

**Category A Field Trips and Category B Extra-Curricular Trips**

		<b>Status</b>
1.	Has conducted a risk assessment for the proposed site and activities for the field trip.	<input type="checkbox"/>
2.	Has ensured that all participants are provided with a description of hazards that may be encountered and any hazards that may be inherent in any activity involved.	<input type="checkbox"/>
3.	Has established a chain of authority for all GYPSD staff and all volunteer Supervisors involved in the field trip and has communicated it to all trip participants.	<input type="checkbox"/>
4.	Has ensured that all supervisors have been advised of their responsibilities identified in the chain of authority.	<input type="checkbox"/>
5.	Has identified any and all students with disabilities or students requiring special attention and has identified the supervisor for each of these students.	<input type="checkbox"/>
6.	Has established emergency procedures in case of accident or injury and has communicated them to all trip participants.	<input type="checkbox"/>
7.	Has provided for an appropriately equipped first aid kit to be available and accessible.	<input type="checkbox"/>
8.	Has assigned each student participant to a supervisor.	<input type="checkbox"/>
9.	Has provided each supervisor with a list of the names of the students for whom they are responsible.	<input type="checkbox"/>
10.	Will be carrying a list of all student participants while on the field trip.	<input type="checkbox"/>
11.	Will be carrying a list of telephone contact numbers and a cell phone while on the field trip.	<input type="checkbox"/>
12.	Has drawn up a list of particular points to be covered with each class with respect to the trip.	<input type="checkbox"/>
13.	Has provided the Principal with a field trip proposal that contains all the information the Principal requires to make a decision under 8.2 of the Field Trip administrative procedure.	<input type="checkbox"/>
14.	Has corrected any deficiencies as required by the Principal.	<input type="checkbox"/>
15.	Has received approval for the field trip from the Principal.	<input type="checkbox"/>
16.	Has provided parents or guardians with information about the field trip.	<input type="checkbox"/>
17.	Has received written parental or guardian permission for each student's participation in the field trip.	<input type="checkbox"/>

**DISTRIBUTION: File at school level**