

FIELD TRIPS

Background

The Division supports the practice of enriching student experiences through field trips. All Division policies and administrative procedures are deemed to be in effect during all field trips. To ensure the safety of all participants, the Division mandates that all field trips adopt the implementation of appropriate risk management procedures and safety guideline practices consistent with the [School Physical Activity, Health & Education Resource for Safety \(SPHEReS\)](#). Notwithstanding, Division safety policies, administrative procedures, and practices supersede the standards set out in the SPHEReS website.

Approval of school activities are always to take into consideration the educational value and the injury risk factors associated with the activity. Planning for field trips which include linkages to curriculum, and which would occur during instructional time, must also consider equity of access for students such that all applicable students are able to participate. When planning trips out of province and/or out of the country, and which would occur outside of instructional time, strong consideration must still be given to equity of access for students given the trip(s) are occurring under the authority of Wolf Creek Public Schools.

Procedures

1. Principals shall be responsible for approving in-province field trips.
2. Out-of-province field trips, within Canada, must be recommended by the Principal and proposals for these field trips must be submitted to the Superintendent for approval.
3. Any out of province curricular trips which will limit the ability for all applicable students to participate, due to financial constraints, must be planned to occur during non-instructional time. As part of the proposal, the Principal may request up to one day of instructional time at the beginning and/or end of a trip (maximum two days) in order to allow for travel. Use of more than two days of instructional time for any curricular trip will only be considered under extenuating circumstances, which will need to be detailed in the proposal.
4. All recommended field trips must contain the following pertinent information:
 - 4.1 Risk assessment procedures and safety guideline practices;
 - 4.2 Behavioral expectations/adherence to the school's code of conduct;
 - 4.3 Number of student participants;
 - 4.4 Criteria for students to join the group;
 - 4.5 Number of classes involved;

- 4.6 Number of teachers involved;
 - 4.7 Parental participation;
 - 4.8 Financial arrangement;
 - 4.9 Details of costs to students, staff, parents, others;
 - 4.10 Funding sources; and
 - 4.11 Destination, mode of travel, duration, etc.
- 5. All international field trips must be recommended by the Principal and proposals for these field trips must be submitted to the Superintendent who will forward the proposal to the Board for its consideration.
 - 6. International field trips must be planned to occur during non-instructional time, given the need to maintain equity of access for student programming during instructional time and the costs being inhibitive for some families. As part of the proposal, the Principal may request up to one day of instructional time at the beginning and/or end of a trip (maximum two days) in order to allow for travel. Use of more than two days of instructional time for any curricular trip will only be considered under extenuating circumstances, which will need to be detailed in the proposal.
 - 7. All recommended field trips must contain such pertinent information as is outlined in section 2 above, with additional information being supplied in the following areas:
 - 7.1 In all situations it is the responsibility of the submitting Principal to include the outcomes that will be met by the field trip and the accompanying strategies that will be utilized to fulfill the stated outcomes.
 - 7.2 Participation in international field trips will be limited to students in grades 7-12 unless special circumstances need to be considered. In those situations it is the responsibility of the Principal to supply the Superintendent with supporting background information for inclusion in the Board's approval process. Two circumstances that could be considered would be; a student whose age would suggest special analysis or a parent being part of the trip personnel.
 - 7.3 In certain circumstances, the nature of the trip and the accompanying learning will be of Division interest. The Board may ask the field trip organizers and participants to attend a Board meeting to speak about their trip and various aspects of their experiences. The Superintendent will convey that request of the Board to the Principal during the final stages of the approval process.
 - 8. No field trip shall be undertaken without prior authorization from the:
 - 8.1 Principal for within province field trips;
 - 8.2 Superintendent for out of province field trips;
 - 8.3 Board for international field trips.
 - 9. Within province field trip requests are to be made by the lead teacher to the Principal at least one week prior to departure. Out of province applications to the Superintendent and out of

country applications to the Board must be submitted a minimum of three months prior to the trip.

10. Roles and responsibilities

10.1 The lead teacher:

- 10.1.1 Plans and organizes the field trip.
- 10.1.2 Reviews prohibited activities list outlined in Section 20 of this procedure.
- 10.1.3 Identifies risk and provides methods of addressing safety concerns.
- 10.1.4 Reviews the [School Physical Activity, Health & Education Resource for Safety \(SPHEReS\)](#), this Administrative Procedure, and ensures the distribution of this information to all attending teachers.
- 10.1.5 Is responsible for supervision arrangements and provides a list of participating teachers and volunteers to the Principal prior to field trip departure.
- 10.1.6 Reviews risk management procedures and prepares the appropriate informed consent information.
- 10.1.7 Completes [Form 260-1 Field Trip/Off-Site Activity Form](#) and ensures that all attending teachers sign the form.
- 10.1.8 Submits the completed [Form 260-1](#) within the timeframe specified.
- 10.1.9 Ensures that all requisite field trip documentation is provided to the Principal.
- 10.1.10 Arranges for appropriate volunteers and for volunteer instruction regarding the nature and requirements of the field trip, and volunteer responsibilities.
- 10.1.11 Is responsible for ensuring that the Parental Informed Consent Letter (based on [Form 260-2 Requirements of the Parent Informed Consent Letter](#)) has been fully completed, signed and dated by the parent and is in the possession of the school prior to the trip commencing.
- 10.1.12 Is responsible for obtaining and maintaining a Field Trip Resource Kit (see Section 13).
- 10.1.13 Is responsible for taking attendance counts at all points of departure on the field trip.
- 10.1.14 Shall advise the Principal of any problems, unusual incidents, “close calls” or unsafe situations as soon as is reasonably possible, and in any event, no later than one week after the field trip end date.

10.2 The Principal:

- 10.2.1 Reviews the completed [Form 260-1 Field Trip/Off-Site Activity Form](#) and supporting information.
- 10.2.2 Determines if the activity is allowed per the Alberta Risk Managed Insurance

Consortium Prohibited Activities List in Section 20.

- 10.2.3 Determines whether or not the field trip supports the curriculum.
 - 10.2.4 Determines whether safety requirements and appropriate supervision levels have been met.
 - 10.2.5 Ensures that the Informed Consent process has been carried out properly in all instances and that signed consents are received for each student who is participating in the activity.
 - 10.2.6 Determines if field trip authorization is granted or not, based on at least the criteria contained in section 11, below, and notifies the lead teacher accordingly.
 - 10.2.7 The decision of the Principal is final for within Division and within province field trips.
 - 10.2.8 The Principal will ensure that the Senior Administration is made aware of any problems, unusual incidents, “close calls” or unsafe situations as soon as is reasonably possible, and in any event, no later than one week after the field trip end date.
11. In evaluating, reviewing and determining whether or not authorization is to be given for a particular field trip, the following criteria are to be considered:
- 11.1 Curriculum fit.
 - 11.2 Safety concerns.
 - 11.3 Precautions in place to deal with safety concerns.
 - 11.4 Age and grade appropriateness.
 - 11.5 Venues.
 - 11.6 Supervision levels.
 - 11.7 Cost, budgeting and fundraising
 - 11.8 Supervisor selection and training.
 - 11.9 Level of knowledge of lead teacher and supervisors regarding field trip procedures and safety guidelines.
 - 11.10 Level of knowledge of lead teacher and supervisors regarding field trip activities.
 - 11.11 Familiarity of lead teacher and supervisors with the venue, if applicable (for example, wilderness terrain).
 - 11.12 All appropriate information is provided to parents regarding field trip details.
 - 11.13 Whether parent meetings are necessary to ensure a complete understanding by the parents as to the nature of the trip, the specific risks that might be involved during the trip and the specific plans for the trip including travel arrangements and supervisory arrangements.
 - 11.14 For field trips that involve airline flights, the submitted proposal must reference the fact that each individual has, or will, purchase travel cancellation insurance.

11.15 Field trip itinerary and activities.

11.16 Transportation.

11.17 Accommodation.

11.18 Special clothing and equipment requirements and their availability.

11.19 Special medical requirements (for example, vaccinations); all students participating in international trips to measles endemic areas will be required to receive measles vaccination to be eligible to participate in the trips.

11.20 Whether special expertise (for example, local guides) is required.

11.21 Security.

11.22 Emergency and communications arrangements.

11.23 Evacuation procedures, if applicable.

11.24 Whether special certification is required (for example, lifeguards, First Aid certification).

12. The Parental Informed Consent Letter

12.1 The lead teacher shall prepare a Parental Informed Consent Letter (based on [Form 260-2 Requirements of the Parent Informed Consent Letter](#)) which takes in to account (but is not limited to), the following, as may be applicable, given the nature and complexity of the field trip:

12.1.1 Date of letter.

12.1.2 Clearly stated purpose/educational goal of the field trip including educational value of such a trip, and its direct link to the program of studies.

12.1.3 The destination and where necessary, a map of the area.

12.1.4 Proposed itinerary of the field trip including dates and times of departure and arrival.

12.1.5 Arrangements for supervision of students.

12.1.6 Type of transportation to and from the site, as well as on site.

12.1.7 Safety precautions.

12.1.8 Special or unusual risks associated with the activity(ies).

12.1.9 The need for special equipment or clothing to be provided by the parent.

12.1.10 Parent contact number during the field trip.

12.1.11 Name and contact telephone number of the lead teacher.

12.1.12 Cost of field trip.

12.1.13 Need for additional medical coverage for out of the country field trips.

12.1.14 Parent statement on student's medical condition including medication requirements.

12.1.15 Parent authorization to have supervisors seek necessary medical treatments

for students.

12.1.16 Parent authorization for alternative transportation arrangements.

12.1.17 Emergency contact name and phone number of parent and alternate emergency contacts. and alternate emergency contacts.

12.1.18 Any other relevant information that could affect the decision to withhold field trip permission.

12.1.19 Parent signed authorization to attend the field trip.

12.1.20 Teacher(s) signature(s).

12.2 The lead teacher must ensure that a signed copy of the complete Parental Informed Consent Letter (based on [Form 260-2 Requirements of the Parent Informed Consent Letter](#)) is received for each student participating in the activity prior to any participation in the activity.

12.3 One Parental Informed Consent Letter (based on [Form 260-2 Requirements of the Parent Informed Consent Letter](#)) may be provided to and signed by the parent and will be sufficient for repetitive field trips (such as athletic teams and physical education classes) provided that the Parental Informed Consent Letter includes a list of all activities, destinations, and dates.

12.3.1 Given the nature of school teams, leeway will be given regarding unscheduled exhibition games, rescheduled games, tournaments and playoffs. The expectation is that parents are to be given a copy of the team's schedule with their informed consent letter and a note on the schedule that changes are inevitable and, thus, the schedule is subject to change.

12.3.2 In such circumstances, only one Field Trip/Off-Site Activity Form ([Form 260-1](#)) need be submitted by the lead teacher.

13. The Field Trip Resource Kit

13.1 The Field Trip Resource Kit shall consist of, but is not necessarily limited to, the following:

13.1.1 A First Aid Kit unless first aid kits are otherwise readily available.

13.1.2 A cell phone or other reliable means of communication, given the nature of the field trip.

13.1.3 Contact telephone numbers for the school. In the event of an emergency the lead teacher will inform the school of the incident to initiate a callout by the school to parents or guardians of all participating students with the relevant details.

13.1.4 Contact information for emergency authorities (such as medical, etc.) at the destination and any other locations visited.

13.1.5 Blank Accident Report Forms.

13.2 The Lead Teacher will return the Field Trip Resource Kit material to the Administrative Assistant for proper records retention (record keeping).

14. Supervision

- 14.1 There shall be no unsupervised time for students on field trips. Supervisors are required to be on duty at all times.
- 14.2 In determining appropriate supervision levels, the following are to be considered:
 - 14.2.1 Age of the students.
 - 14.2.2 Nature of the activity.
 - 14.2.3 Risk of the activity.
 - 14.2.4 Size of the group.
 - 14.2.5 Participation of special needs students.
 - 14.2.6 Crowded venues.
 - 14.2.7 Other safety concerns.
- 14.3 All field trip supervisors:
 - 14.3.1 Shall be over the age of eighteen (18) years.
 - 14.3.2 Shall be advised by the lead teacher as to the nature and requirements of the field trip and their responsibilities, prior to departure.
- 14.4 Same-gender supervisors must accompany each group on overnight field trips.

15. Changes in Itinerary

- 15.1 Where circumstances require a substantial change to the original field trip mode of transportation, supervision, cost, activities or venues, the Principal (for within the province field trips), and Superintendent (for out of province and out of country field trips), must authorize such change and communicate such authorization to the lead teacher or Principal, as the case may be.
 - 15.1.1 The lead teacher will then communicate such change in writing to teachers, volunteers, parents, and students.
 - 15.1.2 Where circumstances arise during a field trip, such as adverse weather or road conditions, and they necessitate a substantial change to any aspect of the planned itinerary, the Principal must be notified by the lead teacher and reasonable efforts will be made to advise parents accordingly.

16. Record Keeping

- 16.1 Principals shall keep a record of field trip documentation for three (3) calendar years from the end date of the field trip.
- 16.2 The Lead Teacher must ensure all material in the Field Trip Resource Kit be safeguarded to ensure the protection of privacy.
- 16.3 Field trip documentation shall include, but is not necessarily limited to, the following:
 - 16.3.1 Completed and approved [Form 260-1 Field Trip/Off-Site Activity Form](#) and attachments.

- 16.3.2 Completed and returned portions of Parental Informed Consent Letter (based on [Form 260-2 Requirements of the Parent Informed Consent Letter](#)).
- 16.3.3 A Blank copy of Parental Informed Consent Letter (based on [Form 260-2 Requirements of the Parent Informed Consent Letter](#)).
- 16.3.4 List of participating students.
- 16.3.5 List of participating supervisors.
- 16.3.6 Lists of contact information.
- 16.3.7 Completed [Form 160-1 Student Injury Report](#), and [Form 160-2 Employee First Aid Report](#)
- 16.3.8 Agenda, minutes, and attendance records from all field trip meetings (including parent meetings).
- 16.3.9 Copies of any correspondence, memorandums, receipts, booking confirmations, etc. relating to the field trip.

17. Transportation

- 17.1 When the location of a field trip is near the school, students may be required to walk to the field trip location from the school property. The Walking From School Property to Field Trip Activities section of the online registration form must be completed by the parent during the online registration or online registration update process for their child to participate in any walking off school property activity.
- 17.2 All participating students shall use the transportation that has been arranged for the field trip, unless other arrangements have been made between the parent and the lead teacher. Parents may transport their own child to and/or from the event, but must notify the lead teacher verbally or in writing. The lead teacher will document this on their field trip attendance list.
 - 17.2.1 Transportation to and from the designated meeting place for the start and finish of the field trip is the responsibility of the parent with respect to the child(ren) living in their household and they may not transport children belonging to other parents.
- 17.3 Commercial transportation is to be used wherever possible. Only properly licensed and insured commercial transportation vehicles and drivers shall be used.
 - 17.3.1 Principals are advised to use carriers under contract with the Division.
 - 17.3.2 If a Principal wishes to use a carrier not contracted with the Division, the carrier must have an Operating Authority Certificate from the Motor Transport Board and a Certificate of Insurance showing insurance coverage of not less than \$25 million.
- 17.4 The Principal must ensure that staff members or volunteers driving a vehicle that is not Division-owned are properly licensed, insured and carry a minimum liability coverage of \$2 million. All volunteer drivers, including staff, shall complete and sign [Form 565-1 Volunteer Driver Authorization Form](#) prior to acting as a volunteer driver.

17.4.1 Principals are required to obtain and review copies of the current driver's abstract and current insurance pink-slip information for all volunteer drivers including staff as per [Administrative Procedure 565 – Transportation of Students in Private Vehicles](#).

17.4.2 The Division has insurance coverage that provides for indemnification in the event of bodily injury or property damage to third parties as the result of an automobile accident for which the staff member or volunteer is legally responsible. [Form 260-4 Witness to Accident](#) should be used in such cases. However, the primary liability protection for the staff member or volunteer driving a vehicle that is not Division-owned is provided by his/her own liability policy.

17.5 Only major commercial carriers shall be utilized to provide transportation by air.

17.6 Student drivers shall not, under any circumstances, be used for field trips.

18. Safety Guidelines

18.1 The relevant portions of the Safety Guidelines are to be followed in the planning and implementation of field trips.

19. Exemptions

19.1 In exceptional circumstances only, the Superintendent may approve a change or deviation from these field trip procedures upon request by a Principal.

20. Alberta Risk Management Insurance Consortium Chart of Prohibited Activities ([Administrative Procedure 260 - Prohibited Activities Appendix](#)).

20.1 Prohibited activities are prohibited under the ARMIC risk management procedures and are not covered by the Division's general liability insurance policy.

20.2 Should a school want to undertake a prohibited activity, the following guidelines must be followed:

20.2.1 A case must be made to show that the educational benefit(s) to the students participating in the activity outweigh the risk(s) of injury to the students and any associated costs. Strong educational benefits must be realized by students taking part in the activity.

20.2.2 The activity is to be approved by the Superintendent or designate.

20.2.3 Additional liability insurance must be purchased by the Division to cover the prohibited activity or provide evidence of additional insurance that sufficiently removes the risks of the prohibited activity from the Division's general liability as per recommendations provided by the Insurance Broker.

20.2.4 Questions on the prohibited activities list are to be directed to the Secretary-Treasurer.

21. Travel Rewards and School Trips

21.1 Notwithstanding [Administrative Procedure 407 – Conflict of Interest](#), no employee is to

accept, for himself or herself or on behalf of any person, other than the Division any reward, incentive or inducement however calculated and however credited that arises from or is related in any way, either directly or indirectly, to student travel or the use of any service provider.

21.1.1 Any reward, incentive, or inducement that is available in the circumstances described in clause 20.1 above, is to be accepted only in the name of the Division and is to be credited to the appropriate school's 'School Generated Funds' account with all necessary supporting documents being maintained at the school for not less than seven years.

21.1.2 Any use of free travel opportunities for teachers or supervisors must be fully disclosed and approved in writing by both the Principal and the Superintendent prior to the use of such opportunities.

Reference: [Education Act](#) Section 1, 11, 31, 32, 33, 52, 53, 196, 197, 222
[Guide to Education ECS to Grade 12](#)
[School Physical Activity, Health & Education Resources for Safety](#)

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