

### Study/site risk management form: Year 5 Talented Student Program

Description: Students stay at the REEC for the day. They are involved in 'Getting To Know You' activities; collecting water samples and invertebrates from dams at REEC to test for quality and study under microscopes. Students may also use the obstacle course or go orienteering

Task/Activity	Hazard	Risk Assess.	Elimination or Control Measure
General	General		REEC staff have current Senior First Aid qualifications and carry first aid kits with constrictive bandage, Ventolin asthma medication, water and mobile phone.
Travel to REEC	Car accident	1	This is the responsibility of the school. Please read the departmental policy attached.
Water testing	Drowning	1	Close supervision at all times.
	Use of chemicals	3	Students provided with latex gloves and safety glasses
Walking	Separation from group; sprains, bites.	5	Teacher at front and back of group. Students wear enclosed footwear such as joggers. Students warned of possible snake presence.
Collecting invertebrates	Falling into dam	1	Students closely supervised at all times
	Bite/sting from invertebrate	3	Students asked if allergic to anything before study starts
Obstacle course	Falls from and misuse of equipment	3	Staff trained in use of course and students given instructions on use. Students with poor behaviour do not participate.
Environment	Possible cold weather	5	Students must take warm clothing. If weather judged too severe an alternative activity will be done.
	Sun	3	Students must take hat, sun screen and water bottle
People	Allergic reactions, asthma, diabetes	1	Schools give prior advice to EEC staff of student and staff medical conditions. Students carry personal medication. Students with anaphylactic reactions to bring EpiPen. Note: students provided with latex gloves.

Risk Assessment Matrix	How likely is it to be serious				Note: risk management for the excursion is the responsibility of the school and teachers from the schools involved. This form is just for the activities and site.
	How serious could the injury be?	Very likely	likely	Unlikely	
Death or permanent disability	1	1	2	3	
Long term illness or serious injury	1	2	3	4	
Medical attention and several days off	2	3	4	5	
First aid needed	3	4	5	6	

# Welfare Information Return

## Riverina Environmental Education Centre

Please notify the centre of any students (**first name only**) with the following welfare concerns. This information will be used to assist us with the safe management of students whilst at the centre. (**This information will be kept confidential and the form destroyed after the visit**):

- Students who have asthma, allergies, diabetes or other medical conditions.
- Students with physical disabilities such as broken limbs or use wheelchairs.
- Students with behaviour concerns.

School	Date of Visit	Study	
		Yr 5 Talented Student Program	
Student first name only	Welfare Concern		

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

Principal: \_\_\_\_\_ Signature: \_\_\_\_\_

Please fax or post this form back to the centre as soon as possible. Don't hesitate to contact me if you have any queries.

Keith Collin  
Principal      Telephone: 02 6932 9134      Fax: 02 6931 5084      PO Box 5336 Wagga Wagga 2650

### Risk management responsibilities of students

**Summer:** students will need water bottles, hats, sunscreen, enclosed shoes (no sandals/thongs).

**Winter:** students will need hats, sunscreen and enclosed shoes (no sandals/thongs), warm clothes.

**Medication:** please bring medication for students with asthma, allergies, diabetes and other medical conditions.

**Behaviour:** students in the field with poor behaviour are a danger to themselves and others (disobeying instructions, throwing rocks etc). Please assess their suitability for participation.

### 6.8.3 DET Car travel policy

1. The transporting of students in the cars of staff members, parents, caregivers or volunteers should only occur in those circumstances where there is no feasible option available to provide alternative transportation. This may only occur under the following conditions:
  1. written permission from the parent(s) or caregiver(s) of the student(s) being transported is obtained
  2. the driver is licensed
  3. the vehicle is registered
  4. the number of passengers in the vehicle does not exceed the number of seatbelts
  5. current driver's licence and car registration details are sighted by the school prior to giving permission for students to be transported in the vehicle.
2. Comprehensive insurance is not generally required. Nevertheless, comprehensive insurance is required if a member of staff is authorised to use his or her vehicle for official business and wishes to make a claim for the payment of mileage.
3. Principals must ensure that all parents, caregivers or volunteers who transport students in cars complete a *Prohibited Employment Declaration* prior to the excursion.

**A Prohibited Employment Declaration form is at the end of this document.**

# Prohibited employment declaration

## Child Protection (Prohibited Employment) Act 1998



The Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (a prohibited person) or a Registrable Person under the Child Protection (Offenders Registration) Act 2000 to apply for, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission or the Administrative Decisions Tribunal or the Commission for Children and Young People, declares that the Act does not apply to a particular person.

**Section 5 of the Child Protection (Prohibited Employment) Act 1998 defines a serious sex offence as an offence involving sexual activity or act of indecency that was committed in NSW and that was punishable by penal servitude or imprisonment of 12 months or more even if the sentence was not served, or, an offence involving sexual activity or acts of indecency that was committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more if it had been committed in NSW; or an offence under Sections 91D-91G (other than if committed by a child prostitute) and 578B or 578C(2A) of the Crimes Act 1900 or a similar offence under a law other than a law of NSW; or an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or any other offence prescribed by the regulations. (Note: A conviction for carnal knowledge is classified as a serious sex offence under this legislation).**

**Child-related employment** means any employment that primarily involves direct contact with children where that contact is not directly supervised. Part 1 Section 3 of the Child Protection (Prohibited Employment) Act 1998 specifies that child-related employment is employment:

- involving the provision of child protection services
- in pre-schools, kindergartens and child care centres (including residential child care centres)
- in schools or other educational institutions (not including universities)
- in detention centres (within the meaning of the Child (Detention Centres) Act 1987)
- in refuges used by children
- in wards of public or private hospitals in which children are patients
- in clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership
- in any religious organisation
- in any entertainment venues where the clientele is primarily children
- as a babysitter or childminder that is arranged by a commercial agency
- involving fostering or other child care
- involving regular provision of taxi services for the transport of children with a disability
- involving the private tuition of children
- involving the direct provision of health services
- involving the provision of counselling or other support services for children
- on school buses
- at overnight camps for children.

### Under this Act:

- it is an offence for a prohibited person to **apply for, undertake or remain** in child-related employment
- employers **must** ask existing employees, both **paid and unpaid**, and preferred applicants for employment to declare whether they are a prohibited person or not
- all child-related employees **must** inform their employers if they are a 'prohibited person' or remove themselves from child-related employment. A prohibited person is someone who has been convicted of a serious sexual offence or, who has had a finding for a charge of serious sexual offence proven in court, even if a conviction was not recorded.
- penalties are imposed for non compliance.

**I am aware that I am ineligible to apply for, undertake or remain in, child-related employment if I have been convicted of a "serious sex offence" as defined in the Child Protection (Prohibited Employment) Act 1998 or if I am a "Registrable Person" under the Child Protection (Offenders Registration) Act 2000. I have read and understood the above information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand my responsibilities and obligations under this Act.**

**I declare that I am not a person prohibited by the Act from seeking, undertaking or remaining in child-related employment.**

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for employment screening in accordance with Section 36 (1) (f) of the Commission for Children and Young People Act 1998.

Name (Block letters)		Signature
Workplace	Name of school, district office, institute, division, state office directorate or AMES	
Serial no.	Current employees only	Date

**Note: Seek independent legal advice if you are unsure of your status as a prohibited person. This form should be returned to the selection panel convener / principal / manager of the workplace as appropriate.**