

MODULE 5 · REFERENCE CARD A

ANATOMY OF AN SOP

A field-by-field map of an EONZ SOP — what each part is for, who fills it in, and which form to reach for.

SECTION A	PLANNING INFORMATION	BUILT ONCE · STAYS THE SAME
PRIOR TO LEAVING	Lessons to cover with ākonga before the event — how to keep safe, what to do if lost, behavioural expectations, why we're going. Teaching content, not just admin.	
PRE-DEPARTURE CHECKS	Weather forecast, first-aid kit, health information, named medication, comms devices, volunteer approvals.	
ON-DEPARTURE CHECKS	Sign out, intentions and attendance lodged with the school office. The school knows where you are.	
MAJOR HAZARDS TO MONITOR	The significant risks identified in the RAS — lifted across so the staff team has them at hand on the day.	
OPERATIONAL LIMITS	Red / Orange / Green — the conditions that determine whether the event proceeds, needs reassessment, or is cancelled. See Reference Card B.	
STANDARD CONTROLS	The agreed safety practices for the event — supervision behaviours, boundary-setting, monitoring, rolls, comms and emergency response.	
EQUIPMENT	Three lists — safety equipment carried by staff, individual ākonga kit, and any group or leader equipment specific to the activity.	

SECTION B	EVENT-SPECIFIC PLANNING	FILLED EVERY TIME
EVENT NAME & DATE	This instance — not the template name.	
SITE / GROUP INFO	Weather dependence, who checks the forecast and when, who makes the final call, and what the contingency activity is.	
PARTICIPANTS NEEDING EXTRA SUPPORT	Named ākonga and what their plans require — medical, behavioural, accessibility.	
ROUTE & KEY LOCATIONS	Where you're going on the day — route notes, meeting points, hazards along the way, public toilets, water access.	
SUPERVISION STRUCTURE	Who supervises whom — ratios, sub-groups, named lead and assistant staff (cross-references to Module 3).	
FRONT OF MIND	Management controls in addition to the standard controls — the things specific to this group that staff must keep top-of-mind.	
EVENT-SPECIFIC CONTACTS	Out-of-town medical centre, instructor, parent contacts, transport providers — numbers to hand on the day.	
SITE MAP	Annotated map — route, boundaries, key features, emergency egress.	
ON-RETURN CHECKLIST	Roll check, sign-in, incident reports filed, kit returned, event review captured.	

CHOOSE YOUR FORM

Which SOP for this event?

3A
EOTC SOP

Trips away from school and the local community.

PAIRS WITH SINGLE-EVENT CONSENT
3B
Local Events SOP

Recurring local-area trips — bush walks, pool visits, library.

PAIRS WITH BLANKET CONSENT
3C
Transport SOP

Any trip involving vehicles — driver, vehicle and route controls.

SITS ALONGSIDE 3A OR 3B, NEVER ON ITS OWN
READING TIP

Section A is the work of the EOTC Coordinator and the activity expert — a one-off build derived from a current RAS. The Person in Charge of *this* instance fills in Section B.

If Section A doesn't match what you're about to do, the SOP is out of date — back to the RAS, then refresh Section A.

DON'T SKIP

Staff must be inducted on the SOP before they can use it. Operational Limits, in particular, only work if everyone knows what action follows each trigger.