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## GUIDELINES FOR ORGANIZING EDUCATIONAL TRIPS

### 1. General

- 1.1 Standard educational trips organized as part of the regular school program, occurring on one calendar day and presenting the usual or lower risk to students, require only the approval of the Principal.
- 1.2 Permission and transportation forms are to be kept at the school for one (1) year.
- 1.3 The following guidelines are to be observed when planning field trips:
  - 1.3.1 The safety, security, supervision, and well-being of students must be the prime consideration when planning a trip.
  - 1.3.2 Arrangements must be made for students not participating in the trip and for the instruction of classes normally taught by teachers who will accompany students on the trip.
  - 1.3.3 The teacher and school office must have a student roster list including home and emergency contact information for all participants.
  - 1.3.4 At least one supervising adult will have a cellular phone or another radio communication device available for emergency use.
  - 1.3.5 The teacher must carry or have access to a first aid kit during the field trip.
  - 1.3.6 A copy of each student's medical form must be available to staff on multiple-day field trips in case of medical emergencies.
- 1.4 Refer parents to District approved student accident provider (see [AP 531](#)).

### 2. High Risk Guidelines

- 2.1 No fewer than two supervisors shall accompany students on any trip and at least one of these shall be a teacher from the school organizing the trip. It is recommended that there be at least one adult for every twelve (12) students and at least one adult for every eight (8) students when participating in a high-risk activity unless otherwise required by company, facility or circumstance.
- 2.2 High risk activities may include:

• Skiing & Snowboarding	• Kayaking
• Swimming in open water	• Canoeing
• Outdoor Rock wall climbing	• Mountain Climbing
• Surfing	• River rafting
• Camping	• Hiking (terrain dependent)
• Caving	
- 2.3 Please note that the above list is not all-inclusive, please check with the Associate Superintendent or Secretary-Treasurer, if unsure.

3. Trips That Include Swimming:
  - 3.1 Lessons at the local Community Center, with qualified staff, and required supervision are NOT high risk.
  - 3.2 All swimming, wading, etc. that occurs in open water, including at camps, is considered high risk, and require certified Lifeguards.
  - 3.3 Due to the many safety issues please note that requests to swim at private homes will not be considered, even if you have paid lifeguards onsite.
4. Trips That Include Small Craft Vessels: (e.g. canoes, kayaks, personal power boats, etc.)
  - 4.1 A Canadian approved standard lifejacket or a Canadian approved, maintained and properly fitted PFD (Personal Floatation Device) must be worn at all times while on the water.
  - 4.2 Maintain a consistent distance from the shore when in small craft vessels i.e.: canoes, kayaks etc.
  - 4.3 Use bodies of water that are considered appropriate for beginners and consider environmental factors (such as tides, wind, wave chop etc.).
  - 4.4 Use insured, reputable, guide or rental companies.
  - 4.5 Ensure there is a motorized Rescue boat with lifeguard in water when canoeing and kayaking in open water away from shore.
  - 4.6 Specialized instructional competence is mandatory for supervision of higher risk activities and may be established by virtue of certification from a governing body (e.g., Red Cross, Canadian Canoeing Association). In areas where certificates are not issued, competency may be recognized by the leader's peers by virtue of experience and demonstrated expertise in the activity.
5. The Principal must be satisfied that the teacher(s) and other supervisors will provide adequate supervision and follow recognized safety procedures for the planned activities to mitigate potential risks and address the safety of students and supervisors. Either the Principal, Vice-Principal, or a designated administrator will be accessible to and/or available at the school, if necessary, to attend to emergencies that arise during field trips.

Reference: Sections 17, 20, 22, 65, 75, 85 School Act  
Motor Vehicles Act  
Collective Agreements

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