Annapolis Valley
Regional Centre for Education

405.1 Appendix C
Trip Leader Checklist

- ❑ I have considered the appropriateness of the adventure education activity and demonstrated clear curriculum links.
- ❑ I have consulted the adventure education policy.
- ❑ I have discussed the trip with my principal for preliminary verbal approval.
- ❑ I have consulted the appropriate recommendations from the Physical Education Safety guidelines, the Adventure Education Activity Resource and/or consulted the Community-Based Learning Consultant.
- ❑ I have visited the site and deem it appropriate for this activity.
- ❑ I have considered the risks involved with the adventure education activity and developed appropriate emergency procedures.
- ❑ I have ensured the trip is covered by the school insurance plan (for questions please consult the Director of Finance).
- ❑ If using an outside agency, I have provided a copy of their proof of insurance.
- ❑ I have the appropriate ratio of qualified and informed chaperones to students.
- ❑ All drivers have completed the "J" Forms, and the trip complies with the Transportation Policy 202.1.
- ❑ I have made the appropriate bookings for accommodations, travel, equipment, etc.
- ❑ I have a list of participants, chaperones and other staff members and their emergency medical forms and contact information, as well as permission forms.
- ❑ I have identified a School Site Contact Person and provided them with the appropriate information.
- ❑ I have completed the Adventure Education Trip Plan.
- ❑ The Trip Plan has been submitted to my principal for approval 28 days in advance of the activity.
- ❑ Once approved by the principal, the trip plan has been submitted to the Director of Programs & Services 21 days prior to the activity.
- ❑ I have made arrangements to complete a gear check the day before the event.
- ❑ I have a complete leader pack and first aid pack.
- ❑ All participants and participant's parents/guardians have been informed of the nature and location of the activity, the consequences of inappropriate behaviour, the inherent risks involved, what to bring, and given the contact information for the school site person.

I have submitted the following to my <u>Principal</u>: ☐ Trip Plan ☐ Itinerary ☐ Route Plan ☐ Principal Checklist ☐ Permission Forms ☐ Medical Form

I have submitted the following to the <u>P&S Director</u>: ☐ Trip Plan ☐ Appropriate Medical ☐ Itinerary ☐ Route Plan ☐ Completed Principal Checklist

I certify that the above has been completed in full:

_____ _____

(signature of teacher/staff member in charge) (date)