

Activity:	Visit to wildlife reserve	Date:		Teacher in charge
Class level:		No. of staff:		No. of helpers:
No. of children:		Location:	60 Hussey Willowbank Road, Christchurch Wildlife Reserve	Approved by:
Time of departure:		Time of return to school:		

What could go wrong?	What would cause it to go wrong?	How could we prevent it from going wrong?	Whose responsibility is it?	When/where will it be done?	Emergency plan
Lost/separated from group	Child not staying with group/adult in charge not keeping track of children	Provide clear instructions to children and parent helpers about staying together	Teachers/parent helps	Before leaving school/reinforced upon arrival at reserve	Notify staff in main office at WWR immediately. Work with keepers to search reserve
Injury to child through fall/tripping	Child running, not being observant as to where they are walking, going off the formed tracks, child climbing on fences	Give clear instructions not to run, to stay on pathways, to be aware of where they are walking, under no circumstances to climb on fences	Teachers/parent helps	Before leaving school/reinforced upon arrival at reserve	Teacher to carry cell phone, first aid available at main office, school to also carry their own first aid kits notify staff of incident
Injury to child from animal	Not obeying signs on enclosures, inadequate adult supervision	Clear instructions to be given to children and adults about obeying all signs and expected behaviour ie. do not tease animals	Teachers/parent helps	Before leaving school/reinforced upon arrival at reserve	First aid available at main office, notify WWR staff, school to carry their own first aid kit

What could go wrong?	What would cause it to go wrong?	How could we prevent it from going wrong?	Whose responsibility is it?	When/where will it be done?	Emergency plan
Child falling into waterway	Children not staying on established pathways, running, children pushing each other, inadequate supervision	Clear instructions to children and parent helps to practice sensible behaviour round waterways, no running or fooling around near waterways.	Teachers/parent helps	Before leaving school/reinforced upon arrival at reserve	There are persons holding first aid certificates in the main office and amongst the park keepers. Adult with group needs to be prepared to go in after child, staff in main office to be immediately notified
Animal injured by park visitor	Inappropriate behaviour, dangerous actions, throwing sticks etc	Clear instructions on respecting the animals safety and well-being	Visitors, teachers, parent helps	Before leaving school, reinforced upon arrival at park	WWR staff MUST be notified immediately
Facility damaged by visitor	Inappropriate behaviour	Clear instructions given	Teachers, parent helps	Before leaving school, reinforced upon arrival at park	WWR staff MUST be notified immediately

SAFETY GUIDELINES AT WILLOWBANK WILDLIFE RESERVE

The following are guidelines to ensure the safety of your students as well as the residents of the Reserve. Please discuss the following with your group (including parent helpers) before arriving at Willowbank. Thank you.

1. Please do not run through the park. Running can disturb nesting and/or feeding animals and can cause personal injury.
2. Please keep voices at usual talking level as screaming and unexpected loud noise can frighten the animals.
3. Keep to the track at all times to avoid accidentally stepping on bird's nests or newly planted vegetation and to avoid personal injury.
4. For the health of our animals please do not feed them unless it is with food purchased from the Willowbank counter. Animals will tend to accept most foods offered to them but some foods can make them ill because of poor quality and unsuitability.
5. Please emphasize sensible behaviour from your students. Things like throwing sticks or stones at animals is cruel but can also be dangerous if the animal gets upset or tries to protect itself. Do not tease or taunt the animals as this is highly disrespectful and stressful for the animal. Please explain that students seen disturbing animals in this, or like manner, will be asked by Willowbank staff to leave the Reserve immediately.
6. Please use litter and recycling bins provided throughout the park. Litter can be dangerous to the animals. Please ask your students to respect their environment.
7. Please ensure your ration is 1 adult: 5 children and that your group stays together with the adult in charge.
8. It is essential that students are made aware of water hazards throughout the Reserve. No running, pushing or fooling by waterways. Please reinforce this to your parent helpers and students.
9. It is also essential that all KEEP OUT; STAFF ONLY and NO FEEDING signs are obeyed at all times.

THE ABOVE POINTS ARE IN ADDITION TO YOUR SCHOOLS NORMAL RISK MANAGEMENT POLICIES. WILLOWBANK WILDLIFE RESERVE WILL TAKE NO RESPONSIBILITY FOR THE WELFARE, BEHAVIOUR, LOSS OF, OR DAMAGE TO PROPERTY OF ANY VISITORS TO THE RESERVE