

## Teacher Checklist

### Planning For Excursions:

- Discuss proposed activity with school principal – well in advance of excursion date(s) (8-10 weeks)

#### Rationale for excursion:

- Curriculum connections including objectives
- Consider value of experience with respect to program cost
- Ensure the participation of as many eligible students as possible
- Estimate cost of excursions including additional supervisory costs
- Consider medical accommodations, special needs students, accessibility contingency plan
- Pre and post curriculum activities
- Schedule for the day
- Transportation arrangements
- Identification of possible safety or risk factors
- Medical and Emergency procedures
- Supervision ratio
- Communication to parents including required forms

#### Preparations for Excursion

- Principal's approval/support obtained. Educational Excursion Request Form (Appendix 1)
- School superintendent's signed approval obtained if necessary (Appendix 1)
- Bus arrangements are completed and confirmed.
- Two copies of either, the standard or school generated Parent/Guardian Permission Form (Appendix 2) sent out and one signed copy returned for each student.
- Medical Information is current.
- Section A Policy – Board Code of conduct has been reviewed with all trip participants. In particular, draw attention to the Standards of Behaviour as well as Section C Policy – Dress Code for Elementary and Secondary Students.
- Assess potential safety or risk concerns
- Meal arrangement – accommodation for dietary requirements
- Protocol for the use of electronic devices such as cell phones and iPods
- Provisions have been made for excursion participants to attend Sunday Mass
- Parameters for spending money
- Assign students to groups for supervision or curriculum purposes
- Make alternative curriculum and supervision arrangements for students remaining behind

- Deposit all funds collected from students in to School Bank account (refer to School Managed Funds Policy)
- Finalize supervision ratio – refer to Procedure 2.21 of Educational Excursions Policy
- Arrangements have been made for students requiring special care
- Clearly established routine for handling emergencies is in place:
  - ◆ Accidents
  - ◆ Lost Students
  - ◆ Fire
  - ◆ Anaphylaxis
- Where there is a need to administer medication, the teacher is responsible for developing an appropriate administration of medication plan in consultation with the parent/guardian, the student and the principal
- Review Emergency Response Checklist

**For overnight, out of country, or high risk excursions parent/guardian information meeting:**

- Cost, expected parental contribution
- Fundraising possibilities
- Curricular relevance
- Location, accommodation
- Insurance
- Expectations of behaviour
- Itinerary
- Special dietary, medical consideration
- Visas, Inoculations, etc.
- Outline potential risks and mitigating factors and receive signed informed consent (APPENDIX 7)

**Excursion Day:**

**Review with supervisors:**

- Supervisors have been assigned student groups as well as made aware of all specific student needs in their group (e.g. medical needs). Supervision guidelines are followed.
- Leave trip itinerary and emergency contact information at school office and ensure that trip supervisors have copies
- Ensure that parent/guardian contact information, medical and insurance information are with the teacher in charge of the excursion
- Provide trip manifest to bus driver and supervisors
- Carry an emergency first aid kit and medical log in order to plan for students who have medical conditions including those carrying epi-pens or needing medication
- Upon arrival at site, determine a meeting place and departure time

- Review details of the setting, boundaries, safety and risk issues, emergency exits, gathering
- Relevant educational activities and arrangements have been made for students who are not attending the excursion.

**Post Excursion:**

- Review outcomes/value of the activity
- Complete curriculum/course follow-up
- Feedback from students regarding merit and educational value of the trip
- Share outcome with parents