

Issue Date	November 16, 2015
Revision Date	October 28, 2019
Review Year	2020

Objective:

To provide direction for implementation of Board Policy on Field Trips.

Responsibility:

School Principals and Teachers.

Regulation:

1. Field trips must obtain approval by the Principal. The Principal is authorized to approve field trips, providing:
 - a. The trip is an integral part or extension of the curricular program
 - b. Parents are advised of the nature of the trip, and that they complete a parental consent form
 - c. Students who are unable to pay any fees are not to be excluded
 - d. Adequate supervision is provided for
 - e. Meaningful arrangements are made for students not attending the trip
2. The Principal may deny any child access to a particular field trip when concerns over behavior or attitude arise.
3. In planning a field trip for his/her students, a teacher must:
 - a. Assess the educational value of the trip against the loss of instructional time
 - b. Review staff and liability implications.
 - c. Have initial discussion with the Principal to review costs and policy requirements, and to obtain approval in principle.
 - d. Consult with other teachers regarding classes to be missed, and arrange for teacher coverage where necessary.
 - e. Complete the *Field Trip Request Form* found in the Staff Handbook.
 - f. Provide details. If the trip involves more than one school day, the proposal should include details such as educational value, costs, supervision, and itinerary; once parental permission has been received.
 - g. Adhere to the itinerary. Once parental permission has been received, do not undertake major deviations from the proposed itinerary. Where such a major change is required and time permits (24 hours or more), notification must be made immediately. If time does not permit immediate or advance confirmation, then notification must be made as soon as practically possible.
 - h. Provide (when possible) a daily update by phone or email to the Principal for the duration of out-of-province or out-of-country field trips. Written records of these updates should be kept.
4. In terms of supervision:
 - a. All field trips must be under the direct supervision of at least one teacher. Parents and volunteers listed on the field trip checklist are considered agents of the school for insurance purposes. Parents and volunteers accompanying students on field trips are responsible to the

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teacher supervisor. **All field trip volunteers (including parents/guardians) must provide a current vulnerable sector police information check for overnight field trips that involve students.** Prior to leaving on a field trip, they must be instructed of their supervisory responsibilities by the teacher supervisor. They must also acknowledge their acceptance of responsibility by filling out the Field Trip Volunteer Form (Appendix 5, 6050.5)

- b. Both male and female supervisors will be provided for overnight co-educational field trips
 - c. An appropriate student/supervisor ratio should be adhered to using the following guideline.
 - d. The teacher is responsible for ensuring that an acceptable level of student discipline is maintained
 - e. Everyone involved in the trip must be dressed and equipped in a manner appropriate to the activities to be undertaken
5. In terms of safety, the Principal and staff should take reasonable measures to minimize the risks to students participating in field trips. Safety guidelines are as follows:
- a. Outdoor activities should normally not be conducted when temperatures fall below levels appropriate for both the activity and the age of the students.
 - b. A first aid kit must be taken by staff on every field trip.
 - c. When field trips involve swimming or boating, the supervising teacher must ensure that the activity is under the direct supervision of a person trained in water safety procedures with a minimum of a current Bronze Medallion and Emergency First-Aid.
 - d. When field trips involve backcountry hiking, the supervising teacher must ensure that the activity is under the direct supervision of a person trained in Emergency First-Aid and CPR.
 - e. All students involved in boating activities must wear an approved Personal Floatation Device.
 - f. Recognized safety procedures will be adhered to. Sources: *Safety Guidelines for Physical Activity in Alberta Schools*, Alberta Red Cross.
6. For field trips planned for remote wilderness areas and overnight, the supervising teacher must:
- a. Be familiar with the area and have established safety and emergency procedures understood by all participants
 - b. Inform appropriate local authorities (RCMP, Forestry or park officials) about the itinerary, location, and route
 - c. Establish procedures to contact the school Principal in the event of an emergency
 - d. Ensure that any area use permits and licenses have been obtained
 - e. Be responsible for carrying: list of student participants, phone contact numbers, Alberta Health Care numbers, information regarding medication and medic-alert needs of participants, cell phone (when available)
 - f. Have students fill out a Medical Information Form (see Appendix C)
 - g. Fill out of Trip Preparation Checklist (see Appendix D) and have it signed by the Principal

References:

BP 6050 Field Trips
AR 6050.1