

Child and Youth Risk Management Strategy – Open Conservatorium

Open Conservatorium Griffith University is committed to acting in accordance to the *Working with Children Act (1999)* to ensure the safety and wellbeing of students. The following document outlines what measures will be implemented below in points 1-8.

1. STATEMENT OF COMMITMENT

Open Conservatorium Griffith University is committed to providing services to children and young people to assist them to develop their musical skills and appreciation in a positive supportive environment. Open Conservatorium is committed to ensuring the safety, welfare and wellbeing of all children and young people and will endeavour to provide a safe and supportive service environment for children and young people and requires all employees, volunteers, parents/guardians and visitors to:

- Model and encourage behaviour that upholds the dignity and protection of students from harm; and
- Respond to allegations of student harm resulting from the conduct or actions of any person including that of employees.

In support of this commitment, Open Conservatorium Griffith University is dedicated to our Child and Youth Risk Management Strategy which includes having relevant policies, risk assessments, procedures and training in place to effectively address the safety and wellbeing of students in our care.

2. CODE OF CONDUCT

Griffith University [Code of Conduct](#) for all employees, children and young people, parents/guardians, volunteers ([see form](#)) and guests/visitors outlines clearly the standards of conduct to follow in the areas of teaching and learning, student welfare, personal conduct and relationships one has with students, parents, colleagues and Open Conservatorium. In addition, the following expected standards of behaviour apply to all Open Conservatorium staff, parents/guardians, students, volunteers and guests:

Language

- use language which is age/stage appropriate, clear, non- bullying and non-sexual
- swearing or language that may be deemed derogatory or discriminatory on any grounds is not acceptable
- communicate with children respectfully, taking the time to listen and value what they say

Supervision of children

- provision of safe access and egress from the Queensland Conservatorium Griffith University building
- provide appropriate duty of care whilst students are on campus or undertaking off campus activity – ([duty of care statement](#) and [duty of care guidelines](#))
- ensure that no visitors or outsiders have unsupervised contact with students
- our faculty will notify you if they are unable to teach your child/children
- Griffith University provides a security guard on campus at all operating times, with additional off-campus out-of-hours support
- administrative support staff available before, during and post all scheduled rehearsal times
- domestic activities (regional SHEP) will maintain a ratio of 1 adult to 20 children, and international 1 adult to 8 children
- teachers will provide duty of care during one-to-one teaching, however parents/guardians are responsible for children until commencement and from/upon cessation of individual lessons
- teachers and administrative staff will provide duty of care during rehearsals, however parents/guardians are responsible for children until commencement and from/upon cessation of rehearsals

- parents/guardians to collect students from Queensland Conservatorium Griffith University, or arrange collection at a pre-determined pick-up location – Open Conservatorium students travelling independently to and from the Queensland Conservatorium Griffith University are not in the care of the University unless specific arrangements show otherwise
- parents/guardians are not to leave any child (aged 12 years and under) in their care unsupervised whilst on campus
- parents/guardians are asked to collect (pick-up) children in a timely manner, in the event a child is not collected, they will be accompanied by Griffith University staff to either the Open Conservatorium office, or security office, where contact will be attempted with the parent/guardian to establish collection time and location – in the event no contact is established, police or child services will be contacted.

Physical contact

- physical contact is only permitted with a child or young person in a circumstance that requires physical feedback for the hand/arm position on the keyboard/instrument, or breath management and body alignment for singing/instrument playing should verbal instruction or physical demonstration be insufficient – examples include:
 - placing of a hand on a child's or young person's hand/shoulder at the keyboard/instrument or on their hand covering their abdomen
 - laying on the floor or on a floor mat provided appropriate clothing is being worn
 - contact will be minimal, non-invasive, non-threatening, non-sexual or bullying in nature
 - contact will not be undertaken prior to the reasons of contact being explained and subsequent consent of the child and parent/guardian is given (Parents are encouraged to attend the lesson if this may be an issue for the child or parent)
- any other form of contact is considered inappropriate or unnecessary, particularly if it encroaches on an individual's space potentially making them uncomfortable

One-on-one teaching of a child

- individual tuition requires one-on-one contact with students and the following guidelines need to be adhered to:
 - all one-to-one teaching is at the consent of the parent/guardian on enrolling their child into Open Conservatorium Griffith University
 - one-to-one teaching is to be conducted at Queensland Conservatorium Griffith University at scheduled time in a designated room with door or other windows allowing visibility into the teaching room
 - parents/guardians may request to be present either outside or within room during lessons with their child
 - Open Conservatorium staff will routinely look into rooms where doors are closed

Relationships

- Open Conservatorium Griffith University encourages all staff to foster a mutual respect between themselves, students and people, and develop positive and professional teacher-student relationships
- Communication – please see parameters below:
 - between staff and children/students – always through official University systems/processes
 - between staff and parent/guardian – can be through personal mobile or Griffith University email for arranging lessons; no communication should be made directly with students in these situations; all communication should be recorded/documented for future reference
 - no communication or engaging with families through social media
 - staff should not accept requests from students for access to the staff member's personal social media accounts or networks ([see social media guidelines](#)) and vice versa
 - personal details of a family should never be shared with any other persons and staff should carefully consider what details they share with families
 - staff should never enter a student's home under any circumstances
- Inappropriate relationships with children beyond a professional teacher-student relationship, or personal (see below) is prohibited and any such relationship, brought to

our attention, will be followed through in-line with disclosure policies to relevant authorities

- *Personal relationship*: teachers or other staff who are friends with, or are in existing relationships with, family members of children who attend the program (such as brother, sister, aunt, uncle, etc.). Persons shall declare such relationships to the Manager so that professional boundaries and expectations can be clarified
- *Inappropriate relationship*: includes but is not limited to relationships of an intimate, abusive or sexual nature
- Gifts from students and families to staff is traditional at end of year – please refer to Griffith University policy re Gifts and Benefits ([refer to policy](#))
- Gifts from staff to students or families is not encouraged

Behaviour Management

- Open Conservatorium believes that children require guidance as to “what to do, instead of what not to do”. We endeavour to manage behaviour through a supportive model, which includes efficient supervision, provision of effective role models, directing or redirecting children to other activities, and working with children to set rules, follow the rules and understand the consequences of breaking those rules. We encourage children to self-regulate their own behaviour
- students will:
 - take responsibility for appropriate behaviour and reporting of inappropriate behaviour and unsafe situations or harm to either staff or their parents/guardians
 - respect other children, young people and adults who may be on campus
 - have a willingness to learn, to listen and receive instructions and a commitment to practise and attend all lessons/rehearsals
 - keep themselves safe while arriving, waiting for and departing from lessons/rehearsals
 - follow instructions and directions from staff to safeguard their safety
- parents will:
 - feel welcome to request permission to stay and observe music lessons without interrupting
 - raise any issues or concerns with specialist lecturers at the end of the lesson/rehearsal or as soon as possible at a time of mutual convenience afterwards
 - not leave siblings or other children unsupervised on campus
 - familiarise themselves and their children with the [Code of Conduct](#) of the University
- teachers will:
 - familiarise themselves with the [Code of Conduct](#) of the University
 - end the lesson if a child or young person is non-compliant or obstructive in a lesson
 - raise concerns with the child/young person and/or parent/guardian if there are concerns
 - expect that concerns be made known as soon as they arise so that resolution occurs as quickly as possible
 - discuss behaviour management strategies with Open Conservatorium Manager or area coordinator in addition to considering and enrolling in professional development if required

- discuss and model expected standards of behaviour with students and consequences for breaching those standards

Open Conservatorium Escalations:

- breach 1 – discuss with student and ask them to correct/modify their behaviour as expected
- breach 2 – discuss with student and parent post rehearsal re behaviour and expectations
- breach 3 – child/parent/teacher/manager meet to discuss ongoing behaviour and consequence if behaviour continues
- breach 4 – exclude a student from any program who, in its sole opinion, places the safety or rights of others, or who appears to have rejected the reasonable controls/requests placed upon them by the management and staff of a program

Transport of Children and Young People

- staff will not transport students in their personal or hire vehicles, unless an emergency situation arises, whereby consultation and approval with manager, parent/guardian is sought and there are no remaining options – in the event private vehicle to be used:
 - preferable to only drop child to police station
 - written and verbal permission must be obtained and documented in Open Conservatorium
 - copy of license/registration and vehicle insurance will need to be supplied, in addition to image of vehicle to ascertain a level of road worthiness
- public transport/charter bus – domestic and international can be used to move students in groups with appropriate levels of supervision and following usual process of risk assessment and advisement to students on safe practices (see guidelines below)

Change Room/s Toilets

- provide clean toilet facilities (children must be able to take care of their own toileting and if not must be accompanied by a parent/guardian)
- Students 12 and under attending activities (SHEP/Young Conservatorium), need to attend the toilet in pairs including checking in prior and post with staff present

Managing injuries or illness

- Griffith University has guidelines on health, safety and wellbeing ([refer to policy](#)), including guidelines on emergency and evacuation procedures
- Open Conservatorium has designated First Aid Officers for all programs, in addition to QCGU security being first aid responders

Visitor Policy

- ensure that no visitors or outsiders have unsupervised contact with students
- all visitors must sign-in and out at Open Conservatorium office if observing or attending rehearsals

Photography and Film/Video Policy

- The Open Conservatorium reserves absolute rights and permission to use, reproduce, copy, exhibit, or distribute any videotape, audiotape, photographs, or computer files in which an Open Conservatorium student may be included for use in Griffith University publications, publicity material, social media, or any other such educational purpose.
- Prior to release of any publications or publicity material, checks will be conducted with families to confirm permissions and ascertain if personal situation has changed to ensure protection of child/young person at all times.
- Parents:
 - Filming or photography of an ensemble is prohibited, in rehearsal or performances, (more than one child is considered an ensemble) due to child protection and copyright.
 - Solo performances may be recorded by a parent or carer of the child. No other child is permitted to be filmed or photographed.

- Images taken prior or post performances, that may have captured other children or staff should not be shared on social media platforms.
 - Permission to film or record during a lesson must be sought from the teacher. If permitted, recording can only be used for learning at home and cannot be shared on any social media or web platforms.
- Teachers:
 - Filming or photography of an ensemble is prohibited, in rehearsal or performances, (more than one child is considered an ensemble) due to child protection and copyright. If required for educational purposes, permission must be sought through Young Conservatorium office to protect any potential at risk students.
 - Solo performances may be recorded by a parent or carer of the child. No other child is permitted to be filmed or photographed.
 - Permission to film or record during a lesson must be sought from the parent/ carer. If permitted, recording can only be used for research and reflective practice and cannot be shared on any social media or web platforms.
 - Any recordings (audio and visual) and photography should only be stored on Griffith University servers. If required to be stored on external hard drive (USB) it should only contain work related information and be kept in accordance with the IT and Cyber Safety policies.

Use of tech and social media

- Open Conservatorium students do not have access to Griffith University technical and internet services
- Please refer to Griffith University social media policies (below)
- Open Conservatorium social media is strictly administered through Griffith University social media policies ([refer to policy](#))
- Cyber bullying (using technology to hurt someone else by sending messages, images or comments) is not tolerated at Open Conservatorium. Any person found to have been cyber bullying will be excluded from Open Conservatorium.
- Mobile Phones – students and staff should avoid the use of a mobile phone during lessons, classes and rehearsals. Whilst staff and students may require a phone, teachers should model expectations and encourage students to leave phones in their bags or pockets.

Organisational behaviour standards: (please see links to Griffith University policies)

Bullying and Harassment and Discrimination:

[Student Sexual Assault, Harassment, Bullying and Discrimination Policy \(windows.net\)](#)

[Staff Harassment Bullying and Discrimination Policy \(windows.net\)](#)

[Code of Conduct \(windows.net\)](#)

Culture of Inclusiveness:

[Equity Diversity and Inclusion Policy \(windows.net\)](#)

Smoking/vaping, alcohol consumption and use of medication and drugs

- Griffith University does not allow smoking/vaping on campus
- Griffith University prohibits service of alcohol to minors in accordance with the law. Griffith University does not allow the consumption of illegal drugs
- Staff must not attend work or perform their duties or functions if they are under the influence of alcohol, illegal drugs or medication likely to cause danger to themselves or others. Being affected by alcohol or drugs at work can seriously compromise the health, safety and welfare of the University community and may expose the University and the individual involved to legal liability.
- Any child suspected to be under the influence of alcohol and/or illegal drugs will be reported to relevant authorities, including parents/carers as per disclosure policies

Section on Health and Safety, Cultural Inclusive, Safe Campus Website link: <https://www.griffith.edu.au/safe-campus>

Confidentiality of information

- Griffith University Privacy Policy Plans ([refer to policy](#))
- Griffith University collects, stores and uses personal information only for the purposes of administering Open Conservatorium. The personal information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at www.griffith.edu.au/ua/aa/vc/pp
- Where the University holds confidential information staff must ensure that information is accessed only by those who have a legitimate need and lawful authorisation to do so. Staff must:
 - respect the confidentiality and privacy of personal or commercial information entrusted to the University
 - disclose official information only in accordance with University policy or legal obligations
 - ensure that University information and files are kept secure
 - ensure that personal or confidential information is never used for individual gain or benefit, or that of a third party, nor to the detriment of the University, either while engaged or later

3. RECRUITMENT, SELECTION, TRAINING AND MANAGEMENT PROCEDURES

Open Conservatorium is committed to recruiting, selecting, training and managing employees in such a way that it limits risks to children. Please refer to the Griffith University policy on recruitment ([refer to policy](#)). In addition to the Griffith University policy, Open Conservatorium employs the following processes for all sessional academic staff, casual employees:

- a. Academic
 - i. Recommendation from Head of Area (Head of Area responsible for having observed teaching practice of recommended staff member and followed through with referee background checks)
 - ii. Submission of CV and Cover Letter
 - iii. Submission of Blue Card for linking and validation before commencement of work
- b. Casual
 - i. Submission of CV and Cover Letter
 - ii. Referee checks
 - iii. Submission of Blue Card for linking and validation before commencement of work

In terms of training and managing employees, Open Conservatorium Griffith University will ensure that its training and management procedures act to reduce the risk of harm to children from employees via:

- a. Induction programs that thoroughly address Open Conservatorium's policies and procedures, particularly its expectation regarding child risk management and to assist employees to understand their role in providing a safe and supportive environment for children
- b. Training new and existing staff on an ongoing basis to enhance skills and knowledge and to reduce exposure to risks, as follows:

- a. Griffith Universities policies and procedures
- b. Identifying, assessing and minimising risks to children
- c. Handling a disclosure or suspicion of harm to a child
- c. Conducting exit interviews to assist Open Conservatorium to identify broader issues of concern that may impact on the safety and wellbeing of children at Open Conservatorium
- d. Identify programs and professional development courses for staff
- e. Identify programs available for professional development with Griffith University
- f. Maintain training records through Griffith University HR systems

4. HANDLING DISCLOSURES OR SUSPICIONS OF HARM (including reporting guidelines)

The Child Protection Act 1999 defines harm to a child as any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by physical, psychological or emotional abuse or neglect, or sexual abuse or exploitation.

Open Conservatorium will respond appropriately and professionally and in the best interests of the student.

Procedures for making complaints

- Parents should contact us as soon as possible if they have concerns so that we are able to respond quickly. This should be done at a time of mutual convenience and **not in the presence of or earshot of other parents or children.**
- **Process**
 - Establish a meeting time, or ask to speak with a member of the Open Conservatorium administrative team

STAGE 1 – Receiving a Disclosure

Students may elect to disclose to any person that they feel safe and secure around and trust. Whilst staff are provided child protection training, it is encouraged students, parents/carers and staff speak with one of the following staff – Manager – Open Conservatorium (Jason Budge), Administration Officer – Young Conservatorium (Kevin Edwards), Ensemble Coordinator – Young Conservatorium (Stefanie Smith).

If Open Conservatorium receives a disclosure of harm or have reasonable grounds for suspicion of harm occurring, we will:

- Make sure the student is safe
- Ensure you have a quiet private space, free from interruptions and distractions
- Receive information in a calm and supportive manner, giving the child/young person your full attention
- Explain clearly that as they, or potentially other children/young persons are at risk you need to tell other people about what they have disclosed
- Make written notes of any disclosure or suspicion to ensure an accurate record is available for any subsequent action or investigation. Any documentation would be kept confidential and access strictly limited on a "need to know" basis
- Take all necessary action to protect the child/young person

STAGE 2 – Reporting a Disclosure

Open Conservatorium Administrative Staff have undertaken Child Protection Training. All staff are aware of the responsibilities and processes for reporting a disclosure.

Open Conservatorium recognises that it is not our role to investigate allegations beyond confirming the need to report the matter appropriately. If this is the case, we will:

1. Advise Queensland Conservatorium Griffith University Director, Queensland Conservatorium Griffith University Manager
2. Notify the Queensland Police Service if the disclosure or suspicion involves an offence against the child
3. Notify the Department of Child Safety if the disclosure or suspicion indicates that harm may have been caused by a family member, or where parents are not acting to protect their child from harm. If this involves an offence against the child the Queensland Police Service will also be notified
4. Notify parent if appropriate

STAGE 3 – Providing Support

While the matter is being investigated by the relevant authority, we will:

- Support all parties involved including
 - the person making the disclosure
 - the person receiving the disclosure
 - the alleged victim
 - the alleged perpetrator
- Determine whether the alleged perpetrator is allowed on the premises

If an allegation is proven, Griffith University will determine if the perpetrator's involvement with Open Conservatorium Queensland Conservatorium Griffith University, will be allowed to continue in line with current legislation. If an allegation is not proven or proven to be false, we will continue to support all parties concerned in any further contact, considering counselling services.

Risk Guideline				
Risks	Likelihood of event	Consequences for the child	Level of risk to the child	Treatment to prevent or reduce harm
Parent does not arrive to pick up child	Possible	Moderate	High	<ul style="list-style-type: none"> • Procedure for drop off and pick up provided to parent and discussed • Parent provides other contact if unable to pick up child • Child to remain on campus at all times until parent arrives
Child injures self eg. Falls	Rare	Moderate	Moderate	<ul style="list-style-type: none"> • Assess injury and if necessary call parent • Call for medical assistance if required
Child says that they do not want to go home with parent	Rare	Major	High	<ul style="list-style-type: none"> • Ask child for reason • If answer suggests harm to child from someone at home, report to relevant authorities • If not discuss issue with parent
Child discloses that they are being physically harmed by parent/sibling	Possible	Major	Extreme	<ul style="list-style-type: none"> • Depending on information given either report or discuss with parent • Ring Department of Child Safety to clarify if unsure and to report disclosure
Child discloses that they are being sexually abused by parent or family member	Possible	Major	Extreme	<ul style="list-style-type: none"> • Report to Department of Child Safety and Police • Provide support to child through Crisis Care if necessary

Child discloses that they are being sexually abused by someone outside the family	Possible	Major	Extreme	<ul style="list-style-type: none"> • Report to police • Provide support to child and notify parents
Child complains to parent that during music lesson they were verbally abused	Rare	Minor	Low	<ul style="list-style-type: none"> • Provide copy of teacher code of conduct and commitment to protecting children from harm to both parent and teacher • Provide procedures for making complaint to parent • Request that parent attend lessons to observe • Follow disclosure process outlined below
Child complains to parent that during lesson they were physically or sexually abused	Rare	Major	High	<ul style="list-style-type: none"> • Refer parent to Griffith University code of conduct but also their right to report these claims after having clarified issue with child. • Report to police (Open Con Manager or person from QCGU Executive) • Follow disclosure process outlined below
Child presents with depression, sadness and some talk of self-harm	Possible	Major	Extreme	<ul style="list-style-type: none"> • Report behaviour to parent immediately. If no action taken, then report behaviour to Department of Child Safety
Child's behaviour makes lesson untenable and could cause harm to child or teacher	Possible	Moderate	High	<ul style="list-style-type: none"> • Refer child to code of conduct • Speak with parent about child's behaviour involving child in that discussion • Require that parent immediately collect child from Conservatorium • Require parent to attend any future lessons

5. MANAGING BREACHES – CHILD AND YOUTH RISK MANAGEMENT STRATEGY

Open Conservatorium is committed to appropriately managing breaches of this Child and Youth Risk Management Strategy in accordance with Griffith Universities policies as appropriate in the circumstances. In addition, a risk analysis register is available as above in guiding people through breaches to the policy.

Open Conservatorium recognises that a breach is any action or inaction by any member of the organisation, including children and young people, that fails to comply with any part of the strategy or Griffith University policies. In the event of a breach, all communication should be made to Manager, Open Conservatorium, or relevant Griffith University staff, whereby processes for managing the breach will be handled in line with Child and Youth Risk Management Strategy and Griffith University policies. All breaches will be documented and recorded accordingly.

6. HIGH-RISK MANAGEMENT PLANS

Open Conservatorium Griffith University complies with the Risk Management processes available through Griffith University. These include Risk Registers and Risk Assessments for all activities and excursions. In completing risk assessments, we utilise the forms attached to document.

7. BLUE CARD POLICIES AND PROCEDURES

Open Conservatorium Blue Card Policy and Register are evidence of fulfilment of the requirement of the regulation. The policy and register requires relevant prospective or current employees, volunteers, guests or clinicians to apply for a Blue Card or Exemption Notice, and for Open Conservatorium to check the validity and appropriateness of any currently held notices as appropriate, in accordance with the Act.

Under the policy and register, Open Conservatorium will:

1. Complete an Authorisation to confirm a valid card application when necessary
2. Submit a change in police notification form when notified by employee that such a change has occurred
3. Not allow a person to continue to work with children if their Blue Card or Exemption Notice is cancelled or suspended or a negative notice is received
4. Submit a no longer with organisation form when appropriate
5. Submit a linking form to organisation form when appropriate
6. Appoint a contact person who will be responsible for managing the screening process and all related documentation and records
7. Ensure that all information relating to Blue Cards and Exemption Notices is kept confidential
8. Act to remind all employees to keep their Blue Card or Exemption Notice up to date
9. Maintain a Blue Card Register



8. COMMUNICATION AND SUPPORT

Open Conservatorium is committed to making this Child and Youth Risk Management Strategy (and all related policies and procedures described therein) to students, parents, volunteers and employees in hard copy and via display at Open Conservatorium reception counter, in addition to online portals.

Open Conservatorium is committed to training employees in relation to risks to children and will conduct this training annually via professional development at staff workshops and meetings and regular discussions between managers and their staff.

RESPONSIBILITIES:

Open Conservatorium Griffith University is responsible for developing and implementing this Child and Youth Risk Management Strategy to fulfil its obligations. All employees at Open Conservatorium are responsible for acting in compliance with this Child and Youth Risk Management Strategy and related policies and procedures.

Open Conservatorium is responsible for reviewing this Child and Youth Risk Management Strategy annually. Open Conservatorium will also record, monitor and report any breaches of the strategy to the Queensland Conservatorium Griffith University Directorate.

Date of Development/ review	Date Ratified	Date to be Reviewed
11/04/2023		11/04/2024

APPENDIX A: [Risk management \(griffith.edu.au\)](http://griffith.edu.au)

Risk Matrix

Risk Rating

Consequences/ Likelihood	Insignificant No injuries*	Minor First Aid treatment*	Moderate Medical treatment*	Major Serious or extensive injuries*	Catastrophic Death or large number of serious injuries*
Almost Certain	Low	Medium	High	High	Extreme
Likely	Low	Medium	Medium	High	High
Possible	Low	Low	Medium	Medium	High
Unlikely	Low	Low	Low	Medium	Medium
Rare	Low	Low	Low	Low	Medium

Likelihood Rating

The number of times within a specified period in which a risk may occur either as a consequence of business operations or through failure of operating systems, policies or procedures.

Rating	Description	Occurrence	Probability
Almost Certain	Expected to occur in most circumstances	Multiple/12 months	> 80%
Likely	Strong possibility of occurrence	Within 12 months	61% – 80%
Possible	May occur occasionally	Within 5 years	31% – 60%
Unlikely	Not expected to occur but may happen	Within 10 years	5% – 30%
Rare	May only occur in exceptional circumstances	>10 years	< 5%

Prioritising Risks – Table of Management Action

Risk Score	What should I do?
Extreme	Immediate action required
High	Action plan required, senior management attention needed
Medium	Specific monitoring or procedures required, management responsibility must be specified
Low	Manage through routine procedures. Unlikely to need specific application of resources.

APPENDIX B:

RISK MANAGEMENT FORMS AND TEMPLATES

[Risk management \(griffith.edu.au\)](http://griffith.edu.au)

OFF CAMPUS ACTIVITIES:

[Risk management \(griffith.edu.au\)](http://griffith.edu.au)

[Field Trip Guidelines \(griffith.edu.au\)](http://griffith.edu.au)

Include additional school related excursions, off-campus activities

CONTRACTORS:

[Risk management \(griffith.edu.au\)](http://griffith.edu.au)

APPENDIX C:

Staff and Student Tour/Residential Checklist – applicable for camps, tours (both day and overnight)

- Schedule – specific outline of day to day activities and destinations, including contact information
- Supervision Schedule – including details of responsibilities for staff
- Room Lists – students and teachers
- Floor Plan/Room Numbers/Emergency Exit Protocols
- Register/Rolls
- Bus Register
- Fire Register
- Student Emergency Contacts
- Staff Emergency Contacts
- Medical Lists
- Confirmation of Bookings
- Contact Numbers
 - Bus (if applicable)
 - Staff mobile contacts
 - Residential venue (hotel/camp site/apartments)
 - Home contact
 - Disaster recovery teams/Global Assist
 - Booking contact numbers
- Directions
 - Hospital
 - Police
 - Dentist

- Optician
- Child Protection Strategy
- Risk Assessments and considerations
 - Activity
 - Fauna and Flora
 - Environmental (solar, heat/cold, weather)
 - Radiation
 - Physical
 - Psycho-social
 - Location
 - Plant and Equipment
 - Fire, Heat, Explosions
 - Biological
 - Energy
 - Chemicals
 - Other
- Copies of all relevant documents (passports)