

Excursion Risk Management Outline

To be completed by the Event Organiser

Excursion Name	African Drumming Workshop
Excursion Date	18th October 2014
Event Coordinator Details	Tilly Simons Ph: 012 345 6789
Documents Attached	No supervisors required as parents remain with children at all times.
	List of Parent and Participant Contact details Attach a list of event participants including parent contact details

1. Details of the Excursion (Guideline 1)

View and learn about African Drumming. Participants will each have their own drum and will learn some simple drumming patterns.

2. Excursion Participants Capacity (Guideline 2)

Excursion is aimed at school years 2-7 at a minimum (ie ages 7+ years).

Parents are to determine the capacity of their child to fully participate in the activity. Younger siblings are not invited to attend.

All excursion participants have the capacity to undertake the excursion

3. Supervisory Team (Guideline 3)

Not required as parents must remain with their children at all times.

A suitable supervisory team has been established with appropriate supervisor-participant ratio

4. Supervision Strategies (Guideline 4)

Not required as parents must remain with their children at all times.

Supervision strategies have been established with the supervisory team

5. Identifying Excursion Participants (Guideline 5)

Participants have adhesive name tags

Systems for identifying excursion participants have been established

6. Communication Strategy (Guideline 6)

The parents have all been given contact details for the organiser.

An appropriate communication strategy has been established and conveyed to all those attending the excursion

7. Venue/Site for Excursion (Guideline 7)

Evacuation procedures have been provided by the venue. This information has been emailed to parents of participants.

The venue or site for the excursion is suitable for the excursion group

8. External Providers (Guideline 8)

Akwaaba offer regular workshop to schools

A suitable external provider has been engaged and external provider staff responsibilities established

9. Insurance Cover for Excursions (Guideline 9)

Insurance certificate has been provided by the venue, and meets expectations

External providers have proper and current insurance cover

10. Emergency Response Planning (Guideline 10)

Parents are responsible for the safety of their child(ren) at all times during the event and have been emailed the venue's evacuation procedure.

An emergency response plan has been developed

11. Information for Parents and their Consent (Guideline 11)

Parents who have expressed an interest in their child attending the excursion have been given all available information with which to make an informed decision.

Parents have been provided with full details of the excursion

African Drumming Workshop

Registration Form

The organiser for this event is: Tilly Simons Ph: 012 345 6789 who will be the contact for the duration of the event.

- Activity:** African drums and percussion instruments are used as a tool for students to connect and communicate. These workshops are not necessarily based on students' musical abilities but are about personal expression, developing a sense of self-confidence and promoting positive class dynamics. By the end of the workshop students will have had the opportunity to drum, dance and sing together. Authentic, traditional African drums and other percussion instruments are provided for every student.
- Where:** Swanview Youth Centre, Salisbury Rd, Swanview
- When:** 18 October 2014, 10am – 11:30 am
- Cost:** \$10/student HBLN/HEWA Member
\$12/student non member
- Age:** 7+ years (school years 2-7)
- Supervision:** No supervision is provided. Parents must be in attendance at all times and children remain the responsibility of their parent/guardian for the duration of the event.
- Bring/Wear:** Enclosed shoes, comfortable clothes
- Arrival:** Please arrive by 10am to allow time for registration.
- Departure:** This event finishes at 11:15am. Parents are asked to help clean up the venue and vacate the centre by 11:30am.

Parent(s)/Guardian

Surname _____ First Name _____

Home Phone _____ Mobile _____

Email _____

Address _____

Suburb _____ Post Code _____

Name/s of child/ren participating	Age	Name/s of child/ren participating	Age
_____	_____	_____	_____
_____	_____	_____	_____

PTO

Medical History

Please indicate any issues which may affect your child's participation or which you would like the organiser(s) to know.

Public Liability insurance is provided by HBLN and covers accidents, property damage and breach of duty of care which has occurred as a result of negligence on the part of an organiser(s) or volunteer(s). It does not cover personal accident or professional indemnity insurance.

I understand that HBLN, its members, volunteers and parent organisers cannot be held liable for any accidents or injuries sustained by the child in the normal course of activities, provided that all due care has been taken. I also agree to abide by the HBLN Code of Conduct and the HBLN Event Policies and Procedures. To view these click on the links below

<https://hbln.org.au/hbln-code-of-conduct>

<https://hbln.org.au/policies-for-event-participants>

Signed _____ Date _____