

## WBC school delivery checklist:

### Pre delivery:

- Identify suitable site/area for field trip/s on map
- Prepare site Field Intentions Forms (FIFs) and recce the site/s
- Approach school or community group and organise planning meeting

### At planning meeting:

- Complete planning meeting checklist
- Complete WBC teacher pre-delivery evaluation.
- Plan and agree on delivery methods, learning outcomes, number of sessions, field trips etc.
- School to sign 'School agreement'

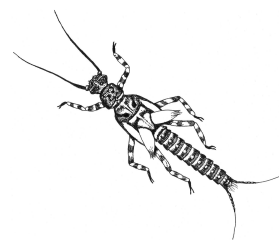
### After the planning meeting:

- Prepare school itinerary and share with school
- Prepare RAF/s and share with school
- Plan and deliver presentation/s and activity session/s with school
- Agree on weather call communications procedure with teaching staff

### Before the field trip - Print and take to complete on site:

- RAFs

- Pre WBC field activity operation risk assessment form
- Volunteer forms
- Incident report form
- Worksheets and data sheets
- Full set clean gear/first aid kit/safety gear/comms device
- Field safety briefing checklist (laminated)



### **On site at field trip:**

- Follow field safety briefing checklist and school itinerary
- Take photos for media releases and social media (check permission)
- Report any incidents
- Collect a copy of any data collected

### **After the field trip/s:**

- Check Clean Dry all waterway testing/discovery gear
- Record data on database/s- e.g. NZFFD, SHMAK or Waicare
- Deliver post field trip workshop with photo story and support creation of action plan
- Follow up on action and agree on media release with school
- Send evaluation forms to teaching staff and students (if over ten years old)
- Complete report and share with regional coordinator

