

## TEACHER-LEADER FIELD TRIP CHECKLIST

	<b>The Teacher-Leader has:</b>	<b>Status (Yes/No/N/A)</b>
1.	Conducted a risk assessment process ( <b>Form 260-04</b> ) or the proposed site for the field trip and the activities to be included in the field trip.	
2.	Provided all participants with a description of hazards that may be encountered.	
3.	Discussed with the participants the measures to be taken to address any identified hazards and to mitigate such exposure/risk.	
4.	Established a chain of authority for all GYPSD staff, all contracted personnel and all volunteer supervisors involved in the field trip and has communicated it to all participants, the principal, and the Office of the Superintendent, where applicable.	
5.	Emergency procedures in place for any foreseeable contingencies that may arise on the field trip and has communicated them to all trip participants including the principal, and the Office of the Superintendent where applicable.	
6.	Advised all supervisors of their responsibilities identified in the chain of authority.	
7.	Assigned each student participant to a supervisor and has provided each supervisor with a list of the names of the students for whom they are responsible including contact information.	
8.	Identified any and all students with disabilities or students requiring special attention and has identified the supervisor for each of these students.	
9.	Provided for the required training, preparation and orientation of all student participants.	
10.	Ensured that all required training, preparation and orientation of all GYPSD staff, all contracted personnel and all volunteer supervisors involved in the field trip has been completed.	
11.	Ensured that an appropriately equipped first aid kit is available and accessible during the field trip.	
12.	Ensured that sufficient staff and volunteer supervisors are able to use the contents of the first aid kit appropriately.	
13.	A complete list of all student participants while on the field trip including contact information.	
14.	Information regarding the medication and medical needs of all student participants and volunteers while on the field trip.	
15.	A list of telephone contact numbers and a cell phone (when available and appropriate) while on the field trip.	

16.	Ensured required testing of student abilities where relevant. This includes when and where the test(s) is to be administered and the identity of the person administering the test(s).	
17.	Provided the Principal and the Office of the Superintendent with an Application for Field Trip ( <b>Form 260-05</b> ) that contains all of the required information under AP 260.	
18.	Corrected any deficiencies as required by the principal and/or the Office of the Superintendent.	
19.	Received approval for the field trip from the authorized authority as per <b>Appendix A</b> .	
20.	Provided the parents or guardians with the information about the field trip as required under AP 260.	
21.	Written parental or guardian permission for each student's participation in the field trip ( <b>Form 260-07</b> ).	
22.	Written parental or guardian permission for each student participating in the field trip to travel in a private vehicle if one is to be used ( <b>Form 565-03</b> )	
23.	<b>CATEGORY C &amp; D TRIPS ONLY</b> All students bringing their Alberta Personal Health Card when traveling <b>out of the province</b> .	
24.	<b>CATEGORY D TRIPS ONLY:</b> (a) Contacted the Office of the Superintendent to check on the necessity to have a Certificate of Insurance extending coverage for any part of the field trip.  (b) If required, received confirmation that extended coverage is in place.	
25.	<b>CATEGORY D TRIPS ONLY</b> Ensured that students, staff and volunteers have the required extended medical coverage for any field trip <b>out of the country</b> .	

**Signature of Teacher-Leader Once Completed: NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**DISTRIBUTION: File at school level**