



EDUCATIONAL TRIP PLANNING GUIDE FOR STAFF

Staff must consider the following when planning an educational trip.

Program

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

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(s) for departure and return.
- Organize a 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 trip.
- Arrange an appropriate program for students not on the trip.
- If students participating in the trip miss regular classes, ensure arrangements are made to cover missed work.

Finances

- All expenses including transportation, accommodation, 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 staff for high-risk activities.
- Establish on-site safety procedures.
- Be aware of health information of all students.
- If outside of Manitoba, ensure all participants have appropriate health insurance.
- If special needs students are on the trip, ensure arrangements are made for appropriate assistance.
- Ensure a communication system is in place, such as a minimum daily check in through cellular phone or radio as appropriate.

Trip Itinerary

- Detail the accommodation arrangements including date, time, location and telephone numbers.
- Outline arrangements for meals.
- Outline arrangements for mode of transportation and route.
- Detail special arrangements such as attractions and events.

Student's Personal Needs

- Advise students of appropriate clothing/toiletries.
- Ensure students are aware of passport requirements for international travel.

Consent Forms

- Consent and medical forms must be collected before students depart on the trip.
- If leaving Canada, be certain that a student born overseas has the required forms.

Prior to Departure

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

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