Managing risks in school curriculum activities flowchart

This document summarises the process outlined in the Managing risks in school curriculum activities procedure.

PLANNING FOR RISK → ASSESSING FORESEEABLE RISKS → DOCUMENTATION → APPROVAL and CONSENT → CONDUCTING CURRICULUM ACTIVITIES → REVIEWING

LOW
- Use regular planning processes to document risk, hazards and controls.
- On-site activities: No approval or consent is required.
- LOW:
  - School leader documents approval in the three levels of planning.

MEDIUM
- Follow school-based decisions for documentation.
  - Complete a CARA record in OneSchool.
  - Document risks, hazards and controls through regular planning processes.
- On-site activities: School leader documents approval in the three levels of planning.

HIGH
- Complete a CARA record in OneSchool.
  - Use the CARA guideline for the activity if one exists.
  - On-site activities: Principal documented approval is required.
  - On-site activities: Principal documented approval AND parent consent is required.

EXTREME
- For ALL risk levels: Document the risk level of the activity, typically in unit planning within the three levels of planning.
- For ALL off-site activities: A CARA record is required. Principal documented approval AND parent consent is required. Refer to the excursion planner in OneSchool.

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at http://ppr.qed.qld.gov.au to ensure you have the most current version of this document.