



**-Mission Heights Junior College  
EOTC ACTIVITY FORM 2019**

**To be completed by all staff and submitted to the EOTC Coordinator 5 days prior to the trip.**

Please note that the trip must be recommended by the Senior Leader before it is considered by the Associate Principal.

The trip can only take place if the EOTC documentation is approved by the Associate Principal.

Recommended by (Whanau Senior Leader):

(Name)

Check list (before recommending):

Fits Context	
Teacher has suitable experience	
Relief organised Internally	
Cost is reasonable	

Date:	Alternative Date:
Departure Time:	Returning Time:
Activity:	
Classes/Groups:	
Teacher in charge:	Other Teachers:
Destination:	
Mode of Transport:	Costs:
Number of Staff - Students:	Ratio:
Contact Number:	
Names of Special Needs/Non-English Students:	
Designated Photographer's Name: Photos to be saved on server within 2 days of the event.	

**Check List – tick as appropriate**

If the activity involves an outside provider <b>All Ratios (student : Instructor) will be strictly adhered to</b>	
All parents have been informed of activity, by e-mail or telephone call.	
All permission slips have been signed, received by email or phone call permission recorded in detail.	
A list of participating students is registered on KAMAR and a copy attached to EOTC form and e-mailed to the reception.	

Electronic copy of permission slips MUST be kept by the teacher-in-charge.	
Parents have been informed of the mode of transport and any costs involved.	
All necessary costs have been collected from all children and paid to reception.	
Transport arrangements have been confirmed.	
Drivers must have a current car registration, drivers license and warrant of fitness if using own car or school vehicle.	
There are enough car seat belts for one per child.	
Arrangements have been made for children who are not going on the trip.	
The Risk Analysis and Management Form has been completed and submitted.	
If the trip is overnight overnight contract forms have been completed. <b>(Overseas)</b>	
Medication needs of children have been noted.	
Duties have been checked and covered if necessary.	
Reception has been informed of all trip details and contact numbers.	
The Deputy Principal has been informed of the trip and all trip details.	
All people affected -notified – Relief -Senior Leader, tutors, Teacher Aides, ESOL, L/Assistants.	
Parents who offered to help have been informed whether or not they are needed.	
Camera taken for photos which will be uploaded onto the server	
Dress Code; The students are wearing the correct dress code as indicated in the staff handbook. Please note that if they are wearing the school uniform the entire uniform including the correct shoes must be worn	
I have checked that the availability of the school car. (The school car must be use if available)	
If the trip is overnight you must included the field allowance as part of the total cost	

**Last minute checklist: First Aid kit and mobile phone**



**MISSION HEIGHTS JUNIOR COLLEGE  
RISK ANALYSIS AND MANAGEMENT**

**Highlight areas applicable to each specific event.**

<b>Risk Assessment</b>	<b>Risk Minimisation Strategy</b> <b>Err on the side of caution.</b> <b>Please assess the Risk of the activity by ticking the appropriate box. Contact NNA if unsure.</b>		
	Descriptor	Description	Tick or Enter indicate

			YES in the appropriate box
	Very Likely for injury to occur	Injury expected to occur in most cases	
	Likely for injury to occur	Injury will probably occur in most cases	
	Moderate for injury to occur	Injury should occur at some time	
	Unlikely for injury to occur	Injury could occur occur at some time	
	Rare for for injury to occur	Injury may occur only in exceptional cases	
<b>All trips</b>	<p><b>If parents/caregivers or non-MHJC staff are accompanying students on an overnight trip or are in charge of students without a teacher present on a school trip they must be vetted by police and the document must be lodged with our Principal's Secretary at least two weeks before the trip.</b></p> <p><b>Teacher must remain with all students until they are collected by parents.</b></p> <p><b>On long trips out of Auckland including Camps where you are using more than ONE bus a Roll of each bus must be left with reception.</b></p> <p>All students to wear appropriate footwear on all school trips.  Students encouraged to wear school uniform or agreed clothing for easy identification.  Permission from parents for trips not covered by local area permission form.  Teacher to take first aid kit including ice packs where possible.  Individual first aid needs of students noted and individual medication packs taken.  Teacher and/or parent to have mobile phone, where possible, and school phone numbers.  Teacher count students on arrival and departure and on/off vehicles.  Parent given written list of the names of the students in their group, where appropriate.  Adult to accompany students to toilet, in groups rather than one adult one child.  Pre trip discussion on appropriate behaviour: stay with parent, follow instructions etc.  Map and instructions given to parents and students where appropriate.  Teacher set and communicates physical boundaries, such as using cones to mark out area.  Parents and students made aware of physical dangers at destination: cliffs, fences, high walls, roads, tools, machinery, moving doors, elevators, stairs, pedestrian crossings, rivers, creeks, uneven surfaces, high windows, slippery surfaces, poisons, bees, insect, animals.  Teachers to deal with serious behaviour incidents, not parent/s.  Students reminded to wear suitable clothing for weather conditions.  In summer wear hats, sun block, t-shirts with sleeves, sunglasses and bring adequate drinking supplies.  In winter take raincoats and postpone trip if weather unsuitable.</p>		

<p><b>Travelling by motor vehicle</b></p>	<p>Parent helpers verify that their car is registered and has a current warrant of fitness. All students wear seat belts and ensure there is one seat belt per child. Students seated in back if possible especially when car has airbags in front passenger seat. Clear instructions given to driver: expected time of arrival, meeting point, map if needed. Students reminded of appropriate behaviour in car: fasten seat belt, do not distract driver, do not draw unacceptable attention to the vehicle. Students and parents made aware of dangers around school car park. Students reminded of appropriate behaviour round cars: using footpath, crossing roads.</p>
<p><b>Walking</b></p>	<p>Students/parents given clear instructions of route to destination and map given if needed. Students grouped and walk with parent on footpath or class follow teacher as a group. Where two adults are walking with a group, one leads the group and one is at the rear. Students reminded of road safety rules: crossing roads, staying away from road edge etc Cross at pedestrian crossing as a supervised group.</p>
<p><b>Bus, boat, train</b></p>	<p>Select reliable transport company and ensure driver knows destination and route. All students must be seated with no overcrowding on seats. Students reminded of appropriate behaviour: stay seated, do not distract driver, do not draw unacceptable attention to the vehicle etc. Students reminded of appropriate behaviour getting in/out of bus, crossing roads etc. Adults to assist small or young students to board bus. Teacher to exit bus first and count students on/off bus. <b>Teacher must remain with all students until they are collected by parents.</b></p> <p><b>On long trips out of Auckland including Camps where you are using more than ONE bus a Roll of each bus must be left with reception.</b> to be grouped and stay with supervising adult for whole trip.</p> <p>All high risk water activities require 1:6 adult/child ratio and constant adult attention. This should be considered a <b>minimum</b> ratio.</p>
<p><b>Injury</b></p>	<p><b>Major</b> Ring emergency services as soon as possible. Teacher or other adult to stay with injured child. Other students are removed from scene. Adult ring and notify Principal or Senior Leader of situation and they will notify parents. Adult to accompany child to doctor/ hospital if necessary.</p> <p><b>Minor</b> Treat child using first aid kit carried by teacher. Child returned to school with an adult or collected from site by parent if unwell or injured.</p>
<p><b>In or around water</b></p>	<p>Students grouped and to stay with adult supervisor for duration of trip in 1:6 ratio at all times. This should be considered a minimum ratio. In individual situations the ratio can be agreed with the Principal or Senior Leader prior to the trip (eg commercial water transport). Non swimmers identified and grouped with a parent.</p>

	<p>Clear boundaries defined using parents located in and out of water.  Students in pairs as buddies.  Loud hooter or whistle used to bring students out of water and practised regularly.  Count students before entering and leaving water and do regular head counts while students are in water.  Competent adult instructors used with all water craft and for specific water activities.  CPR trained adults identified and recorded prior to trip.  Discuss appropriate behaviour and systems: parents, groups, instructions, dangers.</p>
<b>Lost child</b>	<p>Adult/s look for child.  Teacher stay with class where possible.  Ring Principal or Senior Leader if child not found.  Principal or Senior Leader to notify parent and notify police if appropriate.</p>
<b>Allergic reaction</b>	<p>Teacher to carry child's medication in first aid kit or individual kit.  Teacher to administer medication as per instructions in child's medication kit.  Child returned to school by parent if unwell or ring emergency service if serious.  Teacher or other adult stays with child.  Other students in class are removed from scene.  Adult to ring and notify Principal or Senior Leader of injury and they will notify parents.</p>
<b>Complaints</b>	<p>Students supervised by parent or teacher at all times.  Teacher to deal with complaint, not parent/s.  Discuss appropriate behaviour: manners, noise levels, stay with parent, instructions.  Inform the Principal of any community complaint or inappropriate behaviour by students.  Respond to any written complaints in writing.</p>

<p><b>Overseas Travel</b></p>	<p><b>What about the contingency plan should there be any delay on flights ?</b>  (Highlight relevant parts)  <b>Auckland Delay :</b> Contact parents and update them.  In case of a lengthy delay, students can be picked up by their parents, upon instructions from the airline.  Inform the Principal and Associate Principal.  <b>Destination Delay:</b> Communicate with parents (email/txt message) upon receiving instructions from the airline.  Inform the Principal and Associate Principal.</p> <p><b>What is the contingency plan if One or more of the children needs hospitalisation as a result of injury or sickness ? (Highlight relevant parts)</b>  The organising group will be in a position to help/support where medical care is needed. Travel insurance should be able to cover any medical costs while overseas.  Parents/school Principal/Associate Principal will be notified in case of such situation.</p> <p><b>3. What is the plan for accommodation, are there any ‘risks’ applicable to the accommodation, how &amp; has it been confirmed ?(Please Complete)</b></p> <p><b>4. What insurances have been taken out and by whom?(Please Complete)</b></p> <p><b>5. Who is keeping hold of the passports and any other important documents, what is the risk if these are lost/misplaced ? (Please Complete)</b></p> <p><b>6. Where is travel to &amp; from the airport whose risk/responsibility is this? (Please Complete)</b></p>
<p><b>Other Identified Risks</b></p>	

To be completed by the teacher responsible for the trip:

I confirm that the above information is correct:

Name: (Type in Name or use Digital Signature- Lead Teacher)

Date:

Trip approved by:

Associate Principal, Naddy Naidoo

Overnight Stay Only:

Board of Trustees Representative: \_\_\_\_\_

Signature

Date