Lakehead District School Board Extended Field Trip/Excursion Risk Assessment Checklist

The following is a checklist which displays the organized state of the trip and pertinent aspects of planning for extended field trips and international excursions.

	Section 1: Transportation	N/A	Teacher Agreed	Principal Agreed
1.1	Mode of Transportation to be used: check all applicable o School bus. o Charter Bus. o Taxi. o Passenger Van. o Volunteer Driver. o Watercraft. o Aircraft. o Rail, subway, shuttle train. o Other.			
	Distance required to travel to destination (check applicable) o Within community. o Within 100 km. o Within Ontario. o Within Canada. o Outside of Canada.			
	For all modes of transportation, the following will be completed: o A master list of students in each carrier/vehicle see Appendix H. o Duplicate lists are kept in the school office. o Students are not permitted to travel in carrier/vehicle other than those to which they were assigned unless there is an emergency.			
	If a vehicle used for transport is being rented: o It will be driven exclusively by LDSB employees. o Full insurance coverage will be purchased through the rental agency.			
	o If transportation is being provided through a tour company or third party vendor, the tour company/third party vendor has been advised of the need to comply with Policy 6020.			
	o Expected travel conditions considerations e.g., air traffic delays (weather), road construction.			
	Volunteer Driver Considerations o Aware of LDSB Transportation Policy, Use of Privately Owned Vehicles by Parents/Guardians, Volunteers and or Staff to Transport Students o Aware of and agree to follow Procedure 6020.			

	○ Student drivers are discouraged for extended field trips - in exceptional cases and following a suitability interview with the student by principal.			
	○ Access to a private vehicle or alternative transportation has been considered in case of emergency when the excursion is in a rural/remote location.			
	○ For walking excursions, students will walk in configurations formed to control the group.			
	○ Other:			
	SECTION 2: ACTIVITY **EXTENDED FIELD TRIP / EXCURSION**	N/A	Teacher Agreed	Principal Agreed
	○ The field trip / excursion is relevant to curriculum expectations.			
	○ The students will be able to apply the knowledge acquired from the field trip/excursion to classroom activities before the end of the course or school year.			
	○ The staff supervisor / organizer has provided an itemized breakdown of the cost of the activity including which portions will be subsidized and what amount will be collected from students.			
	Level of risk due to natural elements have been considered: ○ extreme heat/cold/wind ○ tidal conditions, currents, wave action ○ natural elements – avalanche, mudslide, flood, disease outbreak, volcanic activity ○ extreme weather or environmental factors – hurricanes, tornado, ice or snowstorm, earthquake			
	An emergency response plan or contingency plan is in place including: ○ emergency communication. ○ contact information for emergency services at travel destination. ○ special medical needs of students. ○ for items with higher risk the supervisor has provided a list of precautions that will be taken to minimize risk.			
	○ supervisor(s) have been informed and understand that they are to make no changes to the scheduled itinerary without approval of the principal or designate, who will be available for the duration of the excursion.			

		N/A	Teacher Agreed	Principal Agreed
	The extended field trip / excursion is sanctioned by another governing body and their standards are being followed. These include: o OPHEA guidelines. o Skills Canada. o OFSAA. o Wilderness First Aid for Outdoor Education Excursions. o OSBIE School Board / Snow Resort Safety Guidelines. o Transport Canada (Watercraft). o Technical Standards and Safety Authority (TSSA). o Other:			
	o The activity is planned at a time when it does not interfere with days of cultural or religious significance.			
	o The destination is physically accessible for all students and supervisors attending, including those with differing abilities.			
	o The service provider / destination will provide a refund of deposits or prepaid amounts if the activity is cancelled.			
	o The service provider / destination will allow final payment to be based upon only the students attending.			
	o The service provider has not asked the school or Board to sign off on any waivers or contracts that will indemnify or hold harmless third parties (vendors, transportation providers, excursion/activity providers).			
	o Where boating excursion are involved, there are properly fitting life jackets for all adults and students as well as lifesaving equipment and the vessel complies with Transport Canada as indicated on boat operator's insurance.			
	Section 3: PARENT/GUARDIAN COMMUNICATION	N/A	Teacher Agreed	Principal Agreed
	o A caregiver information meeting will be held to explain risks and to answer questions.			

		N/A	Teacher Agreed	Principal Agreed
	Caregiver Information Meeting will Include: o all planned activities and itinerary. o supervisors and ratio of adult supervisors to students. o student behaviour expectations and consequences for non- compliance. o contingency plans and emergency information. o medical insurance coverage and baggage insurance. o Prevalent Medical Conditions Safety Plan form and Consent Forms to be filled out and signed. o cancellation insurance through third party vendor along with information of opt in or opt out coverage. o financials including costs, personal costs a student should expect to incur, fundraising activities (refer to Policy 8012). o information regarding travel insurance through third party vendors if available. o possible cancellation reasons and costs if an event or field trip is cancelled. o LDSB reserves the right to cancel the trip at any time based on safety concerns.			
	o Safety standards applicable to high-risk activities which will be undertaken outside the province/country meet the OPHEA Safety Guidelines and LDSB procedures.			
	o A daily itinerary is prepared including all activities and any free time, which will include direct supervision at all times. The Itinerary for out of province and out of country excursions will be provided with this checklist to the superintendent.			
	Parent/Guardian package includes: o a detailed itinerary and description of field trip. o supervisor names and contact numbers. o potential risks and mitigation strategies. o documentation required e.g., passports, immunization. o medical and support plans developed with caregiver. o supplies, equipment, clothing required. o insurance coverage that might be required. o costs including non-recoverable expenses in the event of cancellation. o special items e.g., expectations, responsibilities.			
	Other.			

	SECTION 4: STUDENT COMPOSITION	N/A	Teacher Agreed	Principal Agreed
	○ Consideration has been given to the impact on student learning needs as a result of staff supervisor(s) being outside the classroom and Length of time students will be away from the classroom.			
	○ Students have a minimum degree of skill or experience required to undertake this activity, including any prerequisite training or in class/on site preparation, as determined by a qualified coach or certified instructor.			
	The activity is suitable for the age range of the students: ○ Physical size – height/weight. ○ Maturity level. ○ Ability to comprehend rules / restrictions and follow safety instructions.			
	○ The time required to transport the students to / from the activity is reasonable based on the age/composition of the student group.			
	○ A safety plan has been developed for students including a Behaviour Plan and/or Safety Plan and/or Medical Plan and shared with all supervisors.			
	○ Special consideration should be given to students presenting with mental health concerns (diagnosed or undiagnosed). Mental health safety plans have been developed for students considered high risk.			
	○ Students will not be excluded from the activity as a result of known medical history, allergies; physical limitations, injuries; special needs; lagging skills.			
	○ Students have adequate notice to obtain any special documentation to participate e.g., passports, visas, immunization records.			
	○ Special accommodation or additional resources will be available for students whose first language is not English, and for students with other communication differences.			
	○ Supervisors will make every effort to ensure that photographs are not taken of students without a signed photo/media consent.			
	○ Students, supervisors, and other staff members have been advised NOT to advertise the excursion activities or photographs on social media or any other public forum prior to and during the event for the protection of participants.			
	○ Students of legal age and supervisors understand that purchase and/or consumption of alcohol on the excursion is prohibited whether in Ontario or outside the province/country.			

		N/A	Teacher Agreed	Principal Agreed
	○ Arrangements for overnight accommodations will include consideration of the following: student medical conditions/ needs; student gender/self-identification; safety of accommodations and surrounding area.			
	Other:			
	SECTION 5: SUPERVISION	N/A	Teacher Agreed	Principal Agreed
	○ The number of supervisors attending the activity meets the minimum supervision ratios outlined in Procedure 6021.	○		
	○ Environmental factors that would impact supervision have been considered. Examples include official tours vs self-guided tours; obstructions in sight lines; dispersed groups; navigating through large crowds	○		
	Contingency plans are in place in case of: ○ Late arrival/early departure of students. ○ Supervisor or student injury or illness. ○ Supervisor or student being detained by authorities. ○ Travel changes due to weather, traffic, commercial provider scheduling. ○ Flight risk, student leaving the premises.	○		
	○ A LDSB staff member will be in charge of the extended field trip/excursion at all times.	○		
	○ All volunteers have been properly screened and have submitted required documents as per LDSB Volunteer Handbook.	○		
	○ All volunteers have been advised of their duties and expectations.	○		
	○ For travel to a rural/remote location where high-risk activity is undertaken, at least one of the supervisors/instructors holds current first aid & CPR qualifications.	○		
	○ Supervisors and volunteers have access to first aid supplies. Supervisor will bring a first aid kit on the excursion as provided by the school.	○		
	○ An alternate supervisor is designated in case the lead supervisor is unavailable on the date of the extended field trip/excursion. ○ Name of alternate:	○		
	○ The itinerary ensures that there is no unstructured free time where students are not supervised.	○		

	○ Supervisors and/or instructors have the required specialized training and/or certifications as identified by OPHEA guidelines, Wilderness First Aid, and/or Skills Canada.	○		
	All supervisors and volunteers are known to the principal and demonstrate the following characteristics: ○ Maturity. ○ Rapport with students. ○ Maintains confidentiality. ○ Exercises good judgement. ○ Ability to maintain vigilance and awareness. ○ Ability to act independently. ○ Reliable, good attendance. ○ Ability to refrain from inappropriate actions, i.e., substance use.	○		
	All supervisors/volunteers are able to be responsible for the students attending the extended field trip / excursion by: ○ Supporting any student in need of assistance. ○ Acting independently from any family members attending (students or other supervisors). ○ Not bringing any dependents under the age of 18 years.	○		
	○ The school is able to cover, through the school budget, additional costs incurred for supervision in order to conduct this extended field trip/excursion e.g., occasional teachers.	○		
	○ If class coverage is required, occasional teacher(s) and/or support staff have been arranged to be paid for out of school budget funds.	○		
	○ Emergency communication devices will be available to LDSB staff and volunteers e.g., staff have a cell phone; LDSB satellite phone; 2-way radio.	○		
	○ A list of all students and supervisors attending out of province and out of country excursions will be provided with this checklist to the superintendent.	○		
	Other:			

PLEASE NOTE

The Extended Field Trip Medical Information (Appendix A to Form 2), Consent Form (Appendix B to Form 2) and Prevalent Medical Conditions Safety Plan must be filled out for each student and signed in the appropriate places. This form should be readily available to the supervisors throughout the trip. Copies are to be left at the school in a secure yet accessible location for administration if necessary.