



Off-Site Activity Checklist Administrative Procedure 8.80.C

8.0 Safe Schools

- 8.80A: Off-Site Activity Proposal completed
- 8.80B: Off-Site Activity Detailed Plan completed (higher risk activities/overnights only)

NOTE: Not all items will be relevant.

Teacher(s) in charge need to:

- Make Preliminary arrangement with off-site location(s) (date, time, etc.)
- Check on bus availability; book bus; make any other transportation arrangements
- Review travel route/check on current road conditions (in conjunction with bus driver)
- Consider weather conditions (general patterns and specific to travel days)
- Consider adjusting plans based on weather conditions (Too hot? Too cold?)
- Confirm with off-site location(s)
- Confirm accommodation arrangements: consider hygiene, clean water, food preparation, etc.
- If activities are being led by outside agencies, check on qualifications
- Arrange supervision/arrange volunteers (see **Procedure 1.A.10: Adult Volunteers**)
- Provide confirmed details to school office
- Share details with parents and students; meeting(s) needed?
- Do any necessary prior prep with students (examples: skills, attitudes, clothing, equipment, etc.)
- Complete, send home and collect permission slips
- Provide contact information to parents if activity occurs outside of school hours or is an overnight
- Ensure all parental consents are collected (e.g., consent to attend, acknowledgement of risk, consent to secure medical treatment)
- Collect relevant student health and medical information from parents
- Make plan around first aid kit/share info re: who is certified
- Review plans around students with special needs
- Address additional insurance needs; essential for travel outside of Canada; contact MSBA for more information
- Meet with other supervisors and any volunteers to share relevant details and discuss roles/responsibilities
- Complete all financial planning / budgeting / fundraising, etc.

- Ensure *safety plan* is appropriate (i.e., procedures for managing the risks of the activities, environments and participants)
- Ensure *emergency plan* is in place to deal with injured/ill/lost/stranded participant(s)
- Consider: first aid kits, communications equipment, EMS access, back-up transportation plans, etc.
- Have appropriate alternative contingency plan(s) if the trip/part of the trip can't happen
- Collect all needed documents: schedule, permits, passenger lists, medical information, emergency contacts of participants, etc.
- Review expectations for behaviour and participation with students prior to departure
- Review ***Procedure 8.80: Off-School Site Programs and Activities***
- Make any alternate for plans for students not participating
- Consider how success of activity will be evaluated

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