

## ADMINISTRATIVE PROCEDURES

<b>SUBJECT:           Field Trips and Educational Tours</b>
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**Preamble:**

Lambton Kent District School Board's policy (Field Trips and Educational Tours P-PR-209-16) recognizes the educational value of properly organized, well-planned field trips and educational tours. The following administrative procedures have been developed to provide a framework to plan and deliver such experiences. Strict attention to student safety, ensuring trips have strong curriculum connections, and adherence to pertinent Board policies, procedures and administrative procedures will ensure a safe and enriching experience for students.

**Educational Value**

- 1.0 All field trips and educational tours, when held during the instructional calendar, must have a strong and direction connection to the Ontario Curriculum.
- 2.0 Field trips and educational tours that have a strong cultural connection or experience may occur during the non-instructional calendar (i.e. Christmas, March and summer breaks).
- 3.0 When determining the educational value of a field trip, the amount of class time lost by staff and students must be considered.

**Inclusion and Equity**

- 1.0 When organizing and planning all field trips and educational experiences, full consideration needs to be given to the equity of opportunity and equity of access to programs by all eligible students.
- 2.0 Accommodations to support student participation, making every reasonable effort to prevent and remove barriers that impede any individuals from participating fully and completely need to be considered.
- 3.0 When staff are seeking student voice to assist in determining the final destinations or activities, staff are to do so with due consideration for privacy and sensitivity of individuals requiring accommodations and/or considerations.
- 4.0 With respect to participation in field trips and educational tours, students with special needs within special classes should be given consideration for inclusion based on student's interest and strengths and reasonable effort shall be made to gather parental input for consideration and guidance.
- 5.0 When planning a field trip or excursion, school staff must address the following considerations from Accessibility for Ontarians with Disabilities Act (2005):
  - Special activities and event planning includes considerations of accessible locations (e.g., main floor, accessible doors/entrances/washrooms), and are publicized in ways that are accessible to all to the extent possible
  - Communications about the trip include messages regarding sensitivity to environmental allergies, physical needs of others, etc.
  - Planning special activities, events and food considers needs of students, staff and volunteers with food allergies, diabetes, and other medical conditions as required
  - Planning for out of classroom experiences includes ensuring all students, staff and volunteers can participate and that the destination is adequately prepared to meet the needs of the participants
  - Vehicles for students using specialized equipment is considered when planning field trips, co-curricular activities, etc.

**Approval**

- 1.0 All educational field trips and educational tours require prior approval.
- 2.0 Tentative approval for a field trip and educational tour must be obtained from the appropriate source prior to communication with parents or students. The Field Trip Request Form must be completed and filed in the school office. The signature of the Principal and/or Supervisory Officer and/or Director of Education must appear on the approval form.

**Safety**

- 1.0 All schools should refer to the OSBIE Field Trip Risk Management Guidelines when planning a field trip or educational tour ([www.osbie.on.ca](http://www.osbie.on.ca)).
- 2.0 Every reasonable precaution shall be taken to ensure the safety of students while on a field trip or educational tour, including where accommodations have been made for students with special needs.

**Supervision**

- 1.0 With due consideration to the age of the students, duration, nature of the field trip or educational tour, the Principals shall ensure an appropriate number of chaperones/supervisors are available to accompany students.
- 2.0 With respect to supervision, the Student Supervision Guidelines (Appendix F) outlines minimum ratios required.
- 3.0 Caution should be exercised when relying solely on a numeric ratio to guarantee a safe level of supervision. All field trips and educational tours shall consider the following factors in determining supervision: nature of the activity, ability of the participants, experience of the participants, age of the participants, environmental factors, and that students requiring accommodation for special needs are afforded the necessary staff support to allow for their participation in the experience.
- 4.0 One teacher on any excursion must be appointed as "Lead Teacher" of the field trip or educational tour.

**Responsibilities**

Teachers will ensure that:

- 1.0 Principal approval is secured before any commitments are made, and Teacher-Principal communication about the trip is continuous and ongoing.
- 2.0 The Field Trip Request form (Appendix A) is completed with learning expectations and links to the Ontario Curriculum are clearly delineated.
- 3.0 There are pre-visits to the site, when feasible, in order to become familiar with the terrain and routes to be followed. (Please note: A site visit by the Lead Teacher is a requirement for all overnight outdoor trips).
- 4.0 Appropriate safety instruction is provided to students prior to the trip. Any potential risks or hazards should be discussed with parents and students, providing students with appropriate strategies to deal with such situations.
- 5.0 All rules of conduct are reviewed with students and parents.
- 6.0 When planning activities, the welfare and safety of field trip participants is of prime importance at all times. Necessary skills and information are presented to students prior to the trip (e.g. simulations, physical skill training sessions)
- 7.0 All equipment and supplies required for trip activities have been listed, located, secured, and are in good working condition (including a first aid kit).

- 8.0 A cell phone/mobile device is available on all trips. (Please Note: When traveling to remote areas where there are no telephones and cellular service is not available, the Lead Teacher supervisor should ensure that an effective alternative means of communication is available.)
- 9.0 A Safety Management Plan is developed for all overnight outdoor trips, canoe and kayak trips, alpine ski trips, and any other adventure activities (see Appendix B: High Risk Adventure Activities).

The plan will include:

- Educational rationale for the trip
  - Specific details about the activity
  - Itinerary and a route map (including risks, counter measures, and escape plans)
  - A phone “check-in” schedule that is mutually acceptable between the school administrator and the Lead Teacher
  - Emergency contact numbers
    - where the trip group can be reached
    - local emergency numbers in the trip area
  - Student health information
  - A complete participant list that includes volunteers and the Lead Teacher
  - An equipment list that includes appropriate safety, first aid and communication device numbers
  - Complete list of all modes of transportation (if using volunteer drivers, all pertinent forms for Volunteer Drivers, Procedure No. A-PR-218).
- 10.0 Appropriate Board forms are used to communicate with parents/guardians (Appendix C-D). Written parental/ guardian consent and appropriate health and emergency numbers are obtained. Copies of health, emergency information, and participant list are included in the Lead Teacher’s field trip file and readily available. Copies of consents, health, emergency information and participant list are also on file in the office.

If passports are required, copies should be kept with the office information file.

- 11.0 Individual health needs of participants are noted and emergency plans are in place for at-risk students (See Appendix E). Staff are to record all medical assistance rendered to students during the trip, including date, time, and treatment; and documents, upon return, on the appropriate accident forms.
- 12.0 A parent/guardian information meeting is organized for all overnight trips, High Risk Adventure trips (including canoeing, kayaking, skiing) or any other trips at the Principal’s request. The meeting will provide an opportunity to review the itinerary, explain risks, answer any questions, and provide an opportunity for parents and teachers to discuss trip details and any concerns with the trip organizers.
- 13.0 There is appropriate adult supervision (see Supervision Chart- Appendix F). All volunteers are to be properly informed in advance about their duties and responsibilities throughout the trip.
- 14.0 There is an appropriate grouping of students for supervision.
- 15.1 A letter is sent to parents outlining how the field trip is to be funded, as well as how the chaperone and occasional teacher costs are to be covered:
- 15.2 student share
  - 15.3 fund raising
  - 15.4 school funded

- 16.0 Lambton Kent District School Board Policies, Regulations and Administrative Procedures are followed when collecting and recording money for the trip.
- 17.0 All funds collected for the purpose of a field trip or educational tours must be deposited and tracked in school consolidated banking accounts. **All funds collected for the purpose of a field trip or educational tour must be deposited and tracked in School Generated Funds as per Administrative Procedure A-BU-504.** All field trips or educational tours should be run on a cost neutral basis with no financial advantage conferred to the organizers.
- 18.0 An appropriate educational program is available for students not participating in the field trip.

OUT OF PROVINCE/ COUNTRY EXCURSIONS (in addition to the above requirements)

- 19.0 A reputable third-part travel agency is used when booking long-term (three or more nights), out of province/country field trips or excursions.
- 20.0 Parents are notified that Extended Health Coverage is required for out-of-country and out-of-province trips.
- 21.0 Participants have Extended Health Insurance for trips out-of-country and out-of-province and that parents complete the appropriate form. (Appendix G)
- 22.0 All participants have a passport, birth certificate, appropriate immigration documents and Ontario Health Card. Teachers must check the immigration document requirements for the destination country(ies).
- 23.0 A letter outlining the possible risks to international travel must be sent to parents/guardians prior to the trip (see Appendix I).
- 24.0 Participants purchase trip and/or flight cancellation insurance when available.

For all field trips and educational tours:

Principals will ensure that:

- 1.0 All requirements of the Board's Policy, Regulations and Administrative Procedures are adhered to.
- 2.0 The activity supports expectations in the Ontario Curriculum, has good educational value, and the activity is appropriate for the students' age, physical and mental status, and the necessary steps are taken to ensure accessibility for students with special needs, including consultation with parents.
- 3.0 Adequate supervision is provided for pupils on the field trip and supervision follows the guidelines. (Appendix F)
- 4.0 Appropriate behaviour and supervision guidelines are in place for overnight trips and staff supervision responsibilities have been reviewed and reinforced.
- 5.0 Teachers or on-site staff possess the appropriate certification related to activities that are regarded as a High Risk Adventure Activity (e.g. swimming, canoeing, rope climbing, alpine skiing) and that the participating students are appropriately prepared for the activity (i.e. skill development, safety instruction, proper equipment such as hockey helmets and warm clothing for skating trips).
- 6.0 For all field trips, appropriate and comprehensive information is sent to parents/ guardians explaining the purpose, supervision, program and schedule well in advance of the trip.
- 7.0 All required field trip forms are filled out by the Lead Teacher with copies in a trip file accompanying the field trip Lead Teacher and copies on file in the office. (Copies of these forms will be kept on file in the school for a period of one year.
- 8.0 Appropriate approvals are obtained within defined timelines for Out of Province (Superintendent on the recommendation of the Principal) and Out of Canada Trips (Director of Education on the recommendation of the Principal.) **The application, including a detailed plan, must be made at least three months in advance of the trip.**

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- 9.0 Supervision for the class(es) of a teacher involved on a trip is arranged when necessary.
- 10.0 Use of volunteers follows the Board's Use of Volunteers Policy, Regulations, and Administrative Procedures. (PR-219)
- 11.0 All fundraising activities comply with the Board's Policy, Regulations and Administrative Procedures. (BU-504)
- 12.0 Trip organizers do not accept any gratuities, favours, direct or indirect payment that exceeds the bounds of normal social courtesies. (e.g., reward miles not allowed)
- 13.0 Prior to departure, the Principal receives copies of consents, health, emergency information and participant list to file in the office. **If passports are required, copies should be kept with the office information file.**

### Additional considerations for Teachers and Principals:

- 1.0 Balance the cost to the school and families in relation to the educational benefit, the number of students participating and the amount of money requested per school year.
- 2.0 Consider the affordability to each student and set a reasonable limit. Field trips or educational tours which occur during an instructional day should be available to all students regardless of cost. Equity of access must be considered.
- 3.0 Review OPHEA Safety Guidelines relevant to the planned activity.
- 4.0 Require staff and students to participate in any required preliminary qualifying instructional lessons that may be provided by the event/site operator.
- 5.0 Fill out required forms "Outdoor Education Trip" (Appendix H) outlining Staff Qualifications and Student Training for adventure activities where applicable.
- 6.0 Communicate trip scheduling details well in advance so disruption to the school and other staff is kept to a minimum.

### Students and Parent/Guardian will ensure that:

- 1.0 All relevant forms and financial arrangements have been completed and submitted by the dates set out.
- 2.0 Academic responsibilities are met, prior to, during, and after the trip.
- 3.0 Rules of conduct and safety included in the School Code of Conduct and rules for the specified field trip are understood and followed.
- 4.0 Behaviour during the trip is consistent with the School Code of Conduct.
- 5.0 Preparations at home for the trip have been made, including appropriate clothing, sun protection, equipment and supplies.
- 6.0 The system of student grouping for supervision purposes is clearly understood. **Failure to adhere to the above responsibilities may result in the student being unable to participate on the field trip.**

### Field Trip Files

- 1.0 At the school, the file is to be located in a secure location that can be accessed by appropriate personnel in the case of emergency. All staff should be made aware of where the file is stored.
- 2.0 The file is to include the following documents:
  - A complete list of all trip participants that includes home and alternate emergency numbers.
  - Trip Itinerary
  - Parent Consent Forms
  - Individual Medical Emergency Forms
  - Safety Management Plan (where applicable)

### 3.0 The Lead Teacher will carry with them:

- A complete list of participants
- Individual Medical Emergency Plan Forms (where applicable)
- Parent Consent Forms
- Administrative/ Designate and Supervisory Officer's contact numbers
- Safety Management Plan (where applicable)
- A list of emergency numbers appropriate to the destination (as appropriate)
- A list of Administrator home and cell contact numbers.

Implementation Date: May 10, 1999

Revised: November 13, 2002, December 18, 2006, May 3, 2011, June 4, 2013, April 1, 2014, March 1, 2016, July, 2016, June, 2017, October 15, 2018

### References:

- LKDSB Policy and Regulations
- Volunteer Policy, Regulations & Procedures
- Volunteer Driver Policy, Regulations & Procedures
- Fund Raising/Canvassing Policy & Regulations -
- School Generated Funds Policy, Regulations & Procedures
- 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 Guidelines