

Section:	Curriculum & Instruction
Policy:	6.06
Revised:	2020
Approval:	

6.06 Field Trip Policy

1. Rationale

It is recognized that some of the most effective teaching occurs when children are exposed to "hands on" activities. While many excellent activities can be introduced to the classroom through the use of speakers and video, there are times when it is more effective to take students "on site" to get firsthand experience.

2. Policy Procedures

2.1. Principal

- 2.1.1. All field trips shall be approved by the Principal two weeks prior to the trip. Each field trip shall bear a clear relationship to specific curriculum objectives and shall be clearly the most effective means for providing the intended instruction in light of the costs and transportation time involved. All field trips shall be assessed for possible risk factors. These risk factors must be communicated to parents in the Field Trip Permission Form.
- 2.1.2. Extended or overnight field trips must be discussed and approved by the Principal before being discussed with the students. In all cases a Field Trip Approval Form must be completed.
- 2.1.3. If an emergency occurs where the media may be involved, the Principal will contact Safer Schools together (intake@saferschooltogether.com) and the Ministry of Education (studentsafety@gov.bc.ca) if needed.

2.2. Teacher

- 2.2.1. Arrangements for supervision and transportation are the responsibility of the teacher in charge.
- 2.2.2. It is the teacher's responsibility to make alternate supervisory arrangements for students who will not be participating in the field trip.
- 2.2.3. The teacher shall instruct the supervising adults regarding their responsibilities. Anticipated hazards and rules of safety need to be stressed. In cases of negligence, the courts apply the standard of "reasonable man" and the concept of "foreseeability". It can be stated in these words; "What would a reasonable and prudent person be expected to do in the circumstances."
- 2.2.4. Teachers shall see that field trips, which take place during regular student class time, must not extend beyond the regular school day hours unless special arrangements have been made with the parents.
- 2.2.5. The teacher shall ensure that a student with an allergy, which, if triggered, could result in anaphylactic shock, has an appropriate kit for treatment.

- 2.2.6. Teachers must take the following items on field trips:
 - 2.2.6.1. Red duo-tang of student information, including medical and legal alerts
 - 2.2.6.2. First aid kit
 - 2.2.6.3. Cell phone
- 2.2.7. Where the field trip involves indoor activities, the teacher will inform the students of emergency exits and any other important aspects of the activities that involve safety information.
- 2.2.8. Teachers will ensure that a trained lifeguard is available for each swimming activity.
- 2.2.9. Teachers will provide the school office with a list of drivers and the students in their vehicles for any out-of-town field trips.
- 2.2.10. Teachers must confirm a process for notifying the appropriate authorities and parents in the event of an emergency; (cell phone, etc.).
- 2.2.11. The teacher will notify the school immediately if an emergency occurs.

2.3. Students

- 2.3.1. Students must have written authorization from the parents or guardians who will sign the Field Trip Permission Form.
- 2.3.2. Students registered in a course, which involves field trips, are expected to participate in these trips in order to maintain the integrity of the course and support the other students involved in the activity. Lack of participation may result in a related alternative assignment being assigned or the loss of a portion of the participation mark for the course.
- 2.3.3. All students must remain at the site of the field trip under a teacher's supervision at all times. Students must stay with the field trip group at all times.

2.4. Supervisors

- 2.4.1. Supervisors (i.e. parents, guardians, or other field trip helpers) must have each student under visual supervision at all times.
- 2.4.2. When a Supervisor's private vehicle is needed for transporting students, the following conditions apply:
 - 2.4.2.1. all students must wear seat belts and use booster seats as required by law.
 - 2.4.2.2. drivers must be not less than 25 years of age.
 - 2.4.2.3. vehicles must have a minimum of \$3,000,000 liability insurance
 - 2.4.2.4. drivers must supply the school with a current criminal record check, driver's license, driver's abstract and insurance documents to which will be kept on school file.

- 2.4.3. There must be a minimum of one supervisor for every eight to ten children. Walking field trips will require the same or greater supervisor to child ratio. The kind of field trip will indicate whether there needs to be more supervisors or fewer supervisors. Activities with greater risk factors will require more supervisors. The assessed risk factor of the field trip will determine the number of supervisors required.
- 2.4.4. If an injury occurs, a report must be filed by the supervisor which shall include the events surrounding the injury and what steps were taken to treat the injury.

3. Forms

3.1. Field Trip Permission Form

3.2. Field Trip Approval Form