

## Off-site or Occasional Activity Form

Please refer to Administrative Procedure 260. Off-site Activity Forms for activities that take place out of Division shall be sent to Parkland School Division for central filing.



School:

Destination:

Curricular Link:


Proposed by (staff member):

Classes Involved:

Date (mm/dd/yy):

To (mm/dd/yy):

### Part 1: Checklist

Don't forget to save your form! 

**Ensure preliminary approval PRIOR to conducting trip planning and PRIOR to informing students and parents.**

Check type of Offsite Activity:

Trip is **Local** (within PSD): walking trip, local parks, other schools, etc.

Trip is **Provincial** (within Alberta, outside of PSD) - Documents to be filed with PSD

Trip is **National** (outside Alberta, within Canada) - Documents to be filed with PSD

Trip is to the **United States of America** (per Superintendent approval) - Documents to be filed with PSD

Check to ensure ALL of the following:

The proposed offsite activity fully aligns to PSD AP 260

The learning outcomes of this activity are in alignment with the Alberta Programs of Study

The supervisors have sufficient training and/or expertise for activity

The experience will directly benefit the students' learning

### Part 2: Supervision

The Key Supervisor attends the offsite activity and ensures all necessary steps are taken to prevent situations from occurring which may lead to loss, harm, and to legal liability. Student safety is paramount on offsite activities and the Key Supervisor ensures that the number of supervisors required is appropriate to the type and location of the activity.

Please attach a separate list for trips with more than 6 supervisors and indicate "attached" in first supervisor field.

Key Supervisor		<i>Key Supervisor must be staff member.</i>	
Supervisor		Staff member	or Volunteer
Supervisor		Staff member	or Volunteer
Supervisor		Staff member	or Volunteer
Supervisor		Staff member	or Volunteer
Supervisor		Staff member	or Volunteer

### Part 3: Necessary Attachments

Check to indicate that you have attached all necessary information. Documents may be sent separately for central filing or as necessary for the Superintendent's approval. With respect to resource stewardship, offsite activities shall be planned in a manner to fully offset foreseeable costs (activity budget should show a balance of zero dollars).

The Principal shall review the following documents (as applicable) prior to approval:

A detailed program plan or itinerary that includes the purpose/goals of the activity

An attached budget that shows a balance of revenues with expenditures

Proposed parent/student information materials and/or permission forms attached; including

Information with respect to supplies/equipment/documentation students are to bring

Transportation information completed or attached as applicable

Accommodation information completed or attached as applicable

Conditions of Part 4 (Student Safety and Risk Mitigation) demonstrates all conditions met as applicable

Volunteer Drivers adhere appropriately to Admin Procedure 553

Volunteers have appropriate criminal record checks as prudent to do so, per Admin Procedure 490

#### Part 4: Student Safety and Risk Mitigation

It is necessary to evaluate any foreseeable risks and take appropriate action to ensure student safety and well-being. The checklist below shall be completed for all off-site activities and verified by the Principal.

- Risk assessment is a critical component of effective risk management.
- The aim of making a risk assessment is to identify the hazards associated with an activity, to assess the seriousness of these hazards and to formulate systems to reduce the associated risks to a minimum or at least to an acceptable level.
- Risk is a combination of the likelihood of an incident happening (frequency) and the consequence of the incident (severity).
- An effective risk assessment involves the examination of all aspects of a proposed activity with the intention of identifying those aspects that involve risk of injury, damage or harm.

**The Principal shall approve an offsite-activity, only after thoughtful consideration of all foreseeable risks, and with the safety and well-being of all participants as paramount.**

<b>Educational Objectives and Preparation</b>	<b>Met</b>	<b>Not Met</b>	<b>N/A</b>
The educational value of the activity is evident and positively contributes to educational objectives.			
The students are appropriately prepared for the activity (knowledge, skills, training).			
The students are appropriately prepared for the activity (fitness, equipment, clothing) to deal with anticipated conditions/terrain.			
The Key Supervisor assessed the route and destination (through pre-visit or other data collection and analysis) and these are deemed appropriate and consistent with objectives.			
Accommodations and facilities (over-night activities) are appropriate, e.g. hygiene, potable water, food preparation and sanitation.			
<b>Effective and Appropriate Supervision</b>			
The teacher/leader/service Provider is qualified to instruct/lead the group in the identified activities and environment(s).			
The activity has an appropriate amount of supervisors.			
The supervisors are appropriately briefed on roles and responsibilities, and on expectations and consequences for all participants.			
Staff and volunteer supervision packages are prepared with all necessary information.			
Key Supervisor will carry relevant trip plan, permits, passenger lists, medical information and emergency contact information.			



## Transportation Information

Check if busing and/or alternate transportation will not be used.

Check if you are attaching all relevant information **in lieu** of using this form.

Destination:

One Way Mileage (km):

Route Stops (going)

Route Stops (returning)

Stop Location	Time	Stop Location	Time

### Parkland Provided Transportation

School owned bus/van (Driver):

Contracted Bus Operator for PSD :


Check if any of the following shall be used and include relevant documents. For central filing, these can be sent in separately.

Bicycle rental information (attached)
Commercial charter bus information (attached)
Commercial airline information (attached)
Service provider information (attached)
Rental Vehicle – information (attached)
Rental Vehicle (Driver) – information (attached)
Other (Specify) – (attached)
Volunteer drivers will be utilized and relevant documentation is on file at school

## Accommodation Information

Check if no accommodations are necessary.

Check if you are attaching all relevant information **in lieu** of using this form.

Attach all additional service provider or travel agent information if prudent to do so:

Service Provider (Tour Company):	Travel Agent:
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Hotel Name:	Phone:	No. Rooms:
Check In:	Check Out:	
Hotel Address:		

Hotel Name:	Phone:	No. Rooms:
Check In:	Check Out:	
Hotel Address:		

Hotel Name:	Phone:	No. Rooms:
Check In:	Check Out:	
Hotel Address:		

Additional information or notes:

Remember:

- The Key Supervisor shall ensure that supervisors have access to relevant room lists.
- For multi-school trips, all supervisors are responsible for all students.