



Off-site or Occasional Activity Form

Please refer to Administrative Procedure 260.

All completed off-site forms shall be sent to offsite@psd.ca for central filing.

School:	Destination:		
Curricular Link:	Proposed by (staff member):		
Total Students:	Grade(s):	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. - Documents to be filed with PSD
- 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 **International** (per Superintendent approval) - Documents to be filed with PSD

Check to ensure ALL of the following:

- The proposed off-site activity fully aligns to PSD AP 280
- 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.

Educational Objectives and Preparation	Met	Not Met	N/A
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.			
Effective and Appropriate Supervision			
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.			

Parent Consent and Necessary Information			
The itinerary distributed to parents includes contingency plans (for foreseeable emergent situations) as prudent to do so.			
Information collected from parents includes written consents, acknowledgement of risk, consent to secure necessary medical treatment, etc. as prudent to do so.			
The Principal has access to the destination contact information, and relevant emergency contact telephone number(s).			
The School Office has a list of students who will be attending the activity and therefore absent from school.			
Relevant health and medical information will be secured from all participants, including supervisors.			
Safety and Foreseeability			
A safety/emergency plan is in place to manage foreseeable activity risks as prudent to do so. (injured/ill/lost participants + first aid kit) etc.			
The Principal has verified with the Division Office that school division insurance provides insurance coverage for planned activities as prudent to do so.			

Part 5: Trip Cancellation Statement

Verify that the Cancellation Statement (below) is included on permission forms as prudent to do so!

The following statement shall appear on permission forms that involve overnight accommodations, transportation or considerable risk activities:

I/We understand that the Superintendent of Parkland School Division 70 may cancel or interrupt any approved off-site activity at any time up to the point of return from that activity, where the Superintendent considers the safety and well being of students and supervisors to be at unusual risk, real or potential, due to emergent circumstances. Such a decision will consider any emergent change in social, political, health, legal or physical environment that may contribute to risk greater than that which existed when the offsite activity was originally given approval. Further, I/we understand that only those costs will be reimbursed that are made available or returned to Parkland School Division as a product of the cancellation of the offsite activity.

Part 6: Approval

INTERNATIONAL offsite activity approval will be signed and a copy will be provided to the school.

Local, Provincial or National Off-Site Activity	International Off-Site Activity
Principal's Signature	Superintendent (or Designate) Signature

Date: (mm/dd/yy)	Date: (mm/dd/yy)
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Save



Print

Changes After Approval: Any significant changes (budget, transportation, accommodation, etc.) must receive appropriate approval (Superintendent approval for International trips).

***ALL off-site activities taking place require forms to be centrally filed:
offsite@psd.ca***

For TRANSPORTATION or ACCOMMODATION forms, please see below.

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.