



## FIELD TRIP (STUDENT SAFETY) POLICY

Policy Type: Administrative  
Applies To: All Staff, Students  
Approved By: Lead Principal  
Policy Reviewed: every 2 years  
Adopted: 2009  
Revisions: 2015, 2019

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### PURPOSE:

Field trips help fulfill the MRCS mission and vision statements and enrich education by:

- Supplementing classroom instruction.
- Making real world connections with learning.
- Building community and relationships.
- Integrating faith and life.
- Providing opportunity for service.
- Providing opportunity for various types of enrichment.
- Developing leadership.
- Providing skill development.

### DEFINITIONS:

- A **field trip** is defined as an activity that supports and enhances the BC curriculum, and one in which students participate outside of the school, during the course of the day, beyond the normal school day, or over one or more nights.
- **Level 1 field trips** may have the following characteristics:
  - One school day or less in duration.
  - Do not involve a distinct element of danger.
  - Take place within the general Lower Mainland of BC.
- **Level 2 field trips** may have the following characteristics:
  - More than one day's duration.
  - Outside the general Lower Mainland.
  - Involve more distinct elements of risk.
  - Requiring special skills.
- **Level 3 field trips** may have the following characteristics:
  - More than one day's duration.
  - Held outside the province of BC.
  - Involves more planning.



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- **Informed consent** – Parents and/or guardians must be provided with comprehensive information regarding the date, location, arrangements, level of supervision, and inherent risks in order to provide informed consent for the field trip.
  - **Inherent risk** – Included in permission forms for all field trips must be a comprehensive list of risks associated with the specific activity or trip. In order to provide parents with sufficient information to make an informed decision about each field trip, each list must be written with the details of each trip in mind.

### PROCEDURES:

#### Participation

##### Students

- Any student may take part in field trips sanctioned by the school, subject to the criteria and guidelines of the activity. The Lead Principal shall have the final word on the eligibility of a student's participation.
- When, in consultation with the supervisors, the behaviour of a student on a field trip compromises safety of self or others and does not adhere to previously established expectations, that student will be returned home at the expense of parents/guardians. Parents/guardians will be notified of this measure before the student is sent home.
- Non-participation in a field trip will not affect a student's standing or letter grade for the course.

##### Volunteers

- Approved volunteers must complete the Volunteer Information Form and Criminal Record Check.
- Approved volunteers may participate on field trips with the understanding that teachers will delegate supervisory responsibilities to these volunteers.
- Volunteer supervisors must have the appropriate skills and knowledge to participate in the particular field trip.



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### Transportation

- All vehicles and drivers involved in field trips must be authorized by the office.
- The office will maintain a registry of approved drivers and vehicles for field trips. This registry will contain the following:
  - proof of a valid driver's license to operate a motor vehicle in BC (as indicated on the driver abstract).
  - a current Criminal Record Check.
  - a copy of the driver's insurance confirming that the vehicle has a minimum of \$3 million third party liability insurance.
  - a copy of the driver's abstract.
- Drivers must comply with all the requirements of the BC Motor Vehicle Act with regards to safe transportation of passengers.
- All drivers must carry a minimum of \$3,000,000 Third Party Liability, be at least 25 years of age and have a minimum of five years of driving experience.
- Drivers for all modes of transportation, commercial or volunteer, must ensure they have liability insurance. This must be documented as part of the planning process for all drivers.
- Separate passenger lists for each vehicle used for the trip must be prepared and a copy left in the school office.
- Transportation arrangements involving flights, ferries and trains should include details, such as schedules, flight number, etc.

### Timing and Financing

- When coordinating field trips, the Lead Principal and teachers will consider factors such as the timing, frequency of trips per student/staff member, the amount of time missed from classes, and the age appropriate time length of the trip. They must also be sensitive to the financial cost to students and families, and have contingency arrangements in place.
- A summary of financial arrangements shall be completed by the sponsor teacher and submitted to the office within two weeks of the completion of the field trip.



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- All invoices and trip related expenses should be paid by the school with a school credit card or cheque. Requisitions for payment should be made at least seven business days before the field trip.

### Supervision

- The selection of supervisors for Level 2 and 3 field trips will consider the following:
  - distance from home for a long period of time.
  - supervision of students is a 24-hour responsibility in the place of the parents/guardians.
  - language, custom and cultural differences.
  - first aid training.
  - knowledge of international travel.
  - gender balance.
- For Level 2 & 3 field trips, there should be a meeting with all trip supervisors to:
  - Indicate who is in charge and define the roles of volunteers.
  - Communicate that supervisors are role models and inform volunteers about supervision and leadership expectations.
  - Indicate that supervision is required 24 hours a day including sleep time and unscheduled time.
  - State that the use of alcohol/cannabis by students, staff, and volunteers is prohibited regardless of circumstance or local laws or customs. Supervisors must always be capable of unimpaired judgment in case of an unexpected emergency.
  - State that smoking and vaping is prohibited.
  - Review the Code of Conduct for students as well as possible consequences for inappropriate behaviour.
  - Discuss any potential risks and plans to minimize those risks, and define a critical incident plan to address emergencies.



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### **Trip Files**

#### School Office

- The following documents will be kept in a visible and designated location known by all staff:
  - Trip itinerary including anticipated return time.
  - Copies of informed consent forms.
  - Passenger list of students and adults on the trip.
  - Transportation arrangements (e.g. bus company or passenger lists for volunteer drivers).

#### Teacher in charge

- On the trip the teacher in charge will carry:
  - Health information sheets for students.
  - Emergency contact information for students.
  - School contact information for emergencies.
  - Passenger list of students and adults on the trip.
  - Trip itinerary

### **Emergencies**

- In the event of an emergency, the teacher in charge will notify the school as soon as possible. The school will then contact parents/guardians to provide them with information regarding the status of the situation.
- The magnitude of the event may also necessitate that the Lead Principal contact the Board.
- For serious events, the Lead Principal will contact the Ministry of Education.



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### Approval Process

#### Level 1 Field Trips

The divisional leader will approve these trips after consulting with the teacher. As many trips fall in this category, many of these trips may be pre-approved at the beginning of the school year. These trips should be reviewed annually with the divisional leader.

#### Level 2 and 3 Field Trips

Level 2 and 3 Field Trips require approval by the Lead Principal.

Approval must be obtained as follows:

- One month prior to departure for local trips.
- Three months prior to trips outside of the province but inside Canada or Washington State.
- One year prior to departure of trips involving international travel (excluding Washington State).

The Lead Principal will seek out, when necessary, expert legal and risk management advice concerning safety concerns and will consider this advice before approving Level 2 and 3 field trips. A parent/guardian information meeting may be held if the Lead Principal determines one is necessary.

Level 3 Field Trips involve additional risks and, accordingly, additional caution must be exercised. The following criteria will be applied:

- All international travel must be based on substantive and specific curricular outcomes related to a particular course or program.
- All travel must be of reasonable duration, lasting normally not more than five days of missed school.



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- Travel insurance must include a full cancellation refund, so that if the school determines the trip is cancelled due to global conditions or other safety concerns, families will be reimbursed by the insurance company.
  - Canada's travel advisory must be consulted: <http://travel.gc.ca/travelling/advisories>. Normally only trips to countries with an advisory of "exercise normal precautions" will be approved. International travel to destinations with a heightened Government of Canada rating will be considered by the admin team. When directed by the Lead Principal, all trip participants must be registered with the Canadian Consulate ([www.voyage.gc.ca](http://www.voyage.gc.ca)) prior to departure, and the local Canadian Consulate must be contacted upon arrival to activate registration.

### **Safety**

A First Aid kit must be included on all field trips.

At least one teacher must have a cell phone for immediate access to emergency systems and to call the school for support or information.

The teacher in charge of a field trip may cancel or change the route, if, in their estimation, it is unsafe or undesirable to proceed. The Lead Principal will be notified of the changes at the earliest opportunity.

The teacher in charge responsible for the trip (and administration that gives approval) will make judgments related to safety suggestions. The teacher will make the best judgment call possible and make it clear to all parent and activity supervisors. Parents may make judgments concerning their children, but not for the entire field trip group.

### **Student Drivers**

Student drivers will not be permitted to drive other students on a field trip.



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It will be possible for a student driver to drive him/herself only to a school field trip, if they obtain parental permission in advance. Final approval will be subject to the discretion of the school's administration, taking into consideration such factors as driver experience, weather conditions, and length of trip.

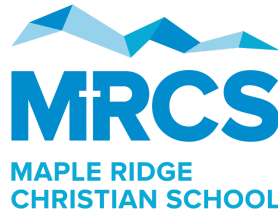
Even when permission is granted, this will be solely for the student driver to drive him/herself to the event. No other students can be transported.

### RESPONSIBILITIES:

- Planning and supervision for field trips is a shared responsibility of the Lead Principal, teaching staff, approved volunteers, parents, and students.

### Principals will ensure that:

- All field trips fit within the rationale for field trips as defined earlier in the policy.
- All documentation is received at the school office. This documentation includes a list of participants and volunteers, itinerary, and transportation arrangements.
- Information is provided to parents through the field trip form explaining the purpose, supervision, itinerary and potential risks involved in the trip for all field trips.
- For Level 1 field trips, the annual field trip consent form is sufficient for consent.
- For Level 2 and 3 field trips, informed parent consent is filed at the office before the trip.
- For Level 2 and 3 field trips, a meeting is held with parents before they give consent for their child to attend the field trip, or sufficient information is provided in writing to parents to ensure informed consent. All expectations around student behaviour are provided to parents in writing.
- Adequate qualified supervision is provided for the trip considering the age of the students and the nature of the activity.
  - Recommended supervision is as follows:
    - Kindergarten – Grade 3: 1 adult to 6 students.



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- Grade 4 -7: 1 adult to 8 students.
  - Grade 8-12: 1 adult to 15 students.
  - EA's who are assigned to a particular student or students are not factored into the ratios.
- A phone is available for the designated contact person for all Level 2 and 3 field trips. If cellular phone service is not available, arrangements are made for alternate forms of communication.
  - Volunteer supervisors have been informed of their responsibilities and requirements.
  - Any fundraising activities must comply with the Fundraising Policy.
  - Participation in field trips is not mandatory and will not affect course grades.
  - Any emergencies of a serious nature that arise will be communicated to the Ministry of Education.

### Teachers will ensure that:

- The field trip is directly connected to curricular connections of course(s), enhances the B.C. curriculum, and is appropriate for the students' age and maturity.
- Purpose(s) for the trip is/are established early in the planning process. Thorough class preparation and follow-up is/are conducted.
- Divisional leader, and if applicable the Lead Principal, approval has been secured before commitments are made.
- All forms [i.e. Field Trip Checklist] have been completed well in advance.
- All invoices are paid through the school and measures are taken to not use personal credit cards.
- When appropriate, special training is conducted, equipment and supply preparations are completed and all safety rules and rules of conduct are reviewed with students and volunteers.
- Information is provided to parents/guardians explaining the purpose, supervision, itinerary and potential risks involved in the trip.
- Informed consent is received from parents/guardians. When required, meetings are held to provide information.
- Appropriate supervision is provided at all times. Responsibilities have been communicated to all volunteers.



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    - Kindergarten – Grade 3: 1 adult to 6 students.
    - Grade 4 -7: 1 adult to 8 students.
    - Grade 8-12: 1 adult to 15 students.
    - EA's who are assigned to a particular student or students are not factored into the ratios.
  - An appropriate educational program and supervision are provided for students not attending the field trip or for the students in the class(es) of a participating teacher.
  - All documentation is filed at the school office, including a list of participants and volunteers, itinerary, and transportation arrangements before departure.
  - A first aid kit is taken along on all field trips. The first aid kit must be signed out from the office.
  - Emergency medical information and contact numbers will be taken on the trip by the person in charge.
  - The person in charge of the field trip will review any and all medical and legal alerts, and will make the necessary arrangements with the Educational Support Coordinator, to ensure those needs are met during the trip.
  - Specific emergencies are communicated when they arise during the trip to the parent/guardian as noted on the contact information sheet.
  - Any emergencies are communicated to the Lead Principal as soon as possible.
  - All fundraising activities comply with the Fundraising Policy.

### Students will ensure that:

- All forms and arrangements have been completed according to the timelines provided.
- They have demonstrated a pattern of responsible behaviour.
- Rules of conduct and safety for the trip are understood and followed, and behaviour is consistent with the school's Code of Conduct.
- Personal preparations for the trip have been made.
- They understand the supervision process for the trip and the consequences for non-compliance.



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Parents/Guardians will ensure that:

- They are fully informed on all aspects of the trip, have attended the parent information meeting (if scheduled), and have read and understood the itinerary and any inherent risks involved
- The school is informed of any changes to the medical profile of their child and the teacher is aware if any existing medical conditions that may require intervention.
- Personal preparation for the trip is complete.
- They understand the rules of conduct and safety specified for the trip, including the School's Code of Conduct, and have discussed these with their child.
- They understand that the cost of returning a student for disciplinary reasons will be born by them.
- They have provided health and hospital insurance coverage for the duration of the trip as required by the school.

### REFERENCES: