

**SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**

**POLICY**

**POLICY #330 Field Trips**

**RATIONALE**

The Board of Education recognizes that valuable learning can occur outside the school site and believes there is educational value in well-planned and properly supervised field trips. Such experiences provide opportunities to enrich the curriculum and allow young people to develop their intellectual, social and physical capabilities. The Board, therefore, supports field trips as enhancements to students' educational experiences.

**POLICY**

The Board acknowledges the importance of protecting instructional time. Accordingly, field trips must be directly related to the educational mandate of the public school system and consideration should be given as to whether the activity might more appropriately be undertaken in out-of-school time.

The Board believes that the health, safety, and security of students and staff/parent chaperones and supervisors on such trips are of paramount importance. All necessary safety precautions must, therefore, be included in the planning effort and the highest standard of care applied during the activity.

ADOPTED: November 8, 1999

Reviewed/Revised: February 9, 2004,  
November 6, 2006,  
September 10, 2007  
October 6, 2008, and  
June 10, 2013

Statutory Reference:

**SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**

**REGULATIONS AND PROCEDURES**

**POLICY #330 Field Trips**

**(Note: All previous regulations are replaced by the regulations listed below.)**

All school field trips are governed by School District Policy 330 and may be approved only after giving due consideration to factors identified in this policy and accompanying administrative regulations and procedures.

The principal must, therefore, ensure that all school field trips are appropriately planned, authorized, organized and supervised.

**1. TYPES OF FIELD TRIPS AND APPROVALS REQUIRED**

Field trips have been categorized into four (4) levels which reflect various risk factors (e.g. duration, location, age of students and nature of activity). The due diligence required, therefore, increases with the level of risk.

Copies of field trip documents and approvals are to be retained in the school office for a period of two years.

**1.1 LEVEL 1 (LOW RISK DAY TRIPS)**

Schools engage in a number of field trips that are routine in nature (e.g. neighborhood park, local museum, community centre, visiting another school, fire hall, city hall, swimming pool, skating rink). Typically, these trips are of one day or less in duration, take place within the SD67 region, and are low risk in nature.

- a) **Procedure:** The supervisor of the proposed field trip will need to complete the ***Field Trip Approval Form*** and submit the information to the principal to obtain preliminary approval before communicating with parents, making commitments or beginning fundraising.
- i) **Background Information:** Provide basic details of the proposed trip (e.g. Destination, Date, Grade, Students, Travel, Supervisor, Chaperones, Cost)
- ii) **Educational Rationale:** Description of how the field trip will enrich the school program and curriculum; and
- iii) **Special Needs:** Requirements of students with special needs to be considered to ensure they can be transported and participate in trip activities safely.
- b) **Consent:** Informed written consent must be obtained from the parent/guardian.
- c) **Approval:** Principal signature required on *Field Trip Approval Form*.

**1.2 LEVEL 2 (LOW RISK OVERNIGHT TRIPS – Up to 2 Nights in BC)**

Schools sanction trips that are longer in duration, require overnight accommodation, occur in the province of B.C. and do not involve any medium or high risk activities. A school sports team competing in a provincial tournament may extend beyond the 2 day maximum.

- a) **Procedure:** Complete Level 1 and Level 2 on the *Field Trip Approval Form* which will include information regarding accommodations, trip itinerary, and supervision plans.
- b) **Consent:** Informed written parental/guardian consent must be obtained.
- c) **Approval:** Principal signature required on *Field Trip Approval Form*.

**1.3 LEVEL 3 (MEDIUM/HIGH RISK TRIPS or TRIPS More Than 2 NIGHTS in BC)**

Level 3 field trips involve activities that are medium or high risk in nature and occur within British Columbia. Low risk trips for more than 2 nights - in British Columbia - are also considered Level 3 trips (with the exception of a school sports team competing in a provincial tournament).

- a) **Procedure:** Seek initial approval for the trip from the principal by submitting the information for Level 1 (*Field Trip Approval Form*). Following the preliminary approval, the trip supervisor completes the requirements outlined in Level 2 and the Level 3 (*Safety Procedure Form*).
- b) **Consent:** Informed written parental/guardian consent must be obtained for the trip.
- c) **Approval:** Principal signature on *Field Trip Approval Form* required and the documents submitted to Superintendent/Designate for consideration and approval (2 months in advance of field trip).

**1.4 LEVEL 4 (OUT-OF-PROVINCE or INTERNATIONAL TRIPS)**

For out-of province trips or international trips, the trip supervisor must first seek initial approval from the principal by submitting the information for Level 1 (*Field Trip Approval Form*).

Following the preliminary approval, the trip supervisor completes the requirements outlined in Levels 2 and 3 (including informed parental/guardian consent). As well, Level 4 trips must take into account some or all of the following issues (depending on the scope and nature of the activity).

- a) **Travel Advisories:** The Government of Canada, through Foreign Affairs, issues travel bulletins warning of countries with travel safety concerns. Unless the Board of Education approves such travel, students are not to travel to countries identified in such warnings.
- b) **Timing:** Whenever possible, such trips should be planned during holidays in order to minimize the number of instructional days lost.

- c) **Procedure:** Trip organizers are expected to provide: an expanded educational rationale, communication plans, free time plans and fundraising information. Additionally, the organizers of international trips may be required to appear before the Board to review the educational merits of and safety plan for the trip.
- d) **Financial Risk:** Funds deposited for travel may be at risk if travel plans require cancellation or postponement. The financial failure of a travel agency may also result in the loss of funds. Accordingly, travel arrangements shall be made with travel agents that allow trip postponement/cancellation in the event of a travel safety threat. Additionally, travel agents must be covered by the travel Assurance Fund recognized by a provincial or federal government agency.

Reasonable precautions should be taken with the payment of funds for student travel. Should payments for travel arrangements be lost due to the financial difficulties of travel agents or airlines, such losses will be the responsibility of a student's parents/guardians.

- e) **Commercial/Interest-Based Excursions:** The Board will not assume any responsibility for commercial or interest-based field trips or excursions that have not been approved or endorsed by the Board. This includes but is not limited to companies specializing in student travel, or for trips that provide an excursion for students based on common interest.

Staff may, as individuals, participate in student package tours or interest-based excursions, provided that it is made clear to parents and students that the staff member is taking part on a personal basis and the school or the Board is in no way involved.

The principal shall ensure that any advertising of or recruiting for these trips, which may occur within the school, must clearly indicate that there is no Board approval or endorsement of the excursion.

- f) **Approval:** Principal signature on *Field Trip Approval Form* and submit to the Board of Education (at least 6 months in advance of field trip) for consideration and approval in principle prior to any fundraising. It should also be noted that the Board reserves the right to cancel a field trip should it be deemed (in the Board's opinion) to be necessary.

## 2. SUPERVISION AND SAFETY

### 2.1 Risk Assessment

A risk assessment must be conducted for all Level 3 or 4 field trips (see *Safety Plan*). In addition, downhill skiing and snowboarding excursions must be guided by the regulations outlined in Appendix B.

### 2.2 Supervisory Roles

- a) **Trip Supervisor** is responsible for:
  - i. Ensuring that the trip is properly planned, organized and authorized;
  - ii. Exercising supervision on a full-time basis;
  - iii. Making decisions with respect to the trip;
  - iv. Taking whatever precautions are necessary to ensure the proper conduct, appropriate behaviour, and safety of students; and

v. Reporting to the principal of any injuries or incidents which have or may threaten the health, safety or security of trip participants.

b) **Chaperone(s):** A chaperone may be a parent, staff or community member who is selected by the trip supervisor(s) to help achieve the goals of the trip and to help ensure the safety of the students. To accomplish this, a chaperone works under the direction of the trip supervisor(s).

### **2.3 Supervision**

Prior to the departure of a field trip, the principal is expected to review with trip supervisors:

- a) The expectations of supervisors and chaperones to provide appropriate supervision and to ensure proper and safe student conduct by being proactive and by providing a visible presence;
- b) The level and type of supervision appropriate for the trip;
- c) Supervision of students on a twenty-four (24) hours per day basis including sleep time and unscheduled time;
- d) The type of behaviour that will be deemed inappropriate for students and the consequences of inappropriate behaviour (in view of the School Code of Conduct);
- e) Expectations with respect to alcohol and illegal substances;
- f) A critical incident plan to deal with health, financial, or discipline emergencies; and
- g) Plans to make students aware of the procedures by which supervisors and chaperones can be contacted if necessary (e.g. cell phone numbers and hotel room numbers).

### **2.4 Alcohol and Illegal Substances**

The use and/or possession of alcohol or illegal substances by student participants, volunteers, chaperones, supervisors or other staff is strictly prohibited during field trips regardless of the circumstances, the age of the participants, or local laws, customs, and culture. This includes cases in which students are billeted.

### **2.5 Informed Consent**

Parents/Guardians must be informed in writing of the potential risks inherent in any field trip activities and travel arrangements. Advance communication must be provided addressing:

- a) Nature of the field trip;
- b) Rationale for the field trip;
- c) Transportation and accommodation arrangements (if applicable);
- d) Level of supervision; and
- e) Scope of risks and potential for injury inherent in the trip/activities and the safety precautions in place to address these issues.

## **3. CONDUCT**

### **3.1 Expectations of Students**

Students shall adhere to behavioural expectations as outlined in the School Code of Conduct while on field trips, whether local or outside the province. This will be reinforced in parent and student meetings and communications prior to the departure of the trip.

**3.2 Expectations of Supervisors and Chaperones**

Trip supervisor(s) and chaperone(s) are expected to supervise students twenty-four (24) hours per day, to serve as role models to students and to act as ambassadors of the school district. No illegal substances or alcohol are to be consumed during the trip.

**3.3 Incident Reporting**

The trip supervisor must report all instances of misconduct to the principal. Where a student is in serious violation of the code of conduct, supervisors must contact the principal (or superintendent/designate if the principal is unavailable) before taking disciplinary action. A student shall not be asked to return home on his or her own unless specific arrangements are approved by the principal, nor shall the action taken deprive a student of appropriate supervision or safety.

**4. VOLUNTEERS**

**4.1 Definition**

A “volunteer” is someone who has made an accepted commitment to assist the school without compensation.

**4.2 Selection Process**

Volunteers are selected on the following basis:

- a) Perceived ability to deal with students;
- b) Skill in performing/providing needed services;
- c) Previous related experience; and
- d) Personal characteristics.

**4.3 Criminal Record Check**

All volunteers will require a current Criminal Record Check that will be submitted to the school and then filed in district office.

**4.4 Orientation**

The principal or designate will ensure that an orientation occurs for volunteers to review relevant and applicable policies and procedures and to provide any necessary direction or specific instruction related to the field trip. Particular attention will be paid to procedures related to student safety and conduct.

**5. FINANCIAL**

**5.1 Trip Fees**

Schools may charge fees for optional field trips that enhance a student’s learning experience but are not essential to the learning outcomes of a particular course. Extra-curricular field trips are not considered part of the educational program; therefore, fees may be charged. The costs of such trips may be wholly or partially offset through fundraising activities (see Policy #201 Fundraising).

**5.2 Financial Hardship**

Provided that students meet the criteria for participation in a field trip, financial hardship will not prevent a student from participating.

**5.3 Teacher-On-Call Costs**

Teacher-On-Call expenses to replace staff absent on field trips are to be factored into the financial planning for a trip and are the responsibility of the school.

**5.4 Supervisor's Travel Expenses**

Where parents and guardians are financially contributing to field trips, financial arrangements for staff and volunteer travel costs must be transparent, including the use of any "free" tickets and the accruing travel benefits earned from the group's travel.

**6. TRAVEL**

**6.1 Informed Consent**

Parents or guardians must be informed of the method or type of transportation that will be used to transport students and give their permission for such transportation for their children on a field trip.

**6.2 Preferred Mode**

The preferred mode of transportation for groups of more than six (6) students is by school bus or commercial vehicle.

**6.3 Private Vehicle**

- a) If a private passenger vehicle is used for transportation on field trips, the principal must ensure that the owner of the vehicle carries adequate insurance coverage including at least \$1,000,000 third party liability insurance and will provide safe transportation.
- b) A private passenger vehicle used for transporting students must be driven by an adult holding the required driver's license in accordance with the Motor Vehicle Act. A copy of the driver's license, the driver's abstract, and proof of valid insurance must be provided to the principal prior to transporting students in private vehicles during school activities.
- c) British Columbia child restraint legislation requires that all passengers must properly use the seat belts provided and that students under nine (9) years of age or less than 145 cm tall be properly secured in approved booster seats. Students twelve years (12) of age or younger are not permitted to ride in the front seat of a car if it is equipped with air bags. It is the responsibility of the drivers of private vehicles to ensure that all passengers are properly secured.
- d) The Board will not be responsible for physical damage or repairs to the individual's vehicle or for the loss of use or safe driver discount resulting from the use of the vehicle on school business.

**6.4 Student Drivers**

- a) While the preferred mode of transportation is by school bus, commercial vehicle or with a parent volunteer, senior secondary students, with the permission of the principal and the parent/guardian, may transport themselves on authorized school trips within the boundaries of SD53 (Okanagan-Similkameen) and SD67 (Okanagan Skaha). The parent/guardian and the registered vehicle owner must complete the appropriate consent form (available at the board office).
- b) Student drivers are prohibited from transporting other students as passengers on school approved field trips.

ADOPTED: November 8, 1999

Reviewed/Revised: February 9, 2004,  
November 6, 2006,  
September 10, 2007,  
October 6, 2008, and  
June 10, 2013

Statutory Reference:



**Attachment A**  
**Policy No. 330 – Field Trips**  
**Downhill Skiing/Snowboarding Excursions**  
**Planning Framework**

**Statement of Purpose:**

School excursions for downhill skiing/snow boarding activities are intended to:

- Provide students with a positive, safe, growth-oriented winter sports experience
- Enhance individual skiing or snowboarding skills
- Develop student knowledge of safe and responsible conduct for the sports of skiing and snowboarding
- Develop appropriate student attitudes that respect mountain conditions and the safety and well-being of self and others while skiing or snowboarding

**Planning Framework:**

When planning for downhill skiing/snowboarding excursions, schools will ensure that:

1. Parents receive a briefing document containing both general information about downhill excursions and particulars of the planned excursion as part of the consent form package;
2. The parent consent form includes a space where parents can indicate the current skill level/lesson level of their child (beginner/intermediate/advanced);
3. Schools, in cooperation with the ski resort operator, hold voluntary briefing sessions for parents prior to completion of permission forms;
4. The RESPECT video be viewed by all students prior to the start of each ski day and that safety instruction form part of in-class preparation;
5. The adult supervisor ratio not be greater than 1:15;
6. The lead supervisor carries a cellular phone throughout the day and that resort officials are provided with the cellular number;
7. Students are aware that use of the half pipe, terrain park and out of bounds areas is prohibited on school excursions, and that willful failure to follow this rule will lead to the immediate loss of skiing/snowboarding privileges;
8. Student participation in ski school lessons is mandatory and regulated, that those lessons will be scheduled based on skill levels, and that instructors be directed to restrict lift access (passes) as appropriate;
9. Helmet use be recommended to parents, be part of the parent briefing, and part of the parent information package;
10. Indication of the interest in renting a helmet be part of the registration process for the ski program.

**SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**

**FIELD TRIP SAFETY PLAN**

**POLICY #330**

Nov 2008

**PLAN OVERVIEW OF POTENTIAL RISK ELEMENTS**

**Site Characteristics**

- Is site suitable to meet the aims and objectives of the field trip?
- Levels of risk assessed:
  - Terrain
  - water hazard
  - weather change
  - wild animals
  - traffic
  - remoteness
  - access to medical care
  - Other
- Measures have been taken to complete site assessment

**Activities**

- Activity is age appropriate
- Potential of an activity to expose students to injury
- Special skills/knowledge students/supervisors will require to minimize any potential risk
- Equipment that will be required to ensure safety

*(Please note that schools should not justify a site/activity selection based solely on a history of past success. Ongoing re-assessment is necessary as sites change and each trip presents a new set of variables to be accounted for.)*

**Emergency Preparedness**

- Access to First Aid support
  - First Aid Kit (at the very least, a basic first aid kit should accompany every trip)
  - Supervisor/chaperone with current First Aid certification
- Access to medical care (Where is the closest facility?)
- Communication accessibility in the event of an emergency
- Plans to address injury/illness of the leader
- Responding to student injury
  - How will the student get to the hospital?
  - Who will accompany him/her?
  - How will parents/school be contacted?
  - Is there a medical form handy for each student?
- Plan to address a student who has gone missing/been left behind
  - Who will wait for the student?
  - Where?
  - When will police/school/parents be contacted? By whom?
- Review behavioural expectations with students and supervisors/ chaperones

**Students**

- Special group characteristics that might pose a safety hazard on the trip.
- Special needs students who will require special consideration to ensure safety.
- Students must have the necessary skills, knowledge and abilities to participate safely in the trip
- Students must be advised of the risks inherent in the trip and of the behaviours expected of them to help minimize these risks.

**Communication**

- A detailed trip itinerary/route left at the school that includes information on how to contact trip supervisors during the trip
- List of participating students, contact numbers and medical concerns must be available in the office
- Parents should receive sufficient information to make an informed decision regarding student participation
- A pre-trip information meeting for parents is required for out-of-province trips, wilderness activities, and trips involving an activity with a significant degree of risk. Parents who are unable to attend must be contacted by a trip supervisor who will review the pertinent information with them



School District No. 67 (Okanagan Skaha)  
**FIELD TRIP APPROVAL FORM**  
(Pursuant to District Policy #330)

Departure Date/Time: \_\_\_\_\_ Return Date/Time: \_\_\_\_\_  
School: \_\_\_\_\_ Destination: \_\_\_\_\_  
Number of Students: \_\_\_\_\_ Grade/Group: \_\_\_\_\_  
Trip Supervisor(s): \_\_\_\_\_  
Chaperone(s): \_\_\_\_\_  
Criminal Record Checks will be completed prior to departure: Yes  No  N/A

**LEVEL 1 (LOW RISK DAY TRIPS)**  
(PRELIMINARY APPROVAL FOR LEVEL 3 AND 4 TRIPS)

Parents Informed, Consent Obtained:  (please attach copy of parent information letter)  
Transportation: \_\_\_\_\_  
Cost per Student: \$ \_\_\_\_\_ Assistance Available:   
Trip Purpose: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Principal's Signature: \_\_\_\_\_

**LEVEL 2 (LOW RISK, UP TO 2 NIGHTS IN BC)**  
In addition to the information provided for Level 1 approval, please attach detailed information on the following:

- Must be submitted for approval **at least 2 months prior to departure**
- Trip itinerary
- Accommodation Information
- Supervision Plan (ref. Regulation 2.3)

Date: \_\_\_\_\_ Principal's Signature: \_\_\_\_\_

(please submit copy of trip information to Board Office for files)

**LEVEL 3 (MEDIUM/HIGH RISK TRIPS OR TRIPS MORE THAN 2 NIGHTS IN BC)**  
In addition to the information provided for Level 1 and 2 trip approvals, for all Level 3 trips, please provide:

- Completed **Safety Plan**
- Detailed communication Plans (with parents and students)
- Free Time Plan (if applicable)

Date: \_\_\_\_\_ Superintendent/Designate's Signature: \_\_\_\_\_

**LEVEL 4 (OUT-OF-PROVINCE OR INTERNATIONAL TRIPS)**  
In addition to Levels 1-3 information, the following must be provided **at least 6 months prior to departure:**

- Expanded Trip Purpose
- Fundraising Plans
- Presentation to Board (as requested)

Board Approval in Principle: \_\_\_\_\_

Date: \_\_\_\_\_

Final Board Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**Submit to School Board Office**

**BOARD OFFICE USE**

**Decision:** Approved / Approved in Principle, resubmit to Board \_\_\_\_\_ / Refer to Board

**Date:** \_\_\_\_\_

Superintendent of Schools / or Designate

LEVEL



**SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**  
**FIELD TRIP CHECKLIST**  
**POLICY #330**

**Administrative Items:**

- Completed *Field Trip Approval Form* has been submitted to, discussed with, and approved by the principal (Section 1.1 – 1.4)
  - Signed forms indicating informed consent have been obtained for each student participating (Section 2.5)
  - A list of participating students and contact information has been provided to the principal
  - Information regarding student medical concerns (e.g. Epipens, allergies, etc.) is available for supervisors and chaperones
  - Criminal Record Checks have been completed for all adult participants (Section 4.3)
  - Arrangements have been made for non-participating students
  - Trip details and expectations have been communicated to parents and students
- Details:
- 

**Safety:**

- Safety Plan* has been completed
- Potential safety risks and safety plans have been reviewed with parents, students and chaperones (Section 2.5)
- Information regarding prohibited substances has been provided to students and trip supervisors (Section 2.4)
- Supervision expectations have been reviewed with trip supervisors (Section 2.3)
- Appropriate adult supervision has been arranged

**Conduct:**

- Expectations for student conduct have been reviewed with:
  - o Students (Date/s): \_\_\_\_\_ (Section 3.1)
  - o Parents/Supervisors (Date/s): \_\_\_\_\_ (Section 3.2)
- Plans to address unacceptable conduct are in place and have been reviewed with supervisors and parents (Section 2.3.f; 3.3)

**Chaperones:**

- Have been selected based on the criteria for selection (Section 4.2)
- All chaperones have received orientation information (Section 4.4)
- Expected conduct has been reviewed with all chaperones (Section 2.2 – 2.4)

**International Trips:**

- An educational rationale has been provided for this trip
- A commercial company will be used to help facilitate the planning for this trip
  - o Company Name: \_\_\_\_\_
- Added safety risks inherent in such a trip have been reviewed with students, parents, and supervisors

**Financial:**

- Financial obligations (including TOC time) of this trip have been made clear to all participants, parents and supervisors
- Assistance is available for those unable to pay (Section 5.2)
- A complete accounting of funds will be made available to interested parties at the end of the trip
- Fundraising possibilities will make this trip accessible to all interested participants (Section 5.1)

\_\_\_\_\_  
Principal's Signature

Date: \_\_\_\_\_



**BOARD OF EDUCATION**  
**SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**  
 425 Jermyn Avenue  
 Penticton, BC, Canada V2A 1Z4  
 Telephone: (250) 770-7700  
 Fax: (250) 770-7730  
 E-mail: sd67.bc.ca  
 Website: www.sd67.bc.ca

**For School Year 201\_\_ - 201\_\_**  
 (Form to be completed for each school year.)

**CONVEYANCE FORM**

**For Use of Private Vehicles during School Activities**

School: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Vehicle: \_\_\_\_\_ Make: \_\_\_\_\_ License No.: \_\_\_\_\_

Activity: \_\_\_\_\_

Number of Students Being Transported in this Vehicle: \_\_\_\_\_

Driver: \_\_\_\_\_ Supervising Teacher: \_\_\_\_\_

\*\*\*\*\*

I am authorized to drive the aforesaid vehicle. I accept the responsibility to operate my vehicle in a safe manner. I recognize the regulations of the school are in effect for the duration of this activity. Copies of my valid driver's license, driver's abstract, and insurance are attached, and I have submitted a criminal record check form as per Policy No. 507.

Signed: \_\_\_\_\_  
 (Driver)

\*\*\*\*\*

On behalf of the Board of Education, I authorize the above driver to transport pupils for this activity.

Signed: \_\_\_\_\_  
 (Principal)

**School District Third Party Liability**

For your information, the school district's insurance plan has a Special Excess Third Party Liability and Excess Automobile Liability to provide coverage over the owner's auto insurance liability limit. This policy covers volunteers and employees using their own vehicles for an approved school activity.

Distribution:  
 1 copy to Driver  
 1 copy to School Principal

February 13, 2012  
 Ref: V:\School District Forms\CURRENT FORMS\Conveyance\_Form\_Feb2012.docx