

**TEACHER-LEADER FIELD TRIP CHECKLIST
CATEGORY B, CATEGORY C AND CATEGORY D FIELD TRIPS**

	The Teacher-Leader:	Status
1.	Had conducted a risk assessment for the proposed site for the field trip and the activities to be included in the field trip.	
2.	Has ensured that all participants are provided with a description of hazards that may be encountered and any hazards that may be inherent in any activity involved.	
3.	Has 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.	
4.	Has established emergency procedures for any foreseeable contingencies that may arise on the field trip and has communicated them to all trip participants.	
5.	Has contacted the Assistant Superintendent – Business Services to check on the necessity to have a Certificate of Insurance extending coverage for any part of the field trip.	
6.	Has checked to ensure that students, staff and volunteers have the required extended medical coverage for any field trip to a location out of the country.	
7.	Has ensured that all supervisors have been advised of their responsibilities identified in the chain of authority.	
8.	Has 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.	
9.	Has identified any and all students with disabilities or students requiring special attention and has identified the supervisor for each of these students.	
10.	Has provided for the training, preparation and orientation of all student participants.	
11.	Has provided for the training, preparation and orientation of all GYPSD staff, all contracted personnel and all volunteer supervisors involved in the field trip.	
12.	Has provided for an appropriately equipped first aid kit to be available and accessible.	
13.	Has ensured that sufficient staff and volunteer supervisors are able to use the contents of the first aid kit appropriately.	
14.	Will be carrying a list of all student participants while on the field trip.	
15.	Will be carrying information regarding the medication and medical needs of all student participants and volunteers while on the field trip.	

16.	Will ensure that all students will be carrying their Alberta Personal Health Card when traveling out of the province.	
17.	Will be carrying a list of telephone contact numbers and a cell phone (when available and appropriate) while on the field trip.	
18.	Has ensured that each class is provided with a description of hazards that may be encountered and any hazards that may be inherent in any activity involved.	
19.	Has provided for the testing of student abilities where relevant. This will include when and where the test is to be administered and the identity of the person administering the test.	
20.	Has drawn up a list of particular points to be covered with each class with respect to procedures 8.1.1, 8.1.2, 8.1.3, 8.1.9 and 8.1.11.	
21.	Has provided the school principal or Assistant Superintendent – Learning Services with a field trip proposal that contains all the information the Principal requires to make a decision under 8.2 of the Field Trip policy.	
22.	Has corrected any deficiencies as required by the Principal.	
23.	Has received approval for the field trip from the Principal.	
24.	Has provided the parents or guardians with the information about the field trip required under procedure 11.1.	
25.	Has received written parental or guardian permission for each student's participation in the field trip.	
26.	Has received 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.	

DISTRIBUTION: File at school level