



# SCHOOL OPERATIONS

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## Field Trips – Off Site 5200

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### **POLICY**

The Board of Directors supports the practice of schools conducting curricular, and extra-curricular educational field trips. The Board requires that all field trips are carried out in accordance with the requirements of this policy.

### **INTRODUCTION**

Participation by students in special events such as field trips, athletic competitions, music and drama festivals, and student exchanges can significantly complement the educational program. While field trips have positive educational value, care must be taken to ensure that trips are organized in a manner that maximizes educational benefit and ensures protection and safety of students.

It is recommended that the school Principal become familiar with the "*Youth Safe Outdoors*" resource manual. The purpose of the manual is to enhance effectiveness, efficiency, and economy of effort, and to provide risk management strategies.

## **REQUIREMENTS**

**For any off-site field trip all supervisors are required to have completed the Diocesan Safe Environment Training and have a valid Criminal Record Check on file.**

### 1. Types of Field Trips

- A. Low-Risk Field Trips, tours, within the City limits.  
Examples of such field trips include, but are not limited to, day excursions to parks, farms, museums, concerts, plays, sporting events.
- B. High-Risk Field Trips, tours, within the City limits.  
Examples of such field trips include, but are not limited to, day excursions for ice skating, snowshoeing, road cycling and mountain biking; and downhill and Nordic (cross-country) skiing, snowboarding and snow-blading programs within controlled ski areas with ski patrols; adventure hiking, canoeing, kayaking, retreats that involve outdoor activities, swimming.
- C. High-Risk Field trips, tours, beyond the City limits.  
Examples of such field trips include, but are not limited to, overnight sports tournaments or games; trips to destinations that require an overnight stay; out of province trips, band retreats and music tours.
- D. High-Risk out of country.  
Examples of such field trips include any field trip for any length of time that takes place outside of Canada (international).

### 2. Approval of Trips

- A. For low-risk field trips, within the City limits:
  - i) Requests must be submitted to the Principal a minimum of one week in advance, with a completed Off-Site Experience Proposal Form A, for the trip or study included in the application; and
  - ii) The Lead teacher must accompany the students and ensure adequate supervision throughout the trip.
- B. For High-Risk field trips, tours, within the City limits:
  - i) Requests must be submitted to the Principal a minimum of one week in advance, with a completed Off-Site Experience Proposal Form B, for the trip or study included in the application; and
  - ii) The Lead teacher must accompany the students and ensure adequate supervision throughout the trip.
- C. For High-Risk field trips, tours, beyond the City limits:
  - i) Requests must be submitted to the Principal a minimum of two weeks in advance, with a completed Off-Site Experience

- Proposal Form B for the trip or study included in the application.
- ii) The Principal's written response will indicate approval of the trip.

D. For High-Risk out of country field trips:

- i) Significant advanced detailed planning is required. Requests must be submitted to the Principal a minimum of six months in advance, with a completed Detailed Trip Plan Form and Off-Site Experience Proposal Form B, for the trip or study included in the application.
- ii) The Principal will present the request to the Local School Council for initial approval. The request must be approved by the Local School Council prior to finalizing arrangements with respect to travel, fund-raising, and financial commitments.
- iii) Once approved, the request will be forwarded to the Superintendent for final approval.
- iv) The request must include contingency plans and exit strategies for all emergencies, including those caused by political unrest, medical emergencies, and disciplinary action.
- v) All necessary documentation (passports, visa etc.) must be applied for as soon as approval is given.
- vi) Each member of the party must have adequate medical coverage for the country/countries to be visited.
- vii) Student trips should not be planned to countries or regions of countries where there is a possibility of an outbreak of violence as per the Government of Canada's travel advisories (<https://travel.gc.ca/travelling/advisories>).
- viii) Parents are encouraged to have trip cancellation insurance.

3. Expectations Regarding Accessibility

The following expectations apply to the accessibility of students for off-site experiences:

- i) The demands of the activity are within the capacity of the students (eg. Fitness, Skills).
- ii) Diversity is valued, providing equal opportunity for all students, including students with Special Needs.
- iii) The cost per student is manageable and no student is excluded due to cost.
- iv) Non-participants are provided meaningful alternative activities.

**PROCEDURES**

4. Trip Planning

A completed off-site proposal experience form is required and should provide:

- i) educational, social, or recreational goals and objectives.
- ii) the relationship to the B.C. curriculum.
- iii) a description of how the trip is appropriate for students of the proposed age/grade and level of preparation.
- iv) parents with information if the learning outcomes are going to be assessed.

When a specified training certification is required as part of an education field trip excursion, the Principal shall ensure that the instructor/supervisor possesses such a designated certificate.

#### 5. Trip Plan

Sufficient direction and guidance must be provided for all trips to ensure each trip is well planned with safety in mind.

| Required Forms  | Low-Risk Within City | High Risk Within City | High Risk Out of City  | High Risk Our of Country |
|---|----------------------|-----------------------|------------------------|--------------------------|
| Off-Site Experience Proposal Form A1                                    | Required             |                       |                        |                          |
| Off-Site Experience Proposal Form B1                                    |                      | Required              | Required               | Required                 |
| Off-Site Activity Consent of Parent and Acknowledgement of Risk Form A2 | Required             |                       |                        |                          |
| Off-Site Activity Consent of Parent and Acknowledgement of Risk Form B2 |                      | Required              | Required               | Required                 |
| Assessing Teacher/Leader Competency For Higher Care Activities          |                      |                       | Principal's Discretion | Required                 |
| Off-Site Experience check-list  | Required             | Required              | Required               | Required                 |
| Detailed Trip Plan  |                      |                       |                        | Required                 |

#### 6. Supervision

##### A. Lead Teacher

- i) Whether a single or multiple classes are participating on the field trip one teacher will be designated "Lead Teacher".
- ii) The Lead Teacher shall be responsible to ensure that all students on the field trip are delegated to a specific vehicle.
- iii) Roll call to identify each student by name and sight shall be taken as deemed necessary by the Lead Teacher. A head count is not sufficient to ensure all students are present.

- iv) The name and number of all students shall be logged and copied to the office.
- v) The Lead Teacher shall remain at the terminus of the field trip until all returning students are accounted for.

7. Supervisors

- i) Schools are encouraged to use parents to assist staff in supervising field trips and schools should, whenever possible, have a minimum of one supervisor for each number of students indicated in the table below:

|              | Low-Risk | High-Risk |
|--------------|----------|-----------|
| Primary      | 8        | 4         |
| Intermediate | 10       | 5         |
| High School  | 12       | 6         |

- ii) A supervisor may be a teacher, parent, or responsible adult volunteer approved by the Principal, who has a valid criminal record check on file, and who has completed the Safe Environment training.

a) Staff Supervisors

- i) Staff must ensure that a minimum of two supervisors per school bus must be provided when students are being transported to and from the field trip destination
- ii) Staff supervisors are subject to all policies, guidelines, and procedures of the Board of Directors and the school, and the statutes of B.C. and Canada during the time the supervisor is responsible for students. This includes the time from departure to return of extended field trips

b) Parent/Adult Supervisors

- i) An adult supervisor must be over 21 years of age;
- ii) A supervisor is subject to all policies, guidelines, and procedures of the Board of Directors and the school, and the statutes of B.C. and Canada during the time the supervisor is responsible for students. This includes the time from departure to return of extended field trips;
- iii) A supervisor must act "in loco parentis" (in place of other parents), making wise and judicious decisions that are in the best interest of the students and report any discipline issues to the Lead Teacher.
- iv) A supervisor shall contact the Lead Teacher in a case of an accident but, failing to do so, shall take whatever steps are necessary to care for the students;

- v) Female students on overnight trips must be accompanied by an adult female supervisor and likewise, an adult male if male students are involved;
- vi) A minimum of two supervisors per school bus must be provided when students are being transported to and from the field trip destination; and
- vii) Everyone involved in the trip must be dressed/equipped in a manner appropriate to the activities to be undertaken.

#### 8. For Transportation To and From Field Trips

Schools should use buses to transport students to and from field trips. Only in exceptional cases and with the approval of the Principal, should cars be used to transport students. When volunteer drivers are used the following documentation must be on file in the school office:

- Drivers \$3,000,000 Insurance Liability
- Valid Criminal Record Check
- Valid Driver's License
- Driver Abstract
- Current Safe Environment Training

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