



*Appendix A*

## **Educational Excursion Checklist - Teacher**

### **Excursion Planning:**

- ☐ Schedule Teacher/Principal discussion at least 10 weeks in advance to review proposed activities, educational excursion policies, procedures, and the activity risk matrix to confirm compliance.
- ☐ Illustrate how excursion aligns with curriculum objectives and learning outcomes.
- ☐ Estimate the excursion cost, including supervisory costs and verify financial constraints will not prevent any student from participating. Consider value of experience with respect to program cost. Coordinate fundraising plans.
- ☐ Confirm accessibility for all students including medical and other needs. Consider alternative venues if needed.
- ☐ Review safety requirements – consult OPASSE guidelines including equipment, facilities, rules, instructions, and supervision.
- ☐ Develop a detailed itinerary including schedule, transportation, pre and post curriculum activities, and supervision ratio. Attach to Educational Excursion Request form.
- ☐ Complete and submit on-line Educational Request Form. Await approval before proceeding.
- ☐ Complete and confirm bus or other transportation arrangements.
- ☐ Communicate trip details to parents, distribute permission forms.
- ☐ Hold parent meetings for overnight or high-risk excursions to discuss:
  - Cost, expected parental contribution and fundraising possibilities
  - Curricular relevance
  - Location, accommodation, itinerary
  - Insurance requirements, visas, inoculations, etc.
  - Expectations of behaviour
  - Special dietary, medical consideration
  - Outline potential risks and mitigating factors
- ☐ Confirm appropriate insurance including:
  - Proof of liability insurance for privately owned venues
  - Out-of-country health insurance, repatriation coverage, accident insurance and trip cancellation insurance for out of country / overnight excursions
- ☐ Confirm all forms (permission, medical, insurance) are collected and stored in school office.



- ☐ Ensure supervision arrangements are made for students remaining at school and provide relevant educational activities.
- ☐ Confirm student medical information is current, develop contingency plans for emergencies, cancellations and other issues, including emergency response plans for accidents or anaphylaxis.



### **Excursion Day:**

- ☐ Ensure essential medical supplies (e.g. epi-pens, inhalers, medications) are taken on excursion. Where medication must be administered, the Teacher will develop an appropriate administration of medication plan in consultation with the parent/guardian, student and the Principal.
- ☐ Provide a copy of the trip manifest, contracts, emergency contact information and itineraries to the school office.
- ☐ Make arrangements for Sunday Mass attendance if the excursion extends over a weekend.
- ☐ Review trip supervisors and supervision ratio based on experience and the trip's complexity, adhering to volunteer policies, ensuring requirements for overnight and high-risk trips are met.
- ☐ Review and adhere to any specific policies for watercraft, canoeing, or other high-risk activities.
- ☐ Go over school's code of conduct with all trip participants, particularly the standards of behaviour. Instruct students that the code of conduct and discipline policy apply during excursions.
- ☐ Explain protocol for using electronic devices such phones, and parameters for spending money.
- ☐ Review any meal arrangements, double checking accommodation for dietary requirements.
- ☐ Review Emergency Action Plan.
- ☐ Assign student groups to supervisors and provide necessary information about student needs (e.g. medical requirements) and supervision guidelines. Ensure supervision guidelines are followed.
- ☐ Ensure that parent/guardian contact information, medical and insurance information are with the Excursion Leader.
- ☐ 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 location.



**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.



## **Educational Excursion Checklist - Principal**

- ☐ Confirm school staff has been informed of educational excursion policies and procedures

### **Excursion Planning:**

- ☐ Approve the Excursion Leader, supervisors, and volunteers, who will be participating in excursion based on the demands and complexity of the proposed activities.
- ☐ Verify that a detailed itinerary, aligned with the Ontario Curriculum expectations to participants, parents/guardians, has been attached to the Educational Excursion Request form.
- ☐ Ensure the excursion complies with the Equity and Inclusive Education Policy by confirming venue is accessible for students with disabilities, alternate venues may need to be considered. Confirm no student is excluded due to financial constraints. Approve fundraising plans in alignment with the Board's School Managed Funds, Fundraising, and Student Fees policies.
- ☐ Confirm parents are informed of trip details and requirements and signed parental/guardian Excursion Permission and Informed Consent is obtained and on record.
- ☐ Mandatory parent meetings must be held for overnight or out-of-country trips to outline curriculum and trip specifics. Parent Advisory Council should be informed as appropriate.

### **Excursion Day:**

- ☐ For High-Risk Excursions all safety requirements been put in place as per OPASSE guidelines.
- ☐ Any relevant Board policies and procedures are followed as appropriate.
- ☐ Confirm Excursion Leader is in possession of the following prior to departure:
  - Student Medical Information and medical supplies (Epi Pen, inhaler, medications etc.)
  - list of student participants and emergency contacts (copy is on file at school)
  - medical and insurance forms
  - Trip manifest (copy provided to bus driver)
- ☐ Ensure copies of the following are on file at school:
  - List of student participants and emergency contacts
  - Trip manifest, contracts and itineraries