

SD42 OUT OF COUNTRY FIELD TRIP CHECKLIST
(In accordance with Policy No. 8901 and Procedure No. 8901.2)

School:	Date of Trip:
Organizer:	Destination:
Policies and procedures have been reviewed:	Grades participating:
	Number of students participating:

GENERAL MATTERS

Is this a curricular field trip?

Do the education benefits outweigh any potential safety risk?

– Please provide details:

Is the proposed field trip suitable to the age and maturity of the students?

– Please provide age of students and details:

– Please provide number of school days being missed if over 3 days:

– Please provide an explanation:

Adequate supervision

– Please describe supervision details including ratio of adults to students:

– Any specific skills required i.e., life guarding?

Have volunteer supervisors attended an orientation meeting?

Yes: ____ Date: _____ No: ____

CUSTOMS & PRACTICES

What is Canada's travel advisory for the country you intend to visit?

<http://travel.gc.ca/travelling/advisories>

Note: If advisory is other than "*exercise normal security precautions*", trip preparations should be halted – trip insurance may be invalidated. Please check with the Assistant Superintendent before finalizing trip plans.

- ☐ Checked before the trip planning stage?
- ☐ Re-checked at a time before departure, where refunds are still available from service providers?
- ☐ Re-checked at departure time?

What is the destination country's travel advisory? (Check high commission and embassy re: security concerns and advisories of the destination location)

Note: If advisory provides for other than normal security cautions, trip preparations should be halted – travel insurance may be invalidated. Please check with the Assistant Superintendent before finalizing trip plans.

- ☐ Checked before the trip planning stage?
- ☐ Re-checked at a time before departure, where refunds are still available from service providers?
- ☐ Re-checked at departure time?
- ☐ Prior to planning an international trip both the Principal and Assistant Superintendent have been consulted and they supported planning the trip.

TRAVEL DETAIL
<p>The following identification requirements have been verified for the trip:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Passports <input type="checkbox"/> Parental permission slips <input type="checkbox"/> Sworn parental affidavit for travel abroad without parents
<p>The school has asked parents/guardians for and received proof of valid travel insurance for their child (out of province medical benefits):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Confirmed that the entire date period of trip is covered <input type="checkbox"/> Travel insurance verified as covering the appropriate trip circumstances and refund conditions
<p>The travel agency refund policy has been checked for coverage re:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Natural disasters <input type="checkbox"/> Terrorism threats <input type="checkbox"/> Trip cancellation by school district <input type="checkbox"/> Parents/guardians are aware of the trip cancellation cost <input type="checkbox"/> Please provide details – i.e. health emergencies/pandemics
<p>What is the contingency plan of the school and contractors involved in organizing the trip? Provide details:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Flight cancellations <input type="checkbox"/> Destination accommodation inaccessibility <input type="checkbox"/> Need for early departure <input type="checkbox"/> Food or drink contamination <input type="checkbox"/> Health epidemic <input type="checkbox"/> Airport/border closure
<p>Contractors involved in organizing the trip are insured against liability:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Travel Agent <input type="checkbox"/> Accommodation organizations <input type="checkbox"/> Museums and other event organizers
<p>Parents attended a pre-trip meeting?</p> <ul style="list-style-type: none"> <input type="checkbox"/> At the parent pre-trip meeting, notes have been taken <input type="checkbox"/> At this meeting waiver and consent forms have been signed <p>Students attended a pre-trip meeting?</p> <ul style="list-style-type: none"> <input type="checkbox"/> At the student pre-trip meeting, notes have been taken <input type="checkbox"/> The following topics have been covered: behaviour, responsibility for own safety, clothing and equipment etc. <input type="checkbox"/> Contact names, telephone numbers, email addresses are on file for parents/guardians
<p>Waivers and consent forms have been prepared and signed? Do the forms:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clearly state full description of the trip dates and duration, travel arrangements, accommodation, activities <input type="checkbox"/> State number of students attending and supervision arrangements, ratio of supervisors to students <input type="checkbox"/> State what to bring for luggage, clothing, etc. <input type="checkbox"/> Provide a detailed description of all conceivable risks <input type="checkbox"/> Explain the need for travel medical insurance and what to look out for in obtaining it <input type="checkbox"/> Parents/guardians are aware that trip attendance is voluntary <input type="checkbox"/> Parents/guardians are aware that the school district's obligation of care to its students may cause it to cancel the trip if it perceives that the risk of travel is too great and that parents may not be reimbursed for costs paid <input type="checkbox"/> Parents/guardians are aware that as a result of erring on the side of safety, the school district may employ contingency plans that could result in additional costs to parents (i.e.: trips being ended prematurely, student relation to safer accommodation, etc.) <input type="checkbox"/> Parent/guardians have been made aware of the school districts limit in liability <input type="checkbox"/> Parents have been advised from whom to seek answers if they have questions <input type="checkbox"/> The waiver/consent form has been reviewed by the Assistant Superintendent