

Checklist for Higher Risk Activities

The purpose of this tool is to assist

- teachers/leaders in self-checking their planning of activities, and/or
- jurisdiction or school-level administrators to ascertain that a proposed activity or off-site experience is well-planned with respect to safety.

It is up to the teacher/leader to provide sufficient information on the form and in related attachments so that the reviewing administrator can be confident each item has been or will be adequately addressed.

The intent is **not** for administrators and districts to look for reasons to refuse a request for an activity or trip by finding one or two things incomplete or inadequate in the trip plan. Again, in the spirit of supporting excellence in education, administrators are encouraged to use this tool where and when appropriate to work with the teacher/leader within a **Getting to Yes** philosophy. If a gap in the planning emerges, work together to fill it (e.g., training, supplementary leader or volunteer with the capacity) and get on with it.

Not all items will be relevant to every activity or outing. Also, it will likely prove redundant and frustrating if administrators require experienced teachers with excellent safety records to provide full, written documents to support every point. Where a new teacher/leader is planning a major activity or outing for the first time, or even where an experienced teacher/leader is taking a group to a location no one in the leadership group has been to before, that may be an appropriate time to require more complete documentation.

Use common sense. Tools such as this are intended to enhance safety where there are a lot of unknowns, not build barriers to otherwise long-running safe programs. Work with staff and volunteers toward reasonable documentation.

To use this tool, the teacher/leader or reviewing administrator may simply place a checkmark in the checkbox column for items that have been satisfactorily "met", an "X" if not achieved, a "?" if unsure based on the information available, and a "-" if the item is not applicable. The items marked "X" or "?" may then be further completed (teacher/leader) or if form is being used by a reviewing administrator, discussed with the leader or directed back to them for further attention/clarification.

CHECKLIST FOR HIGHER RISK ACTIVITIES

☑ = Met

X = Not Met

? = Need More Information

- = Not Applicable

GENERAL	
Met	Criteria
	Administrative process respected submitted with appropriate administrator time considered- 30 days (Superintendent/Director of Instruction & School Admin) <ul style="list-style-type: none"> ✓ Form 260-05 Proposal of Higher Risk Activity ✓ Form 260-06 Parent/Guardian Consent for Higher Risk Activities
	Plan in place to brief supervisors re: trip purpose, logistics, roles/responsibilities, safety plan, emergency plan, etc. – copy of all documents to admin and office
	School Admin and office to receive a copy of trip plan, signed consents, passenger lists and other relevant documentation.
	Educational and/or other value of the activity/trip is evident (e.g., <i>goals, objectives</i>)
	Activity/trip is appropriate for the students (e.g., <i>age, preparation, and follow-up</i>)
	Duration of the activity/trip is appropriate and accommodates the school calendar
	Destination or route assessed and appropriate <ul style="list-style-type: none"> ✓ Reconnaissance, pre-visit of area in a reasonable timeframe- check communications site specific ✓ Attach map of location and routes
	Itinerary and activities are outlined and fit the objectives – Schedule Template (<i>Location / Activity / Time / Leaders / Objectives</i>)
	List of students, home contact person, other pertinent student information- Copy to admin, school office, all trip volunteers, teacher in charge
	Parent/guardian information meeting date is planned, if holding one is appropriate for the trip (e.g., multi-day adventure trip) <ul style="list-style-type: none"> ✓ Information letter to parents describing trip plan ✓ Information meeting
	Parental/guardian Consent for Higher Risk – Form 260-06
	Relevant student health and medical information and emergency contacts secured
	Relevant teachers notified as to student absences, classes to be covered (TTOC booked).
	Alternative activity and arrangements organized and confirmed for non-attending students
	Budget and financial arrangements appropriate (e.g., financial accessibility, sources of funding, payment schedule)
	Transportation arrangements acceptable (type of vehicle and type of driver, boat, bus, other) and parental/guardian consent secured <ul style="list-style-type: none"> ✓ Form 260-02 Volunteer Driver Application
	Number of supervisors and supervision plan are appropriate for group, activities and sites/areas <ul style="list-style-type: none"> ✓ Form 260-13 Volunteer Health Form for Higher Care Activities and Travel ✓ Criminal Record Checks complete - <i>for overnight trips only (include all contractors, chaperones, volunteers parents etc.)</i> ✓ AP 490-Code of Conduct
	If overnighing, accommodations arrangements are acceptable, (e.g., safety, hygiene, security)
	Leadership is competent to instruct/lead the particular group in the identified activity(ies) and environment(s)
	Additional insurance needs addressed, if relevant (e.g., out-of-province medical, hospital care)

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Outdoor Education – See also “General”	
	Activity/Trip preparation (e.g., <i>knowledge, skills, attitudes, fitness, clothing, equipment</i>)
	Communication with Stakeholders. Role and Responsibility communicated.
	Risk Analysis and Management plan is in place and communicated with others (i.e., procedures for managing the key inherent risks of the activities, environments and students)
	Emergency plan is in place to deal with injured/ill/lost/stranded student(s) or other members of the group (e.g., training, kits, communications equipment, back-up transportation, Emergency Services contacts)
	First Aid kit and medications, all supplies full understanding of use, medications are doubled and separated.
	Designated First Aid person on trip.
	All communications devices are in working order, understanding of use, back-up, and charged (eg. radio, SPOT, sat phone etc.)
	Confirmation of the presence of appropriate alternative contingency plan(s)(Plan B) if the trip/part of the trip can't happen
	Destination contact and phone number, (e.g., outdoor centre, camp, local authority(ies))
	Students, volunteers and teachers have participated in pre-trip skills needed to be best prepared for this activity (eg. Kayak pool session, day hike with gear, gear checks, school field snowshoe practice, swimming safety etc.)
	Plan to ensure all students are clear re: rules, behavioral expectations and consequences
	List of documents leader will carry (e.g., trip plan, permits, passenger lists, medical conditions and emergency contacts of students).
	A current class list with students name, medical insurance number, doctors name, home phone numbers, addresses of each person, and any medical problems. Copy to admin, school office, all trip volunteers, teacher in charge.
Safety-Sensitive Field Trips – See also “General”	
	Level of supervision and ratio's in place-Refer to SD71 Administrative Procedures or Youth Safe Outdoors
	Equipment and clothing checklist in place and checked
	Checklist of food essentials
	Designated first aid person with appropriate first aid for the nature of the trip
	Supervisor qualifications are appropriate for the nature of the trip (rock climbing, kayaking,)
	All volunteer and accompanying adults have adequate skills, training, equipment, health and experience.
	Chain of notifications in place in case of emergency and for reporting injuries
	All inherent risk explained to students, parents, volunteers and admin.
	An appropriate plan in place to evaluate the activity/trip (e.g., criteria for success, process to evaluate)
	Other relevant information unique to the particular trip. Specify:
Comments:	

Name of Activity Leader (please print)	Date (year/month/day) / /	Signature
Name of Administrator or Designate (please print)	Date (year/month/day) / /	Signature
Senior Leadership Approval (please print)	Date (year/month/day) / /	Signature



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