FIELD TRIP / EXCURSION - PRINCIPAL'S CHECKLIST

EVENT DETAILS	
School:	**Event Date(s)**
Destination:	**Start:**
Activity:	**End:**
Teacher in Charge:	

CHECKLIST

- ☐ **The form was submitted within reasonable timelines as per policy.**
- ☐ **All data regarding dates, times, and destination(s) of the trip is included.**
- ☐ **Supervision data is included, and student/teacher ratios are being followed per policy.**
- ☐ **All volunteer supervisors have a current VSS on file in the school office.**
- ☐ **Funding data is included and accurate.**
- ☐ **Funding through application to the Student Achievement Fund (SAF) is indicated. If Yes:**
  - ☐ Copy of SAF Application is included and Part A is completed accurately.
  - ☐ SAF Application meets your approval? If Yes, sign and submit with Field Trip Form.
- ☐ **The method of travel is indicated.**
  - ☐ If rental vehicles are being used, ensure they have snow tires during timelines noted in policy.
  - ☐ If using personal vehicles, drivers have VSS, G licence, are 18 yrs of age, and are properly insured.
- ☐ **The Field Trip / Excursion is overnight.**
  - ☐ Accommodations information is included and complete, with name, address, and phone number.
  - ☐ Ensure Medical History Forms are completed and accommodations & Plans of Care are in place as needed.
  - ☐ Ensure supervision ratios are followed and that same-gender supervision will be in place for the excursion.
- ☐ **A fully detailed itinerary is included, either on the Field Trip Form or as an attachment.**
- ☐ **The field trip / excursion includes swimming or other aquatic activities. If Yes:**
  - ☐ A swim test is required for this activity. If Yes:
    - ☐ The swim test has been arranged and/or completed.
  - ☐ Ensure that the consent forms sent home indicate full details, and that specific consent is obtained.
- ☐ **The field trip/excursion contains an element of risk. If Yes:**
  - ☐ A detailed list of OPHEA Guidelines for the planned activity is included.
  - ☐ The activity is being organized by the teacher(s). If Yes:
    - ☐ A detailed outline of planned procedures to follow in order to comply with OPHEA is included.
    - ☐ A detailed list of all safety equipment involved is provided
    - ☐ Copies of certifications/qualifications of staff is provided if required for this activity.
  - ☐ The activity is being organized by an external provider. If Yes:
    - ☐ A Risk Management Package has been provided by the external provider. If Yes, it contains:
      - ☐ Policies & Procedures for: Emergency Response, Health & Safety.
      - ☐ Practices for testing and training of students in the activity.
      - ☐ List of emergency equipment & safety protocols in place
      - ☐ Supervision practices/ratios
      - ☐ Compliance with OPHEA Guidelines
      - ☐ Training/Certification of employees
- ☐ **The field trip/excursion is outside the community or overnight.**

If Yes, Submit the following to your Regional Superintendent's Office:

- ☐ Field Trip Form – signed and dated
- ☐ Detailed Itinerary, if on a separate sheet
- ☐ SAF Form, if applicable – signed and dated
- ☐ OPHEA Guidelines and Elements of Risk checklist items, if applicable

ROUTING – FIELD TRIP FORM:	**Supervising Teacher → Principal → Regional S.O. → School Office**
ROUTING – SAF & TRAVEL GRANTS: (Incl. copy of approved field trip form)	**Principal → S.O. of Outdoor/Experiential Education (J. Plaunt, c/o S. Bradford) → School Office**