

**MODULE 8 · REFERENCE CARD**

# EVENT EVALUATION

Three questions to structure every post-event review, an evidence matrix for who you ask and how, the no-blame rules that make honest review possible, and the “close the loop” chain that turns review into improvement.

**A THREE QUESTIONS TO STRUCTURE THE REVIEW**
**QUESTION 01**
**How effective was your planning & implementation?**

- Did the RAS capture the actual risks you faced?
- Did the supervision structure hold up?
- Did the SOP / operational limits get used as intended?
- Was the briefing understood by everyone involved?
- What did you find yourself doing that wasn't in the plan?

**QUESTION 02**
**What evidence will you collect, how, and from whom?**

- Staff debrief notes — same day or next.
- Student feedback — verbal, written, or anonymous.
- Parent / whānau feedback — especially on comms.
- External instructor or provider feedback.
- Incident & near-miss reports (if any).

**QUESTION 03**
**How does this review contribute to good practice in your school?**

- What updates land in the RAS template?
- What updates land in the SOP?
- What goes to the EOTC Coordinator or DP?
- What gets shared with the wider staff team?
- What lessons go into the next pre-departure briefing?

**B EVIDENCE MATRIX · WHO TO ASK AND HOW**

| FROM WHOM                            | HOW   | WHAT YOU'RE LOOKING FOR   |
|--------------------------------------|---|---|
| <b>Staff team</b>                    | Sit-down debrief · same day or next; written notes                                | What worked, what didn't, what surprised them. Where did the plan diverge from reality? What would they change next time?                 |
| <b>Students</b>                      | Verbal at end of trip; written short-form on return; option for anonymous channel | Briefing clarity. Did they understand the safety rules? What worried them? What did they enjoy / learn? Any near-misses staff didn't see? |
| <b>Parents / whānau</b>              | Brief email survey or feedback form post-event                                    | How well were they communicated with — before, during (if applicable), after? Anything they expected and didn't get?                      |
| <b>External providers</b>            | Direct conversation · debrief in person or by phone                               | How did our staffing, briefing, and group behaviour compare to other school groups? Suggestions for next year's event?                    |
| <b>Incident &amp; near-miss data</b> | Pull from incident-report forms and any reportable notifications                  | Patterns — same site, same type of activity, same time of year. Trends are signals; one-offs may be too.                                  |

**C THE NO-BLAME CULTURE · RULES THAT MAKE HONEST REVIEW POSSIBLE**
**WHY THIS MATTERS**

Accidents are almost never caused by one thing. They're the result of **system failures** and a chain of decisions in the lead-up and on the day. A no-blame culture allows honest review, learning, and improvement — without it, people protect themselves instead of the system.

**Four ground rules for your team:** (1) ask *what made this hard to do right?* before *who got it wrong?*; (2) report near-misses without fear — they're free lessons; (3) separate accountability conversations from learning conversations; (4) close every review with system updates, not personal undertakings.

Step 01  
**Hold the review**

Step 02  
**Update the RAS**

Step 03  
**Update the SOP / op limits**

Step 04  
**Update the briefing template**

Step 05  
**Brief next event's team**

If the review doesn't change a document or a behaviour, it didn't close the loop — it was just a conversation. The point of evaluation is the next event running better than this one did.