

TEACHERS, TEACHER AIDS/REPRESENTATIVES ATTENDING

TEREORA COLLEGE

Teachers Name:	Mobile:
Teachers Name:	Mobile:
Teachers Name:	Mobile:
Teachers Name:	Mobile:
Teachers Name:	Mobile:
Teacher Aids Name:	Mobile: Teacher Aid for (student name):
Teacher Aids Name:	Mobile: Teacher Aid for (student name):

RISKS AND RISK FACTOR CHART AND STRATEGIES TO DIFFUSE THE SITUATION

TEREORA COLLEGE

RISK		RISK FACTOR KEY: 1 Low 2 Possible 3 Likely 4 Will Happen		
Activity	Undesired Events		Casual Factors	Strategy
Bus Travel	Accident, getting lost or lack of transport	1	Lack of experience	<ul style="list-style-type: none"> - Book Bus - Trauma plan for accidents - Seatbelts and safety expectations discussed
Bus Travel	Student absent when due to leave	2	Sickness or personal transport delay	<ul style="list-style-type: none"> - Contact Student/Parent - Contact Emergency contact - Number-off students when leaving - Provide good instructions on meeting times and locations
Student Behaviour	Negative student behaviour	3	Student Cohort, situation, environment	<ul style="list-style-type: none"> - Teachers to explain expectations before departure - School rules apply - Deputy Principal to share number with supervisors on the trip - Parents and Deputy contacted and student(s) taken back to school if required - Teachers to remain active and on site throughout event - Have a Teacher-Aid accompany any students with Special Needs (and to be recorded on Teacher Aid attendee form)

