



REGULATIONS

Subject: Field Trips and Educational Tours

1. All field trips must adhere to relevant Lambton Kent District School Board Policies and Regulations
2. Field trips must have a direct connection to the Ontario Curriculum.
3. The welfare and safety of all pupils will be a prime focus at all times.
4. Organizers must be sensitive to the liability position that they are assuming on behalf of the Board and themselves and, in the event of an emergency; they must act as reasonable and responsible persons.
5. Organizers must not accept any gratuities, favours, director or indirect payment that exceeds the bounds of normal social courtesies.
6. Prior to any field trips students will be provided safety instruction appropriate to the trip.
7. The Principal will give approval for all field trips within the Province of Ontario.
8. The Principal will ensure that appropriate parental consent forms and medical forms are received in advance of all field trips.
9. A copy of parental consent forms, medical and emergency information forms must be on file with the Field Trip Staff Supervisor and a copy be on file in the school office.
10. The Principal will ensure that adult supervision for students on all trips and tours is in compliance with the Regulations.
11. Participation in field trips will be voluntary, particularly where cost is involved. Parents and children should not feel pressure to participate. Where students do not participate an appropriate alternative program will be available for the student.
12. Field trips will exclude any commercial entertainment requiring a parental waiver because of risk involved in the activity.
13. Field trips planned and organized by the school to destinations outside of Ontario will require approval of the Area Superintendent, on the recommendation of the Principal.

14. Field Trips Outside of Canada
 - 14.1 Field trips planned and organized by the school to destinations outside of Canada must be approved by the Director of Education, on the recommendation of the Principal. Application, including a detailed plan, must be made at least three months in advance to the Director of Education.
 - 14.2 Field Trips outside of Canada do not include one-day trips to areas in the United States bordering the jurisdiction of the Board. In these situations, the normal regulations apply (principal approval – see 5.0)
 - 14.3 Extended field trips must be financially self-supporting.
 - 14.4 Parents must be notified of potential risks involved with international travel.
15. Field trips or educational excursions conducted by an outside agency will require approval of the Area Superintendent, on the recommendation of the Principal.
16. A means of communicating with emergency services must be available on all field trips.
17. Regardless of the mode of transportation used, vehicles must be insured.
18. For overnight trips, the itinerary must include the rules of conduct for the students and the consequences if they are broken. (For example: a student who consumes drugs or alcohol will have her/ his parents notified and the parent will be required to remove the child and escort the student home, at the parent (guardian's) expense.)
19. For overnight outdoor trips, the following regulations will apply:
 - 19.1 A parent information meeting is held prior to the trip.
 - 19.2 A safety management plan must be developed with copies for staff supervisors and a copy to be on file in the school office.
 - 19.3 At least one supervisor must hold current life-saving and first aid qualifications.
 - 19.4 The supervisors must have advanced knowledge of the area to be traversed, including an on-site visitation.
 - 19.5 Rescue equipment for emergencies must be available.
 - 19.6 All participants must provide medical/ parental evidence of physical fitness to participate.
 - 19.7 Environmental protection procedures must be followed.
20. For canoe and kayaking trips, the following regulations will apply:
 - 20.1 At least one supervisor must have the Ontario Recreational Canoeing Association Canoe Tripping, Level 2 Certification or equivalent.
 - 20.2 All participants must undergo a comprehensive training program including actual practice in a canoe, map reading and compass usage.
 - 20.3 An electronic means of communication and auditory (e.g. whistle) means must be established.
 - 20.4 All participants must demonstrate minimal swimming competence (see OPHEA Guidelines).
 - 20.5 All participants must wear Ministry of Transportation approved life jackets or personal flotation devices.

21. For school approved trips over water:
 - 21.1 The weight of students should be ascertained and the boat operator notified of the number of students under 40 kilograms that will be traveling on the boat and require a children's lifejacket.
 - 21.2 A school trip will not be approved if the boat operator does not carry the necessary lifejackets for all the adults and children on the trip in correct sizes and other necessary lifesaving equipment.
 - 21.3 Safety measures must be reviewed with students prior to the trip.
 - 21.4 Upon boarding, and before the vessel is underway, students will receive appropriate safety instructions by transport personnel.
 - 21.5 Trip organizers must ensure that the vessel has documentation of Ministry of Transportation Inspections and insurance coverage.

Note: The Lambton Kent District School Board cautions all staff against assisting in the organization or attending student-related activities or recreational activities planned by students or non-teaching personnel and not sanctioned by the Lambton Kent District School Board.

Planning for these events will not be done on school property or on school time and staff are advised that their attendance leaves them open to liability and gives the false impression of the Lambton Kent District School Board approval.

Approved: April 27, 1999
Revised: November 12, 2002
Revised: November 28, 2006

Reference: Regulations, Administrative Procedures

- Safe Learning Environment Policy & Regulations – P-AD-114 & R-AD-114
- Use of Volunteers Policy & Regulations – P-PR-219 & R-PR-219
- Fund Raising/Canvassing Policy & Regulations - P-AD-118 & R-AD-118
- Recommendations of the Coroner's Jury From the Inquest into Bluewater District School Board :The Flower Pot Island Field Trip.
- Ontario Physical and Health Education Association's Ontario Safety Guideline