

APPENDIX 1. LOGISTICS AND CHECKLIST OF SETTING UP A LOCAL PLACE STUDY WITHIN THE SCHOOL GROUNDS FOR FIELDWORK TASK.

Logistics • Set up sites for data recording • Collect all equipment once task is finished
School information • Inform the staff and classes about the set up and request that all signs, boards and equipment is not tampered with
Learner instructions • Explain the use of the equipment to the learners collecting the data (pre-activity lesson) • Provide the fieldwork note booklets and explain the time frames • Provide a site map of the sample sites • Time frame: Allow approximately 1 week to carry out the data collection and at least one pre-activity lesson: - 1 hour pre-activity lesson - 1 hour lesson for data collection - 1-2 hours lessons for write up and submission of task for assessment

APPENDIX 2. EXAMPLE OF A RISK ASSESSMENT TO BE CONDUCTED BEFORE A FIELDWORK ACTIVITY. THIS TABLE SHOULD BE DISCUSSED WITH LEARNERS AS PART OF THEIR PREPARATION FOR CONDUCTING FIELDWORK.

HAZARD	Likelihood (L) (Score 5)	Severity (S) (Score 5)	Risk (L x S)	Prevention and precautions
Safety and security on the streets	3	2	6	• Be aware of your surroundings • Do not wear earphones • Be alert • Always stay within your groups • No valuables; conceal mobile phones
Slipping/falling/tripping on uneven pavement	3	3	9	• Walk slowly, in a single file • Wear appropriate shoes • Offer a helping hand to others
Traffic	2	5	10	• Face oncoming traffic • Never walk across a busy street • Move to an intersection to cross a road • Wait for the pedestrian light to indicate green

HAZARD	Likelihood (L) (Score 5)	Severity (S) (Score 5)	Risk (L x S)	Prevention and precautions
Interviewing people	2	2	4	• Be respectful of privacy • Be polite and courteous • Always be with other learners • Thank the respondent for their time
Taking photographs (POPI Act) Please discuss your school rules about taking photographs as well	3	1	3	• Be respectful of privacy • Photograph the object or environment, not people • If you want to include a person, make sure you ask permission to include them, but ask them not to directly face the camera/mobile phone

APPENDIX 3. TEACHER'S CHECKLIST FOR THE TRADITIONAL SCHOOL BUS FIELD TRIP.

Category	Administration	Checked	Comments
Transport	• Book buses • Acquire a costing for the bus • If using an outside company, complete a bus check (roadworthiness) before learners get onto the bus • Check the driver's and bus license • Collect school cell phone numbers for emergencies		Book a term in advance Confirm all arrangements 24 hours before the trip
	• Provide directions for the trip (preferably a hard copy map or directions) in advance		
	• Toll costs: e-Tag or cash/card		
	• Wearing seat belts. This must be standard practice		Check school policy

SUPPLEMENTARY FILE FOR THE ARTICLE:

Esterhuysen P. and van der Merwe C.D. (2026). South African Geography teachers' perceptions of fieldwork - constraints and benefits of fieldwork practice, *Journal of Geography Education in Africa*, 9, 150-163. <https://doi.org/10.46622/jogea.v9i.6343>

Category	Administration	Checked	Comments
Permissions	• Permissions: • Parents • Learner indemnity forms • Complete forms for the service provider • Participant list: learners and staff • Are ID numbers required? • Documentation for the service provider		Many schools have this information on their systems, as this and the relevant permissions were given as the start of the new year or enrolment. This information can be accessed for field trip administration purposes. Confirm all arrangements 24 hours before trip
Food	• Packed food • Day persons bring their own • Boarders - arrange their packed meals with kitchen • Extra fluids: water		
Health	• First Aid kit • Check list for any concerns: bee stings, claustrophobia • Parents' contact details		Indemnity forms with this information/or accessed from school management systems.
Learner instructions	• Time of departure • Time of return • Dress code • Bring their own water bottles • Bring money for a stop at a roadside store/coffee place • Hats and sunscreen • Stationary/equipment required • Code of conduct • Risk assessment for the field trip		Check all school policies
Teaching and learning	• Ask for batting/teacher relief • Leave work for other classes • Provide worksheets for learners on the trip • Pre-activity lesson: explain activities/tasks in class prior to departure.		Appendix 2 – risk assessment