Managing Risks in School Curriculum Activities

This document summarises how curriculum risk management is to be undertaken in Northern Region. These curriculum risk management processes are based on the requirements of *Managing Risks in School Curriculum Activities* – the DETE Policy and Procedure Register that outlines our responsibilities 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.

1. All curriculum activities should be considered in terms of their associated hazards and level of risk to students and others involved in the activity.

2. For all curriculum activities (regardless of assigned level of Risk) team coaches MUST complete and submit a Curriculum Activity Risk Assessment (CARA) appropriate to their sport. These can be downloaded from the Department of Education One Portal website (see link below). Team managers MUST submit a QSS Representative Sports Event Team Manager CARA template (available from Northern Region School Sport Website).

3. These CARA’s **MUST** be completed and approved **1 (one) week** prior to the regional team’s assembly (training / competition). Send your completed CARA via email to – Northern Region School Sport – rob.armstrong@dete.qld.gov.au

4. Once approved:
   a. A copy of the approved CARA will be returned to the person who submitted it
   b. A copy of the approved will be filed at the Regional School Sport Office:
   c. The details of the CARA will be entered in the School Curriculum Activity Register filed at the Regional School Sport Office.

5. Activities are to be conducted in accordance with the approved CARA, unless there is a sound reason for variation. Any significant variations should be discussed with the person who approved the CARA.

6. Once the approved activity has been undertaken, the *Monitor and Review* section of the CARA is to be completed. Any significant issues should be brought to the attention of the person who approved the CARA.

Please contact your Principal or the Northern Region School Sport Officer if you would like any clarification on any of these processes or if you have any other issues relating to curriculum risk management.

**Important links**

- Curriculum Activity Risk Assessment (CARA) Forms – [Sport Specific](#)
- *Managing Risks in School Curriculum Activities*
- Curriculum Activity Risk Assessment (CARA) Guidelines