

Risk Management Plan 2023

Children who are attending After School Care from neighbouring schools via school bus service (206) arriving at Churchill North Primary School –After School Care service.

Developed: 9th March 2017

Reviewed: August 2023

*Churchill North Primary
School*



Risk Management Plan - Children attending CNPS After School Care arriving by school bus (206)

Route details			
Enrolment as per daily/weekly attendance roll.	Service operates:- Weekly – Monday to Friday Terms 1, 2, 3, 4	Students exit base schools:- Churchill Primary School Lumen Christi Primary School	Destination:- CNPS After School Care
Arrival times	Approximately 3.25pm Children will exit base school bus onto footpath in Grevillia St Churchill, at CNPS school grounds.		
Proposed route	As per attached school bus route (206)		
Proposed route once students have exited school bus	After exiting L.V. Bus lines - School bus route 206 on Grevillia St, Children walk through the entry gate on Grevillia St closest to the OSHC building. Children are escorted by CNPS bus duty teacher.		
Name of co-ordinators/supervisors	Janet Kootstra, Maryanne Lugton, Dianne Bosma-Lindgren and Sandra Backhausen		
Contact number of co-ordinator	(BH) 03 51221976	(M) 0407 721 976	
Number of children attending Churchill North Primary School- After School Care	Varies from day to day, co-ordinators are aware each day of how many children to expect from outside schools.	Number of educators	1-3
Educator to child ratio Please provide details.	15 Children to 1 staff member		
Checklist			
<input type="checkbox"/> List of children attending After School Care		<input type="checkbox"/> Contact information for each staff member <input type="checkbox"/> Lumen Christi Primary School – 03 51 222231 <input type="checkbox"/> Churchill Primary School – 03 51 221343	
<input type="checkbox"/> Contact information for each child/parents/carers		<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services	

Risk assessment					
Route	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
L.V. Bus lines School bus route 206	Students getting on bus from Base Schools Lumen Christi Churchill Primary	Low	If child does not arrive at the program CNPS staff to ring base school / family to determine reason. This bus is solely a school bus and not town service.	CNPS Coordinators	Immediately
L.V. Bus lines School bus route 206	Students getting off L.V. school bus at Churchill North P.S. are escorted to OSHC program by CNPS bus duty teacher.	Moderate Low	Base school (Lumen Christi & Churchill Primary) to notify Bus driver that children are to exit at Churchill North P.S.	Base school Lumen Christi & Churchill Primary School	Daily
L.V. Bus Lines School bus route 206	Enter/Exit bus	Moderate	Parents to clearly articulate bus route / routine to their child when commencing program. If students are booked into program and do not arrive promptly. Co-ordinator will immediately contact Parents/School.	Parents and CNPS Coordinators	Daily

<p>Students walking through school ground to Churchill North Primary School After School Care program.</p>	<p>Distractions within school grounds – on route to being signed in. Students are escorted by CNPS bus duty teacher.</p>	<p>Moderate Low</p>	<p>Ring immediately after 3.30pm – zero tolerance to children not arriving promptly to program.</p> <p>If students are booked into program and do not arrive promptly co-ordinator will immediately contact Parents/School.</p>	<p>CNPS Coordinators</p>	<p>Daily</p>
--	--	----------------------------	--	--------------------------	--------------

<p>Plan prepared by coordinators and Principal of Churchill North Primary School.</p>	<p>Janet Kootstra, Maryanne Lugton, Diane Bosma-Lindgren, Sandra Backhausen Colin Price (Principal)</p>
<p>Communicated to:</p>	<p>Parents of Children attending Churchill North Primary School – After School Care, C.N.P.S. School Council.</p>
<p>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</p>	

Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High