

CURRICULUM RISK MANAGEMENT OVERVIEW

This document summarises how curriculum risk management is to be undertaken in the Metropolitan East Region. These curriculum risk management processes are based on the requirements of *Managing Risks in School Curriculum Activities* – the DET procedure that outlines our responsibility for curriculum risk management.

All staff (existing, newly appointed or temporary) who have responsibilities for planning and/or delivering curriculum activities should understand this procedure and adhere to these processes. All curriculum activities should be considered in terms of their associated hazards and level of risk to students and others involved in the activity.

COACHES

For all curriculum activities (regardless of assigned level of risk) Coaches **MUST** complete and submit a **Curriculum Activity Risk Assessment (CARA)** generic template (plus a copy of the **Sport Specific CARA Activity Guideline**) These can be downloaded from the Met East Website:

STEP 1: Visit <https://meteastschoolsport.eq.edu.au/support-and-resources/officials-information/coaches-information>

STEP 2: Download the **CARA Activity Guidelines** to complete your generic template.

STEP 3: Send your completed **CARA and Activity Guideline** to – john.masters@ged.qld.gov.au for approval.

This CARA **MUST** be completed and **approved 1 (one) week prior** to the **Regional Selection Trial** day.

MANAGERS

Team Managers **MUST** complete and submit a **Qld School Sport Risk Management Representative Sports Event – Team Manager** template available from the Metropolitan East School Sport website at: <https://meteastschoolsport.eq.edu.au/supportandresources/formsanddocuments/documents/forms-managers/d4b-risk-management-manager.pdf>

This document **MUST** be completed and **approved 2 (two) weeks prior** to the regional team's **departure** for the State Championship. Send your completed document to – john.masters@ged.qld.gov.au for approval.

CONVENORS

Regional Trial Convenors **MUST** complete and submit a **Qld School Sport Risk Management Representative Sports Event – Convenor** template available from the Metropolitan East School Sport website at: <https://meteastschoolsport.eq.edu.au/supportandresources/formsanddocuments/documents/forms-convenors/d1b-representative-sports-event.pdf>

This form is to be submitted to the RSSO for approval at the same time as the Regional Trial Information Bulletin. Send your completed document to – john.masters@ged.qld.gov.au

Documents must be completed and submitted electronically (eg. via email). Once approved:

- A copy of the approved document will be returned to the person who submitted it and **must be archived at their school**.
- A copy of the approved document will be filed at the Regional School Sport Office.
- The details of the document will be entered in the Regional Sport Curriculum Activity Register filed at the Regional School Sport Office.
- Activities are to be conducted in accordance with the approved document, unless there is a sound reason for variation. Any significant variations should be discussed with the person who approved the document.

Once the approved activity has been undertaken, the *Monitor and Review* section of the document is to be completed. If there have been any changes made to the approved procedures in the document, a revised copy is to be sent to the Sports Office along with the Regional Report for your activity.

Please contact the Regional School Sport Office if you would like any clarification on any of these processes or if you have any other issues relating to curriculum risk management.