

207 Field Trips

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Policy

The Board recognizes the benefits of student field trips when such trips supplement educational programs for students.

Effective learning experiences often result from first hand observation of, or participation in, events or activities that occur out in the community away from the school. The Board believes it is of paramount importance that field trips are selected, planned, organized, and conducted in the context of:

- Clear benefit to students
- Safety and security of all participants
- Risk assessment and management of off-site activities
- Protection of students, staff, volunteers, and the School District.

Administrative Procedures

The principal must ensure that all school field trips are appropriately planned, authorized, organized, and supervised.

All School District field trips are governed by Board *Policy 207: Field Trips* and may be approved only after giving due consideration to factors identified in this policy and accompanying administrative procedures.

The following field trip documentation related to the approval, planning, communication, and written informed consent for a field trip shall be retained on file at the school:

- *Field Trip Application Form* (FTA-1 or FTA-2)
- *Field Trip Checklist Form* (FTC-1 or FTC-2)
- Detailed written description of the field trip
- Written informed consent signed by parent/guardian
- *Student Awareness of Risk and Responsibility Form*
- Student roster and home/emergency contact telephone numbers
- Accounting of revenues and expenditures.

One-Day Field Trips

The principal is responsible for ensuring that the *Field Trip Application Form* (FTA-1) and the *Field Trip Checklist Form* (FTC-1) for a one-day field trip are completed prior to approving all one-day field trips.

Multiple-Day Field Trips

Multiple-day field trips must be recommended and submitted by the principal to the Zone Assistant Superintendent.

The principal is responsible for ensuring the *Field Trip Application Form (FTA-2)* is completed and submitted to the Zone Assistant Superintendent for preliminary approval prior to making any final arrangements or initiating fund-raising.

The completed multiple-day *Field Trip Application Form (FTA-2)* must include a copy of the informed consent document, which addresses:

- How the field trip supplements the educational program
- Notice that the field trip is optional, and that arrangements will be made for students who are not participating
- Notification of student/parent Pre-Trip meeting (if applicable)
- Detailed itinerary consisting of date(s), departure and return times
- Transportation and accommodation arrangements
- Description of supervisors: teachers, employees of the Board, and other adult volunteers, with emergency contact numbers
- Description of levels of direct and indirect supervision
- Description of all activities and the inherent risks and potential consequences
- Assessment of student skills and abilities as pertaining to the field trip activity (if applicable)
- Behavioural expectations of students plus rules and regulations
- Contingency Plan: cell phone, first-aid provisions, *Incident Report Form(s)*
- Description of budget consisting of revenue (cost to student) and expenditures (cost of trip) (*optional trips only*)
- Notice regarding cancellation and deposits
- Parent/guardian responsibility to arrange student accident or liability insurance
- Parent/guardian responsibility to determine whether the student may participate in the field trip
- *Student Awareness of Risk and Responsibility Form* completed by student (if applicable)
- A multiple-language notice has been incorporated into the *Informed Consent* document.

Final authorization for the field trip is obtained with the principal's approval of the completed *Field Trip Checklist Form (FTC-2)* confirming all requirements of the field trip policy have been met.

The Superintendent shall notify the Board in advance of any out-of-country multiple-day field trips.

General Guidelines for Organizing Field Trips

Planning

The following guidelines should be observed when planning field trips:

- The safety, security, supervision, and well being of students must be the prime consideration when planning a trip
- Principals must ensure that suitably qualified employees and approved volunteers are selected for supervisory responsibilities
- The teacher, school office, and bus driver must have a student roster list including home and emergency contact telephone numbers for students traveling by charter bus
- The teacher must carry or have access to a first aid kit during the field trip
- A copy of each student's medical form must be available to staff on multiple-day field trips in case of medical emergencies
- Mandatory group medical/hospital insurance coverage, permission form for treatment by a doctor in a foreign country, and trip cancellation insurance must be in place for all out-of-country field trips
- The use of a cellular phone or another radio communication device is required for emergency planning
- Arrangements must be made for students not participating in the trip and for the instruction of classes normally taught by teachers who will accompany students on the trip
- Field trip itinerary must not include areas where the Department of Foreign Affairs and International Trade has published a travel advisory <http://www.voyage.gc.ca/dest/ctry/reportpage-en.asp>
- Supplementary or optional field trips will operate at no additional cost to the Board
- The Board is not responsible for any losses which may arise from cancellation or alteration of a supplementary or optional field trip itinerary
- Fund-raising activities for a supplementary or optional field trip must be approved by the principal
- The cost of teacher(s)-on-call shall be included in the cost of a supplementary or optional field trip
- Related expenses of the supervisor(s) may be included in the total cost of a supplementary or optional field trip
- Revenues and expenditures for the field trip are to be accounted for in a budget statement.

Informed Consent

The written informed consent of parents/guardians is required for participation of students in all field trips. A full description of the field trip must be provided to parents/guardians in writing and must address:

- How the field trip supplements the educational program
- Notice that the field trip is optional, and that arrangements will be made for students who are not participating
- Notification of student/parent Pre-Trip meeting (if applicable)
- Detailed itinerary consisting of date(s), departure and return times
- Transportation and accommodation arrangements
- Description of supervisors: teachers, employees of the Board, and other adult volunteers, with emergency contact numbers
- Description of levels of direct and indirect supervision
- Description of all activities and the inherent risks and potential consequences
- Assessment of student skills and abilities as pertaining to the field trip activity

- Behavioural expectations of students plus rules and regulations
- Contingency Plan: cell phone, first-aid provisions, *Incident Report Form(s)*
- Description of budget consisting of revenue (cost to student) and expenditures (cost of trip) (optional trips only)
- Notice regarding cancellation and deposits
- Parent/guardian responsibility to arrange student accident or liability insurance
- Parent/guardian responsibility to determine whether the student may participate in the field trip
- *Student Awareness of Risk and Responsibility Form* completed by student (if applicable)
- A multiple-language notice has been incorporated into the *Informed Consent* document.

A written informed consent form for the field trip must be obtained with a parent/guardian signature.

A written informed consent form must state that the parent/guardian has been alerted to the increased risk and consequences of injury inherent in the activity and accepts responsibility for the consequences of that risk should they freely choose to have the student participate.

A pre-trip parent/student information meeting is mandatory for all out-of-province, out-of-country, overnight outdoor education, and wilderness activity field trips.

A *Student Awareness of Risk and Responsibility Form* must be signed by the student indicating that the student freely chooses to participate and acknowledges being alerted to the expectations, risks, safety precautions, and responsibilities associated with the proposed field trip. The student agrees to act in a safe and responsible manner according to the Board *Policy 302: Student Conduct* and the *School Code of Conduct*.

The principal may design a permission form to obtain written informed consent of the parent/guardian for the season or school term for repetitive or scheduled activities such as interscholastic games, walking field trips, or activities associated with a specific course.

In exceptional circumstances, the principal may accept informed parental/guardian consent given orally for participation in a field trip involving low-risk activities.

Supervision

Conscientious supervision of students is mandatory during all School District field trips.

Volunteer supervisors must be screened by the principal or designate for suitability, be advised of the expectations of their role as outlined in Board *Policy 404: Volunteers in Schools* and be competent to deal with emergencies that might arise.

Student conduct is governed by Board *Policy 302: Student Conduct* and the school's *Code of Conduct*.

Parent/guardian participation in field trips to augment supervision is generally encouraged and in some cases necessary. Circumstances determined by the principal may warrant increased levels of supervision according to the age, maturity, knowledge and skill of the students, and the nature

and inherent risk of the field trip. The suggested adult to student supervision ratio should range from 1:10 to 1:15. This ratio is a general guideline and may vary, at the discretion of the principal, depending on circumstances.

1. **Day Trip Primary K-Grade 3** (activity has minimal inherent risk, e.g., walking field trip) -- one (1) teacher per class and one (1) approved supervisor.
2. **Day Trip** (activity has minimal inherent risk, e.g., guided tours, museum, art gallery, public performance) -- one (1) teacher per class and one (1) approved supervisor.
3. **Day Trip** (activity has an increased level of inherent risk, e.g., skiing, kayaking, swimming, canoeing, and wilderness experiences) -- one (1) teacher supervisor and one (1) other employee of the Board and one (1) approved supervisor.
4. **Day Trip** (activity related to a Special Education Program) Special Education Assistant may assume sole or primary supervision responsibility to accommodate the out-of-school program needs of a student(s) with special needs -- adult to student ratio to be determined by principal or designate.
5. **Overnight Indoor** (activity has a higher level of inherent risk, e.g., secondary extra-curricular activities, athletic, band, or club tours) -- one (1) teacher supervisor and one (1) other approved supervisor.
6. **Out-of-Province, Out-of-Country** (activity perceived as having a higher level of inherent risk, e.g., cultural exchanges, athletics, band tours) -- one (1) teacher supervisor and one (1) other employee of the Board
7. **Overnight Outdoor** (activity perceived as having a much higher level of inherent risk, e.g., wilderness hike, camping) -- one (1) teacher supervisor and one (1) other employee of the Board supervisor and one (1) other approved supervisor.

All overnight excursions must have at least one (1) teacher and one (1) adult supervisor.

All overnight co-educational excursions require the supervision of both male and female adult supervisors.

Specialized instructional competence is mandatory for supervision of higher risk activities and may be established by virtue of certification from a governing body (e.g., Red Cross, Canadian Canoeing Association). In areas where certificates are not issued, competency may be recognized by the leader's peers by virtue of experience and demonstrated expertise in the activity.

The principal must be satisfied that the teacher(s) and other supervisors will provide adequate supervision and follow recognized safety procedures for the planned activities to mitigate potential risks and address the safety of students and supervisors.

Transportation

Transportation of students by private vehicles shall be in accordance with Board *Policy 607: Transportation of Students* and School District transportation procedures. All field trip transportation is subject to the regulation and law of the relevant municipal, provincial, federal or international jurisdiction.

Annual Review of Policy

The Superintendent will review this policy as needed.