Evrigrein Steel Origin

EVERGREEN SCHOOL DIVISION C: OFF - SITE ACTIVITY CHECKLIST

	8.80 A: Off – Site Activity Proposal completed
	8.80 B: 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 arrangements 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 <i>Procedure 1.A.10: Adult Volunteers</i>)
	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
1	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
OTHER: