at the office. (This can be done just prior to the trip)
14. Traveling destination distances over an hour will include a pre-designed toilet stop for pupil's comfort.
15. Ensure all members of the travelling group have the names and contact numbers of each other.
16. Adult- pupil ratios will be followed as per the Outdoor Education Policy.
17. Ratios required: (General 1 : 8 Bush 1 : 6 Water 1 : 4)
18. Some students due to medical, learning needs or behavior will need a one to one supervision ratio. Teachers will make provision for this in their planning and not count these adults in the final ratio.
19. On the approval of the Principal or Deputy Principal- Year 5-8 Sporting Ventures may function on a 1:10 Student / Adult ratio.
20. An adult must be at least 18 years of age
21. If the ratios can not be met, the trip will be cancelled.
22. Trip Preparations will include groupings of students working with specific adults
23. Year 4 Students and below must wear a name tag with Pukekohe North School's contact details listed for any school trip.
24. A roll call will be taken as pupils are sent to their transportation and again on arrival at the destination, generally at hourly intervals, prior to leaving the destination and again on arrival at school.
25. Teachers must consider environmental and climatic conditions prior to each trip. (Rain-coats, jumpers for warmth, adequate foot-wear, food, drinks, sunscreen, hats, rest, toilet breaks etc)
26. All incidents or accidents need to be recorded on the appropriate form.
27. Pupils will be informed of rules, boundaries, timetables, behaviour expectations and their responsibilities, prior to trips and at regular occasions through the day.
28. Permission for trips must be sought from the Senior Management Team at least four weeks prior to the event.
29. Costs of the trip are to be confirmed three weeks prior to departure
30. Parents must be informed of the intended trip at least three weeks before departure
31. The Teacher in Charge will gather all adult supervisors before the students leave base and inform them of the specifics of the event, student concerns, hazards noted and all RAM's to be employed for the trip.



OR ATTACH AN E-TAP GROUP LIST

**TRIP PREPARATION FORM COMPLETED:**

Parent Notice - Permission Forms: Y Transportation Confirmation Attached: Y

Student Needs Sheet Completed ( Medical / Behaviour / Dietary) Attached: Y

Confirmation from the venue attached: First Aid Kit Prepared:

Risk Assessment Management Systems sheet attached:

**School Duties Covered:** (Teacher Supervision, Patrols)

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Signed Teacher in Charge: \_\_\_\_\_

Signed Team Leader: \_\_\_\_\_

Signed Principal \_\_\_\_\_ Date \_\_\_\_\_

**Pukekohe North School Risk Assessment Management System: SCHOOL TRIPS / EVENTS**

**The Teacher in Charge (TIC) of the School Trip is to high-light the Risks to the Safety for the Children under their care and actions to be observed and followed.**

School Trip:

Date:

Times:

Teacher in Charge:

WHAT COULD GO WRONG?	CAUSES	PREVENTION	EMERGENCY PLAN
<p><b>CAR/ BUS BREAK DOWN OR ACCIDENT.</b> Have you ? Read the Pukekohe North School: *Education Outside of the Classroom Procedures Sheet. * Completed a PNS Education Outside of the Classroom Preparation Sheet. * Attached a copy of the relevant RAMS.</p>	<p>Faulty Vehicle. Inattention. Not knowing where you are going. Poor weather conditions. Poor road conditions.</p>	<p>Ensure all Adults are fit to drive, WOF is current and everyone knows where they are going or who to follow. Vehicles travel in convoy under direction of Teacher in Charge. Drive to the road and weather conditions with TIC in the lead car and a Deputy as the rear car. Lists of all pupils, drivers and their cell-phone numbers traveling in specific cars are recorded and left with the School Office. Build in "comfort stops "every hour for journey's over 100 Km distances. Use cell-phones for regular communication. A ratio of at least 1 Adult to every 8 pupils on a bus. TIC to have a current First Aid Certificate.</p>	<p>Teacher in Charge ensures all pupils and adults are safe and calls for Medical and Emergency Services or Mechanical Support as necessary. Deputizes another adult to take charge and unaffected pupils and adults carry on to the destination. TIC ensures all details are recorded and given to appropriate people along with an Incident Report for Pukekohe North School. Informs Principal who will inform Parents and Care-Givers if necessary. TIC or Deputy will accompany child(ren ) to a medical facility if Parents are unavailable. TIC should be with the majority of the pupils. TIC carries First Aid Kit at all times.</p>
<p><b>LOST PUPILS.</b>  <b>Students must seek permission to leave the group.- Go to the toilet, playground visit a specific area at the events destination.</b></p>	<p>Inattention Pupils not following rules / boundaries. Adults not conducting regular head-counts.</p>	<p>Maintaining strict adult-pupil ratios. Set a buddy for the day. Briefing Parents about the programme, timetable and their roles. Laying out boundaries and rules to pupils. Ensure pupils know the consequences of not keeping to set parameters. Adults to conduct head counts at the end of each rotation or activity. TIC to always carry cell-phone with them and all adults working away from base should be in cell-phone communication at all times with TIC.</p>	<p>Head count to confirm lost pupils and their identity Check all areas of the destination including toilet, retail areas. TIC to secure the safety of all other pupils and put them in the care of a Deputy. TIC to quickly back track the walked path with an assistant to look for the lost children. If pupils are not located, use the communications system of the venue to call for the lost pupil(s) TIC to inform management of the facility and if necessary Police and then Pukekohe North School. Pukekohe North School to inform Parents, Care-Givers.</p>
<p><b>CUTS &amp; ABRAISIONS</b></p>	<p>Trips, Falls. Sharp objects General play. Unsupervised use of equipment.</p>	<p>Children to move form A to B in orderly lines with set leaders and instructions. Extreme care taken in moving pupils over uneven or slippery grounds. Use of any potentially dangerous sports gear or equipment only under teacher supervision Playground equipment to be used under supervision. Ensure First Aid Kit is available at all times and stocked.</p>	<p>Do not move pupils who have fallen. Ascertain extent of injuries first and decide on need for Medical Staff. TIC appoints Deputy to care for remainder of pupils whilst TIC stays with injured parties until help arrives where necessary. TIC to go with the injured if a Care-Giver can not be found. Inform the parent care-giver of the incident and actions taken.</p>
<p><b>FEELING UNWELL OR SICK.</b></p>	<p>Pre-existing condition Injury during the event Poor nutrition Lack of fluid. Incorrect clothing Fatigue.</p>	<p>Before the trip ensure all pupils have sufficient food and drink for the activity. Check clothing regularly – enough warmth, too many layers for the conditions Students to play by the set rules Provide rest and food stops every 60 -90 minutes. Let slower pupils lead walks / tramps Station parents evenly among the pupils on tramps to monitor pupil's energy levels.</p>	<p>TIC to stay with and coax the sick, injured or unwell back to base at a slower pace whilst deputy ensures for the welfare of remainder of the group. If necessary the TIC will call for transportation or medical assistance depending on the circumstance. Do not administer any medication or pain relief without Parental or medical consent. Inform the parent care-giver of the incident and actions taken.</p>
<p><b>SUNBURN.</b>  <b>Students must wear hats during our NZ Daylight Saving Times. Sunscreen is to be applied every 2 hours whilst outside A hat must be worn. Students are to drink every hour</b></p>	<p>Insufficient protection Prolonged time in the sun without sufficient shade.</p>	<p>Pupils are to apply sun-screen every 2-3 hours ensuring all areas exposed to the sun receive cover. Necks, ears, back of arms and legs, feet and hands. At food / rest breaks CHECK to see that each child has put on fresh sunscreen especially after swimming or strenuous exercise. Provide time for drink breaks every 60-90 minutes. Wear a hat and where possible stay out of the sun on the hottest parts of the day. Keep special notice of pupils with fair skins. Use wetted towels, scarves and handkerchiefs around the neck region.</p>	<p>Find the coolest area possible to rest the student. Cool the pupil with wet towels and get them to sip water regularly. Remove excess clothing and shoes. Call for medical assistance as required or once back at base have the child checked by a Doctor. Inform the parent care-giver of the incident and actions taken.</p>

WHAT COULD GO WRONG?	CAUSES	PREVENTION	EMERGENCY PLAN
<p><b>BROKEN BONES OR SPRAINS</b></p> <p>Have you ? Read the Pukekohe North School: *Education Outside of the Classroom Procedures Sheet. * Completed a Bailey Road School Education Outside of the Classroom Preparation Sheet. * Attached a copy of the relevant RAMS.</p>	<p>Sprains and broken bones generally are caused through pushing the limits, incorrect use of equipment, unsafe footing, rough or unbalanced terrain, slips and falls. Always check the safety of equipment prior to use.</p> <p>If using an Obstacle Course or Adventure Playground, station adults at strategic places along the course to instruct for the safest use of each component and to aid pupils needing assistance.</p>	<p>All games using striking equipment or where there is physical contact must be played under adult supervision and then with lower impact equipment e.g. Plastic bats and tennis balls. The field or terrain should be reviewed before play commences or before tramps, walks are started. An adult should always lead the walk and communicate obstacles loudly and clearly to following group members. Make sure correct rules and distances from batters and equipment is followed.</p>	<p>If a broken bone or sprain is suspected, <b>only</b> move the patient if their safety is in jeopardy. Review the range of movement of limbs as directed to the patient. Broken legs should be transported by ambulance. Make the patient warm and comfortable until help arrives. Basic first aid, slings and bandages can be used to transport patients under their own steam.</p> <p>The TIC will take responsibility for the injured student. The Deputy will supervise the reminder of the group with the remaining adults.</p> <p>The TIC will ensure that the injured child's needs are taken care of- Ambulance (111) or if able organize transportation to medical assistance .</p> <p>Inform the parent care-giver of the incident and actions taken.</p>
<p><b>BUS TRANSPORTATION.</b></p>	<p>Children being disruptive during transit. Children not following bus rules Bus parked in a dangerous position Students not 'looking' as they cross from in front or behind the bus to their destination</p>	<p>Children reminded of all bus rules prior to trip. Teacher's to seat problematic children near adults prior to leaving. Students remain in their seats and do not arise <b>UNTIL THE BUS HAS COME TO A COMPLETE STOP.</b> Adults assemble students and move en masse to their destination</p>	<p>Problematic children to be transported in the 'Emergency Vehicle' or left behind if severe behaviour is noted prior to trip.</p>
<p><b>ROAD CROSSINGS.</b></p> <p><b>Particularly when a controlled crossing or pedestrian crossing is unavailable</b></p>	<p>Pupils run over. Road Accidents</p>	<p>When crossing a road, have two adults walk as far as required to notify via a wave or whistle that the road will be clear to cross for up to 30 seconds. Children will be broken into groups to cross as a wave of approximately 30 pupils per time. Cross the students in a horizontal line and as one The TIC will be in charge of sending the waves and awaiting clearance before sending successive groups. An adult will accompany each group across the road and have the group wait in an orderly fashion away from the side of the road until the group is reassembled. The TIC will stand in the middle of the road to monitor the crossings.</p>	<p>The TIC will ascertain injuries and instruct an adult to ring 111.</p> <p>Adults will walk to either side of the accident and warn on-coming traffic to slow down and prepare to stop. The TIC will instruct adults to stay with the injured and will then instruct remaining adults to take the remainder of the children to their destination. The TIC will remain on site after notifying Bailey Road School of proceedings and talk to the emergency services. Pukekohe North School office staff will then inform parents of the accident and next proceedings.</p>
<p><b>SWIMMING / WATER ACTIVITIES</b></p>	<p>Incorrect swim wear Getting caught in a rip Washed off the rocks Pupils diving too deep. Pupils diving upon one another. Poor swimming abilities. Drowning Students not following the rules</p>	<p>Students will wear swim wear that is appropriate A ratio of 1:4 will be maintained at all times. Pupils are permitted to jump into the water in the designated area and only under adult instruction. Pupils must use safe water entries at the designated point of entry. Pupils with a pre-judged poor swimming ability will stay near the safety rail and be under constant supervision. Scragging, ducking and play fighting are not permitted. Pupils are not permitted to run in the pool area or around the water edge. Tide times will be checked before any beach activities are planned Students will be instructed in the use of: <u>Life jackets</u>- (putting on, inflating, use of the signal device, floating on their backs once inflated and conserving energy)-Fitted Correctly. <u>Oars of paddles</u> (correct stroke making, starting and stopping, forwards, backwards, making a turn-left, right) <u>Snorkeling</u>- (Use of the snorkel, flippers, mask A designated life-guard will supervise all activity in the water. <u>Fishing</u> – Review of the sea conditions, wear a life jacket, care with hooks- baiting of hooks, casting</p>	<p>On the alarm (whistle) the designated life-guard will attempt a rescue for anyone in need. Some supervising adults will assist whilst others take responsibility for the bulk of the students</p> <p>The TIC will commence CPR if necessary. A deputy will call for professional assistance Other adults will remove the bulk of the group to a suitable venue Pukekohe North School will be informed They will inform parents / care-givers</p>

		Supervisors will be issued with whistles to signal any emergency. Pupils are not permitted to extend into the streams of ponds beyond rib depth. The TIC will have a current First Aid Certificate. Students must use life jackets if involved in any boating or kayaking activities	
<b>OTHER:</b>  (hand write in any specific risks of venue / site that have a potential to endanger our students)			

**Pukekohe North School**  
**Risk Assessment Management System: MAJOR ACTIVITIES / CAMP**

**The Teacher in Charge (TIC) of the School Trip is to high-light the Risks to the Safety for the Children under their care and actions to be observed and followed.**

School Trip \_\_\_\_\_

Date \_\_\_\_\_ Times \_\_\_\_\_

Teacher in Charge \_\_\_\_\_

WHAT COULD GO WRONG?	CAUSES	PREVENTION	EMERGENCY PLAN
<b>CAMP COOKING</b>	Inattention Silly behaviour Burns Fire	A specially designed and prepared fire area will be set up for each group. A dirt or rock barrier will be established to isolate the fire area. The fire spaces will be away from all classrooms and bush areas. No more than 6 pupils are to be around the fire spaces whilst cooking. A hose or bucket of water will be close by at all times. All fires will be lit by an adult ONLY. Pupils will be instructed about getting too close to the flames and the need to have cold running water over any burn for 10 minutes should this occur. Stop, drop and roll techniques will be practiced with the children prior to cooking.	Burns will be immersed immediately in cold water, flowing, where possible for 10 minutes. The TIC will appoint a deputy who will ring for an ambulance if necessary, obtain first aid supplies and contact Parents /Care-Givers. Another adult will direct the remainder of the class or group. Should there be a fire, the TIC will use the hose or bucket to douse the flames if safe to do so. An adult will remove all children to a safe distance and arrange for the Fire Brigade (111) if necessary. Inform the school Senior Management Team
<b>ARCHERY</b>	Students being struck by an arrow Students receiving injury as they launch the arrow Students not following the safety rules	Students are to be briefed about: Safety FIRST Holding the bow Placing the arrow on to the bow Drawing the bow Aiming at the target Launching the arrow Pulling arrows from the target / Ground Retrieval of the arrow- After all arrows are sent and at the command of the range instructor	Should a student be hit by an arrow: Seek immediate medical attention ( 111) DO NOT REMOVE THE ARROW.  Deputy to take responsibility for the remainder of the group and seek reassurance and support for those witnessing the emergency  Inform Pukekohe North School Senior Management Team
<b>BIKING, SKATE-BOARDING, ROLLER-SKATING ICE SKATING ACCIDENTS</b>	Students taking risks Falls / collisions	Pupils must wear a helmet and footwear. The pupils will be instructed on the course directions and requirements. A 1:8 ratio will be maintained. The students will follow a general course or direction The course will be checked for rocks and sharp objects prior to the activity. The TIC will monitor all activities for possible collisions.	The TIC will attend to the crash and seek all necessary assistance as required

<b>BUSH WALK or TRAMP</b>	Not knowing the route. Getting Lost. Foot & Leg injuries.	Teachers need to have covered the route prior to the trip or use the services of an experienced adult. Inform of the route taken and the time expected back Ensure a cell-phone Break pupils into groups of 4-6 with an accompanying adult to take charge. Ensure pupils have adequate clothing and footwear for the terrain and length of the walk. Ensure pupils medical, toilet, drinking and food needs are planned for and met. Appoint the leader and tail-end Charlie who are both responsible for keeping the group compact and as one. Walk for no more than an hour. Rest for at least 10-15 minutes ensuring the children have a drink and some food. TIC to re-assess pupil's fitness and well-being before continuing.	If a student is lost the TIC and another adult will retrack the designated route and check all side tracks calling out the missing child's name as they proceed.  Emergency services will be called if the child is not found within 15 minutes of their search  The deputy will ensure that the remainder of the group return to base and inform the School Management Team of the situation
<b>WHAT COULD GO WRONG?</b>	<b>CAUSES</b>	<b>PREVENTION</b>	<b>EMERGENCY PLAN</b>
<b>ROCK CLIMBING</b>	Student falls and collisions	Ensure students are well briefed about: Putting on the harness ( Checked by an adult) Hand holds Assent course Belaying the ropes ( Team Work)	Should a child fall or collide with the climbing wall: Do not move the child until a qualified medical person has reviewed the injuries. TIC to call 111 Deputy to take charge of the remainder of the group Inform BRS PNS Senior Management to inform parents and care-givers
<b>SLEEPING AWAY FROM HOME.</b>  (Best for Year 3 and Above)	Home-sickness.  Silly Behaviour.  Not following the rules	Have contact details and medical notes on each child as a data base. Ensure pupil's medicine is in the first aid box and clearly labeled with the TIC conversant with dosages. Identify those pupils who may be home-sick or not settle to the timetabled bedtime. Prepare these children with re-assurance and a plan of action if they become home-sick or consequences of action for those not following the rules prior to the sleep-over. Ensure all parents are briefed about these consequences and plans of action prior to the sleep-over. Pupils will be allotted sleeping positions to assist with home-sick ness or behaviour.(Near adults) away from distractions	TIC to ring Parents and Care-Givers to come and collect pupils.
<b>OTHER:</b>  (hand write in any specific risks of venue / site that have a potential to endanger our students)			





**TRANSPORTATION DETAILS  
PORTATION FORM:**

Adult	Car Registration #	Cell-Phone #	Students Transported