



EDUCATIONAL EXCURSION PLANNING GUIDE FOR STAFF

Staff must consider the following when planning an educational excursion.

Program

- Ensure the educational excursion program is related to the classroom program.
- Outline the purpose and objectives of the excursion for use with parents/guardians and approval requirements.
- Provide a brief summary of the educational activities involved in the excursion.

People Involved

- Consider and list the number and names of students, staff and other adults.

Dates and Times

- Establish the date and time of the departure and return.
- Establish the location for the departure and return.
- Organize a home phone chain plan in order to provide notification of delays or changes.

Regular School Program

- Ensure coverage of regular classes and other duties for teacher on the excursion.
- Arrange appropriate program for students not on the excursion.
- If students participating in the excursion miss regular classes, ensure arrangements are made to cover missed work.

Finances

- All expenses including transportation, meals, rentals, admission fees, and miscellaneous should be detailed.
- All sources of revenue, for example, fund raising, student charge, Board support, must be clearly outlined.
- Parents must be advised of all costs.

Safety Procedures

- Check out medical facilities in the area to be visited.
- Know the medical qualifications of staff.
- Inspect First Aid kits. Update if necessary.
- Know the qualifications of all staff for high-risk activities.
- Establish on-site safety procedures.
- Be aware of health information of all students.
- If special needs students are on the excursion, ensure arrangements are made for appropriate assistance.
- Ensure a communication system is in place such as a check in through cellular phone or radio as appropriate.

Trip Itinerary

- Outline arrangements for meals (if any).
- Outline arrangements for mode of transportation and route.
- Detail special arrangements such as attractions and events.

Consent Forms

- Parents provide consent and form completed/filed in school office.

Prior to Departure

- Leave the final list of participating students in school office.
- Ensure trip supervisor has a master list of all student information.

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