

**What could go wrong?**

1. Accident, injury, illness
2. Student lost
3. Student misbehaviour
4. Facilities or equipment damaged

**Risk Reduction Strategies****Before Trip:**

- Staff familiar with activity and students
- Get list of required equipment and expectations from activity hosts
- Brief students and adults on trip responsibilities and expectations
- Identify risks amongst students before trip – mitigate if necessary
- Non-staff adults complete Volunteer Agreement form
- Discuss emergency processes with students e.g. what to do if lost
- Check weather forecast if outside activity
- Check student gear prior to departure

**During Trip:**

- Regular monitoring of students – take roll calls, monitor health, diet (i.e. adequate food for activity undertaken)
- Set clear, regular meeting times if group is to disperse
- Endeavour to have male and female staff for mixed groups
- If group disperses students should at least be in buddy pairs
- Enforce expectations
- Note existing damage/ new damage
- Access to phone available e.g. cell phone carried
- First Aid Kit and Health Profiles carried
- Determine where belongings can be securely stored
- Consider sending student home (taxi?) if a risk to safety of trip
- Carry SAP, and school and transport company contact numbers.
- Avoid unsafe social situations e.g. staff with student alone in private
- Male and female students in separate sleeping quarters

**After Trip**

- Inform office of return
- Return First Aid Kit and other equipment.

**In an emergency****Serious injury accident:**

- Render first aid – make sure rest of group is safe.
- Call ambulance (111).
- Contact school if possible (stop any calls by students) ph: 04 478 8189 or after hrs:

**Student lost:**

- Gather group. Check who is absent. Establish last sighting.
- Group stay in one location (preferably with a staff member). Inform venue of missing person. If serious concern for safety call Police (111).
- Call school.

**I have read, amended as appropriate, and understand this SAP.**

**Signed:**

**(Trip organiser)**