



Background

The Board recognizes that firsthand learning experiences provided by Field Trips are an effective and worthwhile means of learning. The Board encourages Field Trips that enrich curriculum and expand the learning experiences of students. All Field Trips should be linked to curriculum outcomes within the students' educational or school extra-curricular program.

The Board recognizes that the basis of a parent or guardian's decision to let his or her child participate in a school activity is the implied understanding that ultimately the school will not put the children at risk.

The Board expects that safe Field Trip practices be used in planning and executing all Field Trips and excursions. These include risk assessment and risk management for each trip.

Procedures

1. The Local School Board Committees shall work with the principal to develop their own criteria for Field Trip participation that will encourage student participation in accordance with administrative procedures for Field Trips.
2. For the purposes of these procedures, the following definitions shall apply:
 - 2.1 Education Trip: Any trip within or outside the community and are completed in one day
 - 2.2 Sports Trip: Any trip up to a maximum of five school days that involves interschool events as the main activity.
 - 2.3 Native Curriculum Trip: Any trip greater than one day that does not involve interschool events as the main activity. A report of these trips shall be made to the Local School Board Committee.
3. The principal shall ensure that Disclosure and Consent Letters are developed using the following criteria before proceeding with any Field Trip or off-site activity.
4. Recommendation of Approval in Principle from the Local School Board Committee should be requested at least three months before the planned departure date of Native Curriculum Field Trips.



- 4.1 Field Trips for grades 3, 6, 9 and 12 students should not be planned during achievement tests or diploma exams.
- 4.2 The Local School Board Committee should recommend final approval for Native Curriculum Field Trips at least a month prior to the departure of the students.
5. Principals shall ensure that the following guidelines and procedures are followed in recommending all Field Trips to the Local School Board Committee for approval:

Supervision

There shall be a minimum of one supervisor for every ten students. Field Trips that include high-risk activities should have one supervisor for every five students. In deciding on the number of supervisors for Field Trips please consider:

1. The age, sex and ability of students
2. The number of students involved
3. Whether there are students with special educational or medical needs
4. The experience level of the student with respect to the activity involved
5. Whether or not the students have been away from home and the nature of the activities involved
6. The degree of responsibility and discipline shown by the individual group members
7. The experience and quality of available supervisors
8. The availability of appropriately certified staff
9. The requirements of the organizational location to be visited

All Field Trips shall have a Northland School Division #61 certified teacher who would normally be assigned responsibility for that class or activity as one of the supervisors.

Both male and female supervisors will be provided as required.



Supervisors and alternates shall be selected jointly by the Local School Board Committee and school staff and be viewed by the community as responsible adults. A Criminal Records Check and Child Welfare Check are required for all volunteer supervisors.

Disclosure Letter and Consent Letter

The basis of a parent or guardian's decision to let his or her child participate in a school activity is the implied understanding that ultimately the school will not put the child at risk.

Students are permitted to travel only if their parents or guardians have signed both the Letter of Disclosure and the Consent Form as required. Native Curriculum Field Trip Disclosure Letters should be signed and returned to the school a minimum of a month before the departure date. On day trips a separate Consent Form is not required unless the students return to the school after the regular school day has ended. Whenever possible, Consent Forms and Day Trip Disclosure Letters should be returned to the school forty-eight hours prior to the trip's departure.

Disclosure and Consent Letters must include all information required by the checklist.

Local School Board Committee standing motions for day trips require a signed Letter of Disclosure for students to participate.

Local School Board standing motions for overnight and day interschool trips where students return home after regular school hours require a Disclosure Letter and a Consent Form.

Itinerary

1. No prohibited activities have been included in the Field Trip
2. Alternative activities have been included.
3. Disclosure meeting with parents held for Field Trips that include high-risk activities.



Participation List

1. List of all participating students checked against whether they have signed Disclosure and Consent Forms.
2. Emergency contact and medical information completed for all participating students

Risk Assessment

Risk is the combination of the likelihood of an incident happening (frequency) and the consequences of the incident (severity).

In assessing the risk of any Field Trip activity, consider the following:

1. The type of activity and the level at which it is undertaken (beginner, intermediate, advanced).
2. The location: (mountainous terrain, outdoor water, urban or country setting).
3. The confidence, expertise and qualifications of staff, volunteers and on-site staff if applicable.
4. The age, confidence, fitness, experience and character of the students.
5. Staff/student ratio
6. The quality and suitability of available equipment
7. Seasonal conditions such as weather and time of year.

Information needed from service providers of Field Trips and overnight residential camps to provide the trip organizers with information that will allow for them to effectively plan the Itinerary and accurately assess and manage risk:

1. Statement from managements on recruitment, training and assessment of staff
2. Statement that Criminal Records Checks are conducted on staff
3. Written operations and procedures for each activity offered
4. First aid certification of staff
5. Water safety training (where applicable) of staff
6. Written plan for equipment assessment and maintenance
7. Written accident or emergency procedures
8. Insurance - including information on whether the service provider has third party liability for participants



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9. Cost breakdown for planned activities
 10. Site map
 11. Assessment of potential risks at site
 12. Any Consent Form/Waivers that must be signed by parents and students from the service provider.

Risk Management

1. Ask, "Is this necessary?" for all activities planned on the trip and consider avoiding any high-risk activities that do not reflect the educational outcomes of the trip. Activities where severe risks are uncontrollable or unpredictable should not be considered.
2. Assess potential risks to participants by answering: "If we do this activity, is it foreseeable that someone can be injured?"
3. Reduce risk by answering: "What can we do to prevent an injury?"
4. Ensure that safety guidelines, practices and rules are implemented throughout the Field Trip and that responsibility has been appropriately assigned to all parties.

Other factors to consider

1. Educational outcomes are being met
2. Emergency Plans are in place
 - 2.1 Accident management
 - 2.2 Reporting procedures for accidents and Field Trip incidents
3. Budget
 - 3.1 Sufficient funds for trips
 - 3.2 Refund policy for fees collected from parents for students who do not go
4. Accommodation
 - 4.1 Cost
 - 4.2 Suitability of supervision
5. Contingency Plan is in effect
 - 5.1 Alternate activities stated in Disclosure Letter with informed consent of parents



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- 5.2 Getting students to safety/home
 - 5.3 Alternate and specified alternate person, if responsible a certified teacher must attend to an emergency
 - 5.4 Field Trip supervisors understand they cannot add an activity and may only use previously agreed to alternate activities in the event of having to cancel an activity during the Field Trip.
6. A copy of disclosure letter and consent form will be sent to the Superintendent one-month before the departure of any extended educational or Native Education field trip.