



Field Trips

Recreational activities are pillars of summer/winter camp, summer school, and recreational center experiences. They provide an opportunity for socialization and learning in a fun setting. These activities also provide an increased liability and potential for staff and/or participant injury. The safety of participants and staff should be standard operating procedure. It should be completed to the highest professional standards and in line with federal, state, local, and accrediting agency guidelines. The following checklist template provides a high level oversight to assist with your activity structure. Your organization is responsible for the development of your own written program guidelines and policies for the oversight of your activities. Through consistent management and preventative programs, exposures can be reduced to help ensure a safe recreational experience.

- Each field trip has a primary and secondary person in charge, must have a cell phone, class list, emergency information, first aid kit and agency administration contact information
- Evaluate thought process and fit the client to the field trip/activity
- Field trips may include: zoo, orchard, park, museum, pet store, restaurant, nature preserve, walk, sporting event, swimming pool, farm, pumpkin patch, fire station, etc.
- Simple, uncomplicated, relaxing
- Interesting, but not over-stimulating
- Related to children's interest, classroom studies
- Pre-trip and post-trip activities are planned to enhance learning
- Verify that children have adjusted to the center
- Not require lengthy travel times
- Include parent volunteers to enhance adult child ratios

Safety Procedures:

- Make sure that all the children are signed in and take a copy of the sign-in sheet and child tracking form with you
- Create an ID tag with the name of the Center and phone number for all children to wear
- Complete child tracking form at each transition – accurate head count
- Assign partners so that children can be asked to “find their partner” for quick checks
- One teacher must board the bus before children
- Check buses for seat belts and usage
- All children must remain seated & no sitting on laps on the bus
- Person in charge will check in and ensure all prearranged procedures are accurate and provide headcounts
- Person in charge will clarify and changes with staff and confirm pick-up procedures – time, place with the bus driver prior to splitting in groups

- When departing the bus, the last teacher off the bus will check for anything and anyone who may have been left behind
- Post sign-up sheet for parent volunteers & collect parent permission signatures
- Review rules with parent volunteers & set expectations
- Parent volunteers must be under the supervision of Center staff
- Staff must accompany children when using the washroom

Action for Staff - Lost Client:

- Teach the client what to do if they get lost or away from the group.
- Take cell phone pictures of each client prior to the trip in case they get lost
- Search for the lost child/adult
- Notify security and description of child
- Notify Center Director
- Other teachers and chaperones should stay with the remaining children.

Additional Resources:

- [Tips to Keep Kids Safe on the School Bus During Field Trips](#)
- [Field Trip Safety Tips](#)
- [Be on the Safe Side: Field Trip and Transportation Safety](#)
- [Field Trip Safety](#)

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