

The Board of Education, School District No. 48 (Sea to Sky), recognizes the educational value of curricular and extra-curricular based field trips and outdoor education experiences that enhance and supplement educational programs for students.

Field trips must be selected, planned, organized and conducted meeting all of the following criteria. They will be:

- an integral part of the educational process
- closely connected to curriculum
- relevant, effective, affordable and accessible
- safe and secure for all participants (e.g. students, staff, volunteers and the School District)
- reviewed for risk assessment, ability to mitigate risk, and overall management of off-site activities

Students participating in field trips and outdoor education experiences will behave in accordance with the School and District Codes of Conduct and any special directions required to maintain proper structure and safety pertaining to the activity as determined by the Principal, trip supervisor, and site managers.

The Board of Education recognizes the benefits of using *Youth Safe Outdoors: Off-site Experience Safety for BC Schools* as a resource to support safe off-site experiences. Schools should refer to and be cognizant of the *Youth Safe Outdoors* guidelines (<http://www.youthsafeoutdoors.ca/>), and follow those regulations.

Requests for exemption from this policy may be made through application to the Board of Education.

REGULATIONS

The following provides specific guidelines regarding curricular and extra-curricular field trips. A School District No. 48 teacher must supervise all field trips except Low-Risk Day Field Trips which are extra-curricular (i.e. school athletics).

TYPES OF TRIPS

Potential field trips and related activities are identified as either Low Risk Day Field Trips or Higher Care Field Trips. Higher Care trips are categorized as either Day or Extended, with Extended trips having further specific distinctions of being overnight, out of province, or out of country.

Low-Risk Day Field Trips

These trips consist of standard educational, recreational, extra-curricular activities (i.e. most school athletic teams), where the nature of the activities are considered lower in risk.

Note: Low-risk day field trips include trips where students return to the school within the same day of departure. If activities are extra-curricular in nature (i.e. athletic teams), a teacher sponsored, principal approved volunteer may supervise.

For initial approval, the teacher or teacher sponsor of a principal approved volunteer must complete and submit the following forms to the principal for approval at least one (1) week prior to trip:

- Field Trip Application form (*AP 603.2 Field Trips - Appendix 1*).
- Parent/Guardian Field Trip Consent form (*AP 603.2 Field Trips - Appendix 3*).

Following the initial approval, the teacher or teacher sponsor must follow the Field Trip Checklist for Low Risk Day Trips (*AP 603.2 Field Trips - Appendix 2a*) and have it signed off by the principal 48 hours prior to departure.

Please note that for important, emergent trips the principal has the discretion to sign off with less notification.

Higher Care Field Trips

These pertain to any trip, which includes a higher level of consideration and care. These trips can be one day or overnight on multiple days. The nature of these trips, regardless of their duration, have a moderate to high level of risk. Many of the activities in this designation are included but not limited to the Restricted Field Trip Activities List (*Table 2*).

1) Higher Care Day Field Trips

The nature of the activities included in these trips, regardless of their duration, have a moderate to high risk. For these Higher Care Field Trips, the teacher must:

- Submit the principal approved Field Trip Application form (*AP 603.2 Field Trips - Appendix 1*) and Parent/Guardian Field Trip Consent form (*AP 603.2 Field Trips - Appendix 3*) at least two (2) weeks prior to the excursion date, to the office of the Superintendent.

Following the initial approval from the office of the Superintendent, the teacher or teacher sponsor must follow the Field Trip Checklist for Higher Care Field Trips (*AP 603.2 Field Trips - Appendix 2b*) and have it signed off by the office of the Superintendent 72 hours prior to departure.

2) Higher Care Extended Field Trips

i) Overnight

These are the same as Low Risk Day Field Trips or Higher Care Day Field Trips but with an overnight component added. For these Higher Care Field Trips, the teacher must:

- Submit the principal approved Field Trip Application form (*AP 603.2*

Field Trips - Appendix 1) and Parent/Guardian Field Trip Consent form (*AP 603.2 Field Trips - Appendix 3*) at least two (2) weeks prior to the excursion date, to the office of the Superintendent.

- When appropriate, hold parent information meetings, which are required in order to fully inform parents of the itinerary, financial planning, sleeping arrangements, hazards, inherent risks and safety plan.

Following the initial approval from the office of the Superintendent, the teacher or teacher sponsor must follow the Field Trip Checklist for Higher Care Field Trips (*AP 603.2 Field Trips - Appendix 2b*) and have it signed off by the office of the Superintendent 72 hours prior to departure.

ii) **Out of Province Field Trips**

For these Higher Care Field Trips, the teacher must:

- Submit the principal approved Field Trip Application form (*AP 603.2 Field Trips - Appendix 1*) and Parent/Guardian Field Trip Consent form (*AP 603.2 Field Trips - Appendix 3*) at least three (3) months prior to the excursion date, to the office of the Superintendent.
- Hold parent information meetings, which are required in order to fully inform parents of the itinerary, financial planning, sleeping arrangements, hazards, inherent risks and safety plan.

Following the initial approval from the office of the Superintendent, the teacher or teacher sponsor must follow the Field Trip Checklist for Higher Care Field Trips (*AP 603.2 Field Trips - Appendix 2b*) and have it signed off by the office of the Superintendent 72 hours prior to departure.

iii) **Out of Country Field Trips**

For these Higher Care Field Trips, the teacher must:

- Submit the principal approved Field Trip Application form (*AP 603.2 Field Trips - Appendix 1*) and Parent/Guardian Field Trip Consent form (*AP 603.2 Field Trips - Appendix 3*) at least six (6) months prior to the excursion date, to the office of the Superintendent.
- Hold multiple parent information meetings, which are required in order to fully inform parents of the itinerary, financial planning sleeping arrangements, hazards, inherent risks and safety plan.
- Reference (and continue to monitor) the Government of Canada and Department of Foreign Affairs and International Trade websites to determine risks associated with travel to the destination country(ies), and check in with applicable service providers as they may have important information.
- Have trip cancellation insurance and back up plans for last minute, unforeseeable events.

Following the initial approval from the office of the Superintendent, the teacher

or teacher sponsor must follow the Field Trip Checklist for Higher Care Field Trips (AP 603.2 Field Trips - Appendix 2b) and have it signed off by the office of the Superintendent 72 hours prior to departure. Consult the principal and Office of the Superintendent for sign off twelve (12) hours prior to departure to ensure a travel advisory has not been issued, or irreconcilable concerns have not arisen.

TABLE 1: EXCEPTIONS TO HIGHER CARE DAY TRIPS

Certain activities in the Restricted Field Trip Activities List (*Table 2*) below have less risk under certain controlled conditions. Therefore, while the nature of the activities in Table 1 are considered to be of moderate risk, the ability to plan for safety and respond are reasonable given the quality of the facility and support and/or the proximity to emergency care. As a result of this, teachers may use the Low Risk Field Trip specifications within this Policy, Regulation, and accompanying Administrative Procedures.

TABLE 2: RESTRICTED ACTIVITIES

Restricted activities are allowed only under certain conditions where specific safety criteria are met. Extensive consideration must be given to the ability to plan for safety, the impact on instructional time, as well as risk assessment. A restricted activity is a type of Higher Care Field Trip.

TABLE 3: PROHIBITED ACTIVITIES

Some types of activities have been prohibited based on risk assessment and ability to plan for safety, as well as consideration given to impact on instructional time, inordinate costs, and/or excessive travel. These activities may also have severe consequences that flow from the inherent risks of the activity and the probability of occurrence of these risks cannot be reasonably eliminated.

NON SANCTIONED TRIPS AND ACTIVITIES

Non-sanctioned trips and activities are those which are not endorsed or supported by the School District in any way. District staff may, as individuals, participate in student-packaged tours or interest based excursions, provided that it is understood to be a **non-sanctioned event**, and it is made clear to the parents and students that the staff member is taking part on a personal basis and that the school or the Board of Education is in no way involved. Please see *Board Policy 603.3* for more information on sanctioned and non-sanctioned activities.

INCLUSIONS

Field trips are considered to be an extension or enrichment of the prescribed curriculum and therefore, require teachers to complete all appropriate forms. The safety, security, supervision and well-being of students must be the prime consideration when planning an excursion. During planning the teacher must adhere to all District policies and:

- Provide appropriate preparatory and follow-up instruction related to learning outcomes that are to be part of the field excursion plan.
- Make arrangements to provide an instructional program for students not participating in the excursion and for the instruction of classes normally taught by teachers who will accompany students on the excursion.
- Make arrangements for students with special needs to be included in the field trip.
- Ensure that “ability to pay” is not a factor for student participation (*Policy & Regulation 603.1 Student Fees and Deposits*).

RISK MINIMIZATION

The teacher or teacher sponsor, if appropriate, will:

- Identify all potential risks involved during the trip.
- For any activity involving water, including hotel swimming pools, ensure that a certified lifeguard is on duty at all times when students are at the water and determine the level of swimming ability of each student by having parents complete the Swimming Level Declaration Form (*AP 603.2 Field Trips - Appendix 8*).
- Develop a written safety plan to mitigate each risk to the greatest extent possible. Safety plans are outlined on the consent forms and for higher care trips, a *Detailed Safety and Emergency Plan (AP 603.2 Field Trips - Appendix 7)* is also required.

For all field trip applications, the school principal will conduct a risk assessment and consider the ability of the teachers, volunteers and service providers, if applicable, to plan for and execute the safety plan prior to approving the field trip application.

Field trip application packages that are in the Higher Care categories are to be forwarded to the office of the Superintendent or designate for approval within the timeline required prior to making any down payments or other payments.

Prior to the commencement of any higher care trip, a copy of the approved Field Trip Application Form and all other required and completed forms must be forwarded to the Superintendent or designate for final approval, and a copy left with the school. Prior to the commencement of any low risk day trip, a copy of the approved field trip application form and all required documentation must be submitted and reviewed by the school principal. Submission of documentation to the Superintendent’s office is not required for low risk day trips.

SUPERVISION

Students participating in field trips are considered to be under the same care and guidance of the principal and/or teaching staff when on a school field trip as when they are in school, and are subject to the expectations and consequences for behavior as stated in the School and District Codes of Conduct.

All field trips must be under the supervision or sponsorship of at least one School District No. 48 teacher, who, in collaboration with the school principal, shall ensure that all provisions for safety and supervision are established in advance and clearly communicated in writing to parents and students.

For Low Risk Day Trips which are extra-curricular in nature (i.e. sports games) a principal approved, teacher sponsored volunteer, may supervise students. In order for a principal to approve such supervisors, the *School District No. 48 Supervisors Training Module* must be satisfactorily completed. Please note that all extra-curricular activities, including school teams and clubs must have a teacher sponsor.

The Principal and teacher sponsor of a principal approved volunteer will ensure:

- That a volunteer supervisor has satisfactorily completed the *School District No.48 Supervisors Training Module*.
- That each supervisor and volunteer applicant has been reviewed and approved or denied by the principal, as suitable for supervision on a case by case basis.
- For co-ed student overnight trips, the adult supervision will consist of at least one adult from each preferred gender of student participants. If this is not possible, parents must give informed consent for their individual child to participate. The principal must also approve the structure of the supervision.
- For non-co-ed student overnight trips, the adult supervision will consist of at least one person of the same gender as the student group. (*See Policy 400.3 Sexual Orientation & Gender Identity, for more important information*).
- Criminal Record Checks are conducted for all volunteers and supervisors (*Regulation 401.3 Criminal Record Search*).
- Supervisors are made aware they are considered to be on supervision throughout the entire duration of a field trip and are expected to provide reasonable supervision, that which a careful and prudent parent would provide. Supervisors may not have other children (those not included in the field trip group) in their care during the trip.
- That the number of adult supervisors accompanying each trip is appropriate.

Suggested guidelines provided for the supervision of student groups engaging in low risk activities are:

Grade Level	Ratio of Adults to Students
Kindergarten to grade 3	1:8
Intermediate students - grades 4-9	1:15
Secondary students - grades 10-12	1:30

It is recognized however, that circumstances for each trip vary and the Principal will determine and approve the appropriate level of adult supervision. All higher care trips shall have a minimum of two adult supervisors and should have a significantly smaller ratio of students to adult supervision based on the activity.

Factors to be considered include, but are not limited to:

- Volunteers are under the direction of the lead teacher or designate for the duration of the trip. Volunteers have a responsibility to support and assist the teacher(s) in upholding the School and District Codes of Conduct and all decisions of the teacher leading the trip.
- The nature of the activity - foreseeable risks of injury associated with participating in a particular activity.
- The ability of the participants - degree of difficulty, physical strength, endurance, co-ordination, mobility, physical or developmental limitations.
- Experience of the participants - first time experience versus various degrees of experience/skill in participating in the activity.
- The age of the participant - factors such as physical size (height/weight), maturity level, risk perception, comprehension of rules/instructions, etc. are dependent on age and development.
- Environmental factors - site layout (clear sight lines versus obstructions), dispersed groups (i.e., ski hills, amusement parks), tour groups versus self-guided, presence of dangerous features (i.e., cliffs, allurements, unusual weather).

TRANSPORTATION

The Principal must ensure that the transportation of pupils is in accordance with Board Policy. Fifteen (15) passenger vans are not sanctioned for use. Passenger and vehicle loading lists must be available in the school and with the supervisory person on the trip. Current and clear Driver's Abstracts must be available in the school for all volunteer drivers. Booster seats are employed as required.

FINANCES

- In trips where a deposit fee is required by an outside agency, the School District will not be responsible for refunding deposits should the trip be cancelled.
- Schools must be sensitive to the financial burden of possible expensive field trips; the ability of students to pay their share of the costs must not be a factor in determining participation. School personnel must ensure that financial requirements do not exclude students from participation on a field trip (*Regulation 603.1 Student Fees and Deposits*).
- For all field trips, the School Board's liability insurance protects employees, the Board of Education and volunteers against suit in the event of an accident through negligence.
- Trip cancellation insurance must be purchased.

CONSENT AND COMMUNICATION

Written, informed consent forms for each student must be completed to ensure that parents are aware of the field trip and related activities. Consent packages to parents/guardians should include the following information:

- Purpose and objectives of the trip, including curricular learning outcomes where relevant.
- Key activities involved.
- Itinerary (up to and including 'lights out' for overnight trips).
- Potential known risks.
- Safety plan.
- Emergency plan in the event of injury, illness or other problem.
- Notification that the school will secure emergency transport to medical services in the event that the student is injured and the parents/guardians will be responsible for any costs associated with such transport.
- Transportation/travel arrangements.
- Costs, due dates and awareness of financial support available as per *Regulation 603.1 Student Fees and Deposits*.
- Destination, including address or nearest locatable centre.
- Field trip date(s) and times of departure and return.
- An inventory of what to bring (e.g. types of clothing, water, food).
- School contact name and number for more information.
- How students not attending can meet the same learning outcomes.

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Reviewed: January 10, 2018

Table 1 Exceptions to Higher Care Day Trips

While the nature of the following activities are still of a moderate risk, the ability to plan for safety and respond are reasonable given the quality of the facility and support and/or the proximity to emergency care. Therefore, these specific day trips may be considered low risk for the purpose of completing policy and regulation specifications.

Skating and Swimming at:

- Brennan Park Recreation Centre
- Meadow Park Sports Centre
- Olympic Plaza

Climbing with Top Rope at:

- Climb On Climbing Gym
- Ground Up Climbing Gym
- The Core Climbing Gym

Ropes Courses at:

- Rope Runners Adventure Park - Squamish

Hiking, Snowshoeing and/or Cross Country Skiing at:

- local, well-travelled easy trails (beginner to intermediate only)
- locations within a 45 minute return to the school and/or Hospital:
- Whistler Olympic Park

Note: Qualified staff such as lifeguards and ski instructors may be considered as a supervisor

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Table 2 - Restricted Field Trip Activities List

Restricted activities include, but are not limited to:

- Archery
- Bobsledding, luge, tobogganing and tubing (at an approved facility)
- Camping
- Cross-country skiing
- Cross-country mountain biking (beginner and intermediate runs with helmet)
- Downhill skiing/snowboarding (helmets are mandatory)
- Fencing
- Football (helmets are mandatory)
- Hiking and backpacking
- Horseback riding (helmets are mandatory)
- Hot air ballooning - tethered
- Ice skating (helmets are mandatory)
- Mountain hiking on designated trails
- Paddle sports (life jackets, qualified life guard, certified trainer are mandatory)
- Rifle ranges or activities involving firearms (at an approved Biathlon facility)
- Rock climbing- restricted to top rope only
- Rope courses
- Rugby
- Sledding – restricted to flexible flat mats (crazy carpets)
- Swimming (must be supervised by qualified life guard)
- Trampolining – Elementary (at an approved gymnastic facility)
- Watercraft

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Table 3 Prohibited Field Trip Activities List

Prohibited activities include, but are not limited to:

- Bicycle motocross (BMX)
- Bobsledding, luge, tobogganing and tubing (if NOT at an approved facility)
- Boxing or kickboxing
- Bungee jumping
- Caving (spelunking)
- Demolition derbies
- Extreme sports
- Hang gliding, paragliding, parachuting, sky diving
- Horse jumping
- Hot air ballooning - untethered
- Ice climbing
- Mechanical bull riding or other mechanical rodeo events
- Motorcycling or motorized vehicles of any kind
- Motorized watercraft operation and racing
- Mountain biking – downhill and cross-country black runs
- Mountain scrambling and technical mountaineering
- Paintball, laser tag or war games
- Repelling/Abseiling
- Rifle ranges or activities involving firearms (except an approved Biathlon facility)
- Rodeo
- Scuba Diving
- Skeleton
- Trampolining (except elementary trampolining at an approved gymnastic facility)
- Travel to areas where Foreign Affairs Canada has issued an advisory
- White Water Rafting
- Zip lines

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