



**HOLY SPIRIT CATHOLIC SCHOOLS**  
**Out of Province/Out of Country**  
**Final Approval and Authorization**

PART C

Field Trip Checklist

*Reference: Administrative Procedure 349 – Field Trips*

Name of School

Date of Field Trip

Destination of Field Trip

While field trips and excursions have positive educational value, care must be taken to ensure that field trips and excursions are organized in a manner that maximizes educational benefit and ensures the protection and safety of students.

The Principal has therefore:	YES	NO
1. Reviewed the completed Division Field Trip Form and supporting information	<input type="radio"/>	<input type="radio"/>
2. Determined whether or not the field trip meets the definition of a field trip	<input type="radio"/>	<input type="radio"/>
3. Determined whether safety requirements and appropriate supervision levels have been met	<input type="radio"/>	<input type="radio"/>
4. Gave final approval with respect to volunteers/chaperones	<input type="radio"/>	<input type="radio"/>
5. Consulted with the Superintendent if there are either students or parent expectations related to the activity that must be addressed to sustain safety of students and expertise of instruction or supervision as specified through the criteria listed in Section A of Administrative Procedure 349 – Field Trips	<input type="radio"/>	<input type="radio"/>
6. Determined whether or not the activities of the trip are suitable to the age, mental and physical condition of the participants	<input type="radio"/>	<input type="radio"/>
7. Determined if field trip authorization is granted or not, based on at least the criteria listed below, and notified the Lead Teacher accordingly	<input type="radio"/>	<input type="radio"/>
8. Has made the final decision for within city and within province field trips	<input type="radio"/>	<input type="radio"/>

Have the following criteria been considered in the evaluation, review and determination of whether or not authorization should be given for the field trip:

1. Curriculum appropriate	<input type="radio"/>	<input type="radio"/>
2. Safety concerns	<input type="radio"/>	<input type="radio"/>
3. Precautions in place to deal with safety concerns	<input type="radio"/>	<input type="radio"/>
4. Age and grade appropriateness	<input type="radio"/>	<input type="radio"/>
5. Assessment of student ability to perform expected tasks	<input type="radio"/>	<input type="radio"/>
6. Venues	<input type="radio"/>	<input type="radio"/>
7. Supervision levels	<input type="radio"/>	<input type="radio"/>
8. Cost, budgeting and fundraising	<input type="radio"/>	<input type="radio"/>
9. Supervisors selection and training	<input type="radio"/>	<input type="radio"/>
10. Level of knowledge of Lead Teacher and supervisors regarding field trip policies and safety guidelines	<input type="radio"/>	<input type="radio"/>
11. Familiarity of Lead Teach and supervisors with the venue, if applicable (for example, wilderness terrain	<input type="radio"/>	<input type="radio"/>
12. Sufficiency of information to be provided to parents regarding field trip details	<input type="radio"/>	<input type="radio"/>
13. Whether parent meetings are necessary, and if deemed necessary, ensure that these have or are scheduled to take place	<input type="radio"/>	<input type="radio"/>
14. Additional required insurance coverage, if applicable	<input type="radio"/>	<input type="radio"/>



- 15. Field trip itinerary and activities
- 16. Transportation
- 17. Accommodation
- 18. Special clothing and equipment requirements and their availability
- 19. Special medical requirements (for example, vaccinations)
- 20. Whether special expertise (for example, local guides) is required
- 21. Security
- 22. Emergency and communication arrangements
- 23. Evacuation procedures, if applicable
- 24. Whether special certification is required (for example, lifeguards, First Aid certification)
- 25. Any other relevant information as deemed appropriate
- 26. The Principal has communicated to the school community and parent that insurance coverage is void and inapplicable in the event of terrorist acts
- 27. There is evidence that the feasibility of the trip is warranted given current global circumstances (Attach Foreign Affairs Canada Report)
- 28. Provisions have been made to enable students to participate in a Sunday Liturgy or Sunday Eucharist

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Superintendent's Signature

Date: \_\_\_\_\_