



### Rationale

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 and excursions have positive educational value, care must be taken to ensure that trips or excursions are organized in a manner that maximizes educational benefit and ensures protection and safety of students.

### Policy

The Board of Directors supports the practice of schools conducting co-curricular and extra-curricular educational field trips and excursions and requires that these are carried out in accordance with the regulations of this policy.

### Procedure

The Administrative Process:

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.

#### 1. Approval of Trips

##### A. For field trips, tours, and out-of-school excursions within the City limits:

- The Principal or his designate must give prior authorization to these activities by signing the appropriate forms designed for this purpose; and
- The teacher or teachers must accompany the students and provide adequate supervision throughout the trip.

##### B. Requests for field trips, tours and out-of-school excursions beyond the City limits.

Requests should be submitted to the Principal with a statement of planning for the trip or study included in the application. The Principal's response will indicate approval of the study.

##### C. Within Provincial boundaries, outside city limits

The Principal must give prior authorization to these activities by signing the appropriate forms designed for this purpose. The Principal will report all field trips to the Local School Committee for approval.

##### D. Outside of Provincial boundaries

The Principal will present the request to the Local School Committee for approval.

This request must be approved by the Local School Committee prior to finalizing arrangements with respect to travel, fund-raising, financial commitments, etc.;

The request must include contingency plans for emergencies, actions and medical emergencies.

A copy of the approval must be sent to the Superintendent or designate prior to departure.

##### E. Out of Country

The Principal will present the request to the Local School Committee for initial approval. Once approved the request will be forwarded to the Board of Directors for final approval.



The request must be approved by the Local School Committee prior to finalizing arrangements with respect to travel, fund-raising, financial commitments, etc.

The request must include contingency plans for all emergencies, including those caused by political unrest, medical emergencies, and disciplinary action.

All necessary documentation (passports, visas, etc.) must be applied for as soon as approval is given. Each member of the party must have adequate medical coverage for the country/countries to be visited.

Parents are to be encouraged to carry cancellation insurance.

Student trips should not be planned to countries or regions of countries where there is a possibility of an outbreak of violence.

### 2. Expectations Regarding Accessibility

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

- The demands of the activity are within the capacity of the students.  
(eg. Fitness, skills)
- Participation is voluntary.
- Diversity is valued, providing equal opportunity for all students.
- The cost per student is manageable and no student is excluded due to cost, if the field trip is a whole class field trip.
- Non-participants are provided meaningful alternative activities.

### 3. Trip Planning

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

- Educational/social/recreational goals and objectives
- Relationship to the B.C. Curriculum
- A description of how the trip is appropriate for students of the proposed age/grade and level of preparation.

### 4. Trip Plan

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

For organized low-risk field trips, the following procedures apply:

- A completed *Off-Site Experience Proposal -Form A* should be completed and forwarded to the school principal for approval two weeks prior to the proposed trip.

For organized high-risk field trips the following procedures apply:

- A completed *Off-Site Experience Proposal -Form B* should be completed and forwarded to the school Principal for approval two weeks prior to the proposed trip.
- The teacher/leader is required to complete a *Detailed Trip Plan -Form C* for all high-risk field trips.
- A Principal may require a teacher/leader who has requested to take students on a high-risk activity to complete a *Teacher/Leader Readiness -Form D* to assess the teacher/leaders capability to instruct or lead a given activity.



- A Principal may require a teacher/leader who has requested to take students on a high-risk outdoor leadership activity to complete an *Itinerary Card – Form E* to help establish the appropriateness of an outdoor leadership activity.

Prior to leaving on an out of country trip:

- The Government of Canada Travel Advisory is to be checked daily heading into the trip (On the Travel Advisory “*exercise normal security precautions*” means *no significant security concerns*.) If a high alert is noted before the trip, the Principal will contact Superintendent and that person will contact Board for an emergency meeting to determine if the trip proceeds.
- The Principal must ensure that the students and staff are registered with the Government of Canada Registration of Canadians Abroad. (Group registration with Registration of Canadians Abroad is a free service offered by Foreign Affairs, Trade and Development Canada that keeps travellers connected to Canada in case of an emergency abroad, such as an earthquake or civil unrest, or an emergency at home.)
- The supervising teacher and Principal must have a copy of the embassies and consulates location and contact information in the country that they are travelling to.
- Trip sponsor must carry a cell phone with an international package. Principal and Superintendent to know the number; all participating students and supervisors to know number.
- Students are to be told that they are required to carry their passports at all times.

#### 5. Parent/Guardian Consent and Acknowledgement of Risk forms

- Teachers planning an off-site trip are required to provide parents/guardians sufficient information about the trip to make an informed decision about its appropriateness and safety for their child.
- Teachers/Leaders should use the *Off-Site Activity Consent and Acknowledgement of Risk- Form F* for local low-risk activities.
- Teachers/Leaders should use the *Off-Site Activity Consent and Acknowledgement of Risk- Form G* for high-risk activities.

#### 6. Supervision

##### A. Head Teacher

- When more than one class is on an excursion one teacher will be designated “Head Teacher”.
- The Head Teacher must carry a mobile phone and demographic/emergency contact information on each student.
- The Head Teacher must be aware of students with medical and/or legal alerts. The Teacher is to ensure that students with medical conditions bring their required medicines and are supported in the same way as if they were at school. The Teacher is to ensure students with legal alerts are kept safe in the same way as if they were at the school.
- The Head Teacher shall be responsible to ensure that all students on the excursion are delegated to a specific vehicle.



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### STUDENTS

#### FIELD TRIPS – OFFSITE EXPERIENCES – 508

- Roll call to identify each student by name and sight shall be taken as often as deemed necessary by the Head Teacher. A head count shall not be considered sufficient to identify students.
- The name and number of all students shall be logged and copied to the office. Any changes on route shall be logged.
- The Head Teacher shall remain at the terminus of the excursion until all returning students are accounted for.

#### **B. Supervisors**

- Schools are encouraged to use parents to assist in supervising field trips and schools should, whenever possible, have **a minimum of one supervisor for each ten students;**
- A supervisor may be a teacher, parent, or responsible adult volunteer approved by the Principal;
- An adult supervisor must be over 21 years of age;
- 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;
- A supervisor must act "in loco parentis" (in place of parent), making wise and judicious decisions that are in the best interest of the students;
- When a specified training certification is required as part of an educational field studies excursion, the Principal shall ensure that the instructor / supervisor possesses such a designated certificate;
- A supervisor shall attempt to contact the school and / or students' parents in a case of an accident but, failing to do so, shall take whatever steps are necessary to care for the students;
- A supervisor shall report all accidents to the Principal at the earliest possible opportunity;
- A minimum of one supervisor per school bus must be provided when students are being transported to and from the field trip destination; and
- Everyone involved in the trip or excursion must be dressed/equipped in a manner appropriate to the activities to be undertaken.

#### **7. 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 \$2,000,000.00 Insurance Liability
- Criminal Record Check
- Valid Driver's License
- Driver Abstract

*Refer to Policy 510 Transportation of Students (Section D)*

#### **8. Communication protocol when emergencies develop on school trips (local or international)**



The Head Teacher is expected to deal with emergencies on a school trip in the same way they would as if they were at the school. The Head Teacher, or a Supervisor as directed, is to inform the Principal and School Office Manager at the school as soon as possible of the emergency and the support required.

### 9. Emergencies, Contingency Plan and Exit Strategy for Out of Country Trips

Emergency and Contingency plans and exit strategy for an out of country trip is required.

Once a trip is in progress, in case of emergency:

- The trip sponsor is to contact Principal who contacts the Superintendent who contacts the Board of Directors.
- The Principal or Superintendent will notify the Ministry of Education if an out-of-country emergency has developed.
- The Group returns to the hotel if possible.
- If flights are going back to Canada; transport the group to nearest airport to fly home. If group must be broken up to fly back, one supervisor will travel with each group if possible.
- If there are no flights available, the group will stay at the hotel and remain together at all times.
- The nearest Canadian Embassy or Consulate is to be contacted by the trip sponsor and directions for getting home are to be requested.
- Lines of communication
  - i. Principal to parents with direction from Superintendent and Board of Directors if need be
  - ii. Superintendent and Principal to the Local School Committee
  - iii. Superintendent to the Board of Directors

#### REFERENCE

Youth Safe Resource Manual  
Off-Site Experience Proposal Form A - Low risk  
Off-Site Experience Proposal Form B - High risk  
Detailed Trip Plan - Form C  
Teacher/Leader Readiness - Form D  
Itinerary Card – Form E  
Off-Site Activity Consent /Acknowledgement of Risk - Form F  
Off-Site Activity Consent/ Acknowledgement of Risk - Form G  
Teacher/Leader Competency – Form H  
Volunteer Driver – Form I  
Passenger List – Form J  
Contingency Plan and Exit Strategy – Form K  
Policy 315 – Volunteers  
Policy 510 – Transportation of Students  
Policy 602 - Emergency Closures

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