



FIELD TRIP POLICY			
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Policy Type:	505 - Student	Initially Approved:	2012
Last Revised:	2018	Review Scheduled:	2023

Field trips are intended to allow students experiences that provide them with insight, information, or knowledge that cannot be adequately developed through regular classroom instruction. Field trips, therefore, become an integral part of the curriculum.

While most field trips are directly related to specific, academic curricula, they also may address the need for intra-and inter-personal growth in children, and thus may be designed to promote social and emotional development and to provide for the development of the "whole" child.

Planning

The Principal, or his/ her designee, is responsible for seeing that teachers plan, implement, and assess the field trip with the following educational issues in mind:

- Relevance of proposed field trip to unit of study/ curriculum; in addition, where appropriate, effort should be made to integrate the knowledge to be acquired during the field trip experience with classroom activities and other related curricula;
- Age appropriateness;
- Consideration of the frequency/ number of field trips taken by any particular group of students during the course of the school year;
- Accessibility to all students;
- Evidence of thoroughness in planning and preparation of students;
- Plans for informing parents, as well as logistics of the trip (Field Trip Information Sheet for parents);
- Oral and/ or written opportunities for reflection and assessment of the trip’s educational value by students, teachers, chaperones, and parents upon completion of the trip.

NO student may be permitted on a school trip without a signed consent and release form (permission slip).

Students shall be transported by supervised walk, public conveyance, or parent volunteer driving traveling to and from a destination for all field trips or school events.

PRESCHOOL: Transportation is the responsibility of the parents. If you are unable to drive, you must complete the permission slip attached to the fieldtrip notice for another parent to transport your child to and from the event. During preschool field trips there are no regular classes and no other accommodations will be made for those students who are not participating in field trips.

ELEMENTARY: Liability Insurance

When parent drivers are used to transport students, the drivers will be asked to sign a statement that the driver and vehicle are currently covered by valid automobile liability insurance policy providing no less than \$3,000,000 in third party liability.

Costs

Field trips are usually funded through parent contribution but may be, in some cases, subsidized through the school budget.

Supervision on Field Trips

Number of Chaperones:

Criteria to be considered in determining the number of chaperones needed are, for example, the age of the students, distance to be traveled, nature of the field trip activities, and safety requirements. At least one adult chaperone must be available to handle emergencies or other matters that develop and must not be assigned a group of students without another adult who could take charge of the group if necessary.

Designated Driver:

The Principal, in consultation with the teacher/ teachers planning a field trip, shall determine whether or not a designated driver shall travel by separate private vehicle in order to provide for transportation of student(s) should an emergency arise or, for example, should a student be lost, thereby permitting the remainder of the group to proceed as scheduled.

In-School Provisions

For elementary students, appropriate educational accommodations will be made for those students who are not participating in field trips.

Field Trip Communications (Emergencies)

One of the duties owed to students is prompt and appropriate emergency medical care.

1. Types of emergencies that can occur on a field trip
 - Lost or missing student
 - Medical emergencies, including serious injuries
 - Natural disasters, such as inclement weather
 - Abduction of a student
 - Physically dangerous acts, illegal acts, overt defiance, or serious disciplinary problems (breaking school rules)
2. Actions to take when an accident occurs and a student is hurt:
 - Never fail to give aid (err on the side of caution)
 - Due to the possibility of neck and spinal injury, do not move the student
 - Summon professional medical attention
 - Report the accident to the Principal
 - Administer first aid as trained
 - Make sure the injured child is always attended by an adult
 - Contact the school administrator and parents/guardians as soon as possible
 - Do not discuss who will pay for medical care and do not admit liability
 - Complete an accident report
 - Be sure to follow school policies and procedures!
3. Emergency communication:
 - Provide a method for communication in the event of an emergency (such as a cell phone), and have an alternate method if the primary means does not work.
 - Provide phone numbers for field trip staff to use to contact a school administrator on a 24-hour basis in an emergency.
 - Contact a school administrator promptly in the event of an unusual incident and any student injury.
 - Allow the school administrator to contact parents/guardians in serious situations.
4. First aid trained chaperones:
 - At least one staff member or chaperone should be certified in first aid and cardiopulmonary resuscitation (CPR).
 - If the students will be separated, more than one chaperone may need to be so certified.
5. Emergency equipment and trained staff:
 - Take a first aid kit and other emergency and lifesaving equipment/tools with the group (Epi-pens etc.).
 - Ensure all students health requirements and allergies are reviewed before the trip and any severe allergy students identified and all precautions taken.
 - Should a student have severe allergies, all staff & volunteers on the trip must review procedures of the administration of Epi-pens.

6. Special circumstances (water & wilderness) :
 - Provide lifesaving equipment, such as an extension pole, ring buoy with line, blankets and whistle, for events occurring near water or involving swimming or boating.
 - Provide at least one certified lifeguard for water events.
 - If the trip involves hiking, be prepared for unfamiliar surroundings and situations.
 - Staff should bring along the ten hiking essentials: extra clothing, extra food, first aid kit, sunglasses, cutting implement, fire starter, matches, flashlight, map, and compass/GPS. Other supplies may include extra water, nylon cord, and a multipurpose tool.
7. Access to student health information:
 - Obtain student health information (medical conditions, medications, allergies, etc.) related to potential needs on the field trip.
 - Copies of medical emergency cards/information/permission for treatment located in the school office for each student must accompany the group in a sealed envelope for privacy protection, with the original kept at the school.
8. Distribution of medications:
 - At least one staff member on the trip must be trained to distribute prescribed medications according to school procedures and know how to properly secure medications on the trip.
9. It is the expectation the Principal or Director will communicate any emergency information (e.g. delayed return) to the parents of students on a field trip. While the students may choose to communicate with their parents, the official information should be coming from the Principal and/or Director via email, text, and/or voice.
 - When the roster of the field trip is known, a temporary list must be created in Beehively or REMIND. This will be used by the Principal to send the official communications to the parents (list should be deleted upon completion of the trip).
 - Teachers who go on Field Trips must have cell phones with them and their numbers must be shared with all other chaperones.



ACTIVITY RISK CHART

Appendix A

Following is an outline of Field Trip activities, that are allowed or disallowed, sorted by: Primary (JK-3), Junior (4, 5, 6), and Intermediate (7, 8)

This list is not inclusive of all Field Trip activities. Any Field Trip activity not on this list must be discussed with the Principal.

Activity	JK - 3	Grades 4, 5, 6	Grades 7 & 8
Acrobatic Cheerleading	N	N	N
Archery	N	Y	Y
Biking - Downhill Mountain	N	N	N
Biking (Helmet Mandatory)	Y	Y	Y
Bungee Jumping	N	N	N
Camping - Wilderness	N	N	N
Camping - Winter Tent	N	N	Y Base Camp
Camping - Residential Camps	N	Y	Y
Camping - Base Camp (eg. Provincial Park)	N	N	Y
Canoeing	N	Y	Y
Canoeing - White Water	N	N	N
Canoeing - Wilderness Tripping	N	N	Y Day Trips
Caving - Remote / Spelunking	N	N	N
Caving - Public Areas • (e.g., Rockwood, Collingwood)	Y	Y	Y
Cliff Rappelling	N	N	N
Diving - Springboard Only • 2m or Less	N	N	Y
Fireworks	N	N	N
Firing Ranges	N	N	N
Flying - Helicopter, Small Aircraft	N	N	N
Flying - Commercial Airline	N	N	Y

ACTIVITY RISK CHART

Appendix A

Activity	JK - 3	Grades 4, 5, 6	Grades 7 & 8
Gymnastics <ul style="list-style-type: none"> • Accredited Clubs with trained supervisors only • In-ground trampoline only for elementary students, where trampoline is level with the floor 	Y	Y	Y
Hang Gliding	N	N	N
Hockey - Ice <ul style="list-style-type: none"> • Full Equipment, including full face mask and mouth guard 	N	N	Y
Horseback Riding <ul style="list-style-type: none"> • Guided Only • No jumping • Helmets Mandatory 	N	Y No Trail Riding	Y
Horseback Riding - DD Students <ul style="list-style-type: none"> • CanTRA Stables Only • Arena Riding Only 	Y	Y	Y
Hot-Air Balloon Rides	N	N	N
Kayaking - Flat Water	N	Y No Spray Skirts Supervised Camps Only	Y
Kayaking - Sea or White Water	N	N	N
Martial Arts <ul style="list-style-type: none"> • Self-Defence Only • Qualified Instructors 	N	Y	Y
Paint-Ball	N	N	N
Para-Sailing, Parachuting	N	N	N
Rafting - White Water	N	N	N
Rock Climbing Walls <ul style="list-style-type: none"> • Helmets Mandatory • Accredited Supervisors Only 	Y 8' max.	Y No Students Belaying other students	Y
Rock Climbing - Outdoors	N	N	N
Ropes - High <ul style="list-style-type: none"> • Helmet & Harness Mandatory • Accredited Supervisors Only 	N	Y No students Belaying other students	Y

ACTIVITY RISK CHART

Appendix A

Activity	JK - 3	Grades 4, 5, 6	Grades 7 & 8
Ropes – Low	Y	Y	Y
Sailing	N	N	N
Scuba Diving Instruction	N	N	N
Skating - Ice <ul style="list-style-type: none"> • CSA Approved Hockey Helmet Strongly Recommended 	Y	Y	Y
Skating - Inline <ul style="list-style-type: none"> • Helmets and Protective Equipment Strongly Recommended 	N	N	Y
Skiing - Cross Country	Y	Y	Y
Skiing - Downhill <ul style="list-style-type: none"> • Helmets Mandatory • OSRA Member Resorts Only 	N	N	Y
Skydiving	N	N	N
Snow Blading	N	N	N
Snow Boarding <ul style="list-style-type: none"> • Helmet Mandatory 	N	N	N
Snow Tubing	N	N	N
Splash Pads - Water Must fully drain	Y	Y	Y
Swimming - Hotel Pools <ul style="list-style-type: none"> • With Lifeguard • Teacher Must Supervise Students 	N	Y	Y
Swimming - Public Pools <ul style="list-style-type: none"> • With Lifeguard 	Y Lessons Only	Y	Y
Swimming - Residential Pools	N	N	N
Swimming - Camp / Campsite <ul style="list-style-type: none"> • with Lifeguard 	N	Y	Y
Tobogganing (snow sliding) <ul style="list-style-type: none"> • OPHEA Guidelines must be Used 	Y	Y	Y
Tour Boats <ul style="list-style-type: none"> • Maid of the Mist is not allowed 	Y	Y	Y

ACTIVITY RISK CHART

Appendix A

Activity	JK - 3	Grades 4, 5, 6	Grades 7 & 8
Tubing - White Water	N	N	N
Water parks and Wave Pools	N	N	N
Zip Lining	N	N	N



Educational Field Trips Day Trip Preparation Checklist

Appendix B

BEFORE DEPARTURE

- Purpose of trip and curriculum expectations clearly defined
- Pre-visitation consultation conducted to identify risks, logistics and suitability of site
- Cost to school and student determined and funding secured
- Approval/Information Form** signed by Principal
- Aquatics Program Approval Form** submitted to Director, if applicable
- Confirmation of date with venue, and trip cancellation insurance/refund policy obtained
- Confirmation of liability insurance coverage, if applicable
- Transportation booked
- Specific instructions relayed to student and parents (clothing, behaviour, etc.)
- Classroom preparation, follow-up activities and assessment prepared
- Alternate arrangements made for students not participating and schedule given to office
- Occasional teachers booked, or alternate schedule and yard duty arranged
- Parental Information/Consent Form** signed by parent.
- If parental consent form not returned, parent contacted to ensure all attempts have been made to allow student to participate and permission documented in writing
- Transportation of Students in Privately-Owned Vehicles Form** signed, and given to office, if applicable
- Student medical and contact information printed
- Volunteers have signed **Volunteer Agreement Form** and copy left with office
- Staff/parent volunteers (male and female) arranged according to ratios below:

Minimum Supervision Required

Trips not requiring transportation		Trips requiring transportation	
Grade	Ratio	Grade	Ratio
		Kindergarten	1:6
Kindergarten	3:class	Grades 1-3	1:8
Grades 1-6	2:class	Grades 4-6	1:10
Grades 7-8	2:class	Grades 7-8	2:class or 1:15 for teams and clubs

DAY OF TRIP

- Inclement weather concerns directed to Principal for decision
- Site phone (or cell phone) numbers given to office
- Confirmed attendance list of students, supervisors and volunteers, by vehicle, given to office
- Signed parent consent forms filed in office
- Itinerary and site contact information left with office

TO TAKE ON TRIP

- Student attendance list, medical and contact information sheets (if more than one supervisor on a bus trip, two copies must be taken)
- Student medical and contact information sheets
- Student medication and forms (given to staff/parent volunteer group leader)
EpiPens™: EpiPens™ are to be carried by the student, and an additional EpiPen™ is to be carried by the supervisor
- Trip itinerary and site contact information
- Contact information for closest hospital/emergency numbers, school/Principal's phone number
- First-Aid kit and the Field Trip Emergency Procedures Checklist (Appendix D)
- Communication device (cell phone, etc.)



Educational Field Trips Overnight Trip Preparation Checklist

BEFORE DEPARTURE

- Purpose of trip and curriculum expectations clearly defined
- Pre-visitation or consultation conducted to identify risks, logistics and suitability of site
- Pre-trip visit and **Risk Analysis Plan** completed
- Cost to school and student determined and funding secured
- Minimum of one supervisor qualified in Board-recognized First-Aid
- Approval/Information Form** signed by Principal
- Overnight Trip Approval Form** submitted to Director
- Aquatics Program Approval Form** submitted to Director, if applicable
- Confirmation of date with venue, and trip cancellation insurance/refund policy obtained
- Confirmation of liability insurance coverage, if applicable
- Transportation booked
- Health insurance secured for out-of- province/out-of-country trips
- Parent information session presented
- Detailed parental information letter sent home
- Detailed itinerary, maps showing routes, campsites etc.
- Classroom preparation, follow-up activities and assessment prepared
- Alternate arrangements made for students not participating, and schedule given to office
- Occasional teachers booked, or alternate schedule and yard duty arranged
- Parental Information/Consent Form** signed by parent. If parental consent form not returned, parent contacted to ensure all attempts have been made to allow student to participate.
- Transportation of Students in Privately-Owned Vehicles Form** signed, and given to office, if applicable
- Student medical and contact information printed
- Volunteers have signed **Volunteer Agreement Form** and copy left with office
- Staff/parent volunteers (male and female) arranged according to ratios below:

Minimum Supervision Required

Grade	Ratio for overnight trips	Ratio for overnight camping activities
Grades 4-6	1:8	1:8
Grades 7-8	1:12	1:8

DAY OF TRIP

- Inclement weather concerns directed to Principal for decision
- Site phone (or cell phone) numbers given to office
- Confirmed attendance list of students, supervisors, and volunteers by vehicle, given to office
- Signed parent consent forms filed in office
- Itinerary left with office

TO TAKE ON TRIP

- Student attendance list, medical and contact information sheets (if more than one supervisor on a bus trip, two copies must be taken)
- Student medical and contact information sheets
- Student medication and forms (given to staff/parent volunteer group leader)
EpiPens: EpiPens are to be carried by the student, and an additional EpiPen is to be carried by the supervisor
- Trip itinerary and site contact information
- Contact information for: closest hospital/emergency numbers, Principal or Designates home phone
- First-Aid kit and the Field Trip Emergency Procedures Checklist (Appendix D)
- Communication device (cell phone, or satellite phone if out of range)



Educational Field Trips Emergency Procedures Checklist

Appendix D

GENERAL EMERGENCY PROCEDURES

1. Assess the situation
2. Render First Aid as necessary
3. Call 911 as necessary
4. Notify Principal and/or Director
5. One adult will track and monitor student attendance
6. Principal will notify Independent Schools,
7. Principal will notify parents, guardians or emergency contacts

BUS/VEHICLE ACCIDENT

At the scene of the accident the Teacher(s)-in-Charge of the Field Trip will:

1. Ensure that all students remain at the scene until an ambulance attendant has had the opportunity to assess the condition of the students.
2. Record who was on the bus at the time of the accident.
3. Obtain the names of injured students along with the name of the hospital to which they are taken and notify the school. If possible, one adult supervisor will travel to the hospital where those injured are being treated.
4. Principal will notify Independent Schools,
5. Principal will notify parents, guardians or emergency contacts
6. Ensure the safety of the remaining students and arrange for their transportation back to the school, or home.
7. Only release students into the custody, of their parent or guardian. Student lists will be used to record students who have been released. Departure times and the name of the person that the child left with must be recorded.

MISSING STUDENT

1. Group supervisor is to inform Teacher(s)-in-Charge immediately.
2. Initiate search using known adults. Do not leave other students unsupervised.
3. Inform Principal if student is not found within 15-30 minutes of reported missing. Keep Principal informed of any new developments.
4. Inform local police.
5. Await arrival of police before arranging for the return of other students.
6. Principal will notify Independent Schools,
7. Principal will notify parents, guardians or emergency contacts
8. Teacher -in-Charge will remain at the scene to provide information, if required.