**Principal – (School name)**

**CARA procedure compliance checklist**

This checklist is a self-assessment tool to provide a summary of requirements for principals to comply with the [Managing risks in school curriculum activities](https://ppr.qed.qld.gov.au/pp/managing-risks-in-school-curriculum-activities-procedure) procedure.

| 🗸 | Item | Evidence |
| --- | --- | --- |
| School-specific CARA processes |
| [ ]  | School-specific CARA processes are developed and established in accordance with the [Managing risks in school curriculum activities](https://ppr.qed.qld.gov.au/pp/managing-risks-in-school-curriculum-activities-procedure) procedure, including a decision on how medium risk activities will be recorded. | Documented process |
| [ ]  | A curriculum leader (DP/HOSES/HOD/HOC) is recorded as a delegate to consider and approve high risk activities. | Documented process |
| [ ]  | Annual training for all staff members involved in conducting curriculum activities (e.g. teachers, Science Operations Officers and Teacher Aides) includes:* [induction/refresher training](https://intranet.qed.qld.gov.au/Services/HumanResources/payrollhr/trainingdevelopment/businessmanagersupportcentre/humanresources/Pages/mandatory-annual-training.aspx) (DoE employees only) in the [Managing risks in school curriculum activities](https://ppr.qed.qld.gov.au/pp/managing-risks-in-school-curriculum-activities-procedure) procedure (DoE employees must log into The Learning Place and search for *'curriculum activity risk assessment'*); and
* school-specific training in the school-wide CARA process ([slideshow](https://ppr.qed.qld.gov.au/attachment/school-specific-cara-training-slideshow.pptx) provided).
 | OneSchool training records |
| [ ]  | School-specific CARA processes are monitored and reviewed for operational effectiveness and ongoing compliance.  | Meeting minutes |
| Curriculum planning |
| [ ]  | Risk assessment and management is documented within the [three levels of planning](https://education.qld.gov.au/curriculums/Documents/assessment-moderation.pdf), typically in unit plans | Curriculum planning documents |
| [ ]  | Curriculum activities are conducted by appropriately qualified and competent adult supervisors. | HR records |
| [ ]  | CARA records for high and extreme risk activities are recorded in OneSchool using the relevant CARA guideline or the CARA generic template (called ‘Other’ in OneSchool). | OneSchool |
| [ ]  | CARA records for medium risk activities are recorded according to school-specific CARA processes. | OneSchool or Curriculum planning documents |
| [ ]  | CARA records are reviewed and amended at the conclusion of activities. | OneSchool or Curriculum planning documents |
| Documentation and approval |
| [ ]  | **Extreme risk** curriculum activities and off-site activities of **all risk levels** have:* Principal approval recorded
* written parent consent recorded.
 | OneSchool[Activity consent form](https://ppr.qed.qld.gov.au/attachment/activity-consent-form.docx) |
|  | **High risk** curriculum activities have* approval by the Principal or a delegate
* written parent consent recorded (highly recommended).
 | OneSchool |
| [ ]  | School-based activity supervisors are encouraged and enabled to raise qualifications above minimum. | PD register |
| [ ]  | Blue card requirements have been met in accordance with the [Working with children authority procedure](https://ppr.qed.qld.gov.au/pp/working-with-children-authority-procedure) | OneSchool  |
| [ ]  | Incidents or injuries that occurred in association with a curriculum activity have been reported, recorded, investigated and notified in accordance with the Health, safety and wellbeing incident management procedure | MyHR WHS |

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Date** |