

# Camp Kaitawa Camp Safety Action Plan

## Outdoor Safety Action Plan

|                    |                           |                   |
|--------------------|---------------------------|-------------------|
| Activity:          | Date:                     | Teacher in charge |
| Class level:       | No. of staff:             | No. of helpers:   |
| No. of children:   | Location:                 | Approved by:      |
| Time of departure: | Time of return to school: |                   |

| What could go wrong?                          | What would cause it to go wrong? | How could we prevent it from going wrong? | Whose responsibility is it? | When/where will it be done? | Emergency plan |
|---|----------------------------------|---|-----------------------------|-----------------------------|----------------|
|   |                                  |   |                             |                             |                |
| Group members requiring special consideration |                                  |   |                             |                             |                |

|           |
|-----------|
| Health    |
| Behaviour |
| Other     |

| Pre-activity checklist   | On the day   | Comments |
|--|--|----------|
| Off site venue visited <input style="float: right;" type="checkbox"/>    | Medication <input style="float: right;" type="checkbox"/>                |          |
| Trip application approved <input style="float: right;" type="checkbox"/> | First aid kit <input style="float: right;" type="checkbox"/>             |          |
| Permission slips returned <input style="float: right;" type="checkbox"/> | Cell phone <input style="float: right;" type="checkbox"/>                |          |
| Medical records checked <input style="float: right;" type="checkbox"/>   | Intentions left at office <input style="float: right;" type="checkbox"/> |          |
| SAP form to all teachers <input style="float: right;" type="checkbox"/>  | Equipment checked <input style="float: right;" type="checkbox"/>         |          |
|  |  |          |

**On completion of the SAP, does the activity still provide the opportunity to meet your intended outcomes?**

Yes  No