

AP 2300: Student Field Trips

School District No.8 (Kootenay Lake) recognizes that extracurricular and co-curricular field trips enhance the educational program by supporting a student's intellectual, human and social development, as well as their career development. To ensure an orderly procedure for approvals and to ensure student safety, the following regulations are to be implemented:

Definitions

"Curricular field trip" means any learning activity that occurs outside the school facility and is specifically designed to supplement the course learning (e.g., golfing on the local golf course as part of Active Living 12).

"Co-curricular field trip" means any planned student excursion away from the school during school time, under the direction or supervision of the educator-in-charge, to enrich and extend the classroom instructional program.

"Extracurricular field trip" means any planned student excursion away from the school outside of school time under the direction or supervision of the educator-in-charge in support of academics, athletics, performing or fine arts, or other school-sponsored student field trips.

Responsibilities

- A. **Parent Responsibility:** Parents are responsible for determining whether their child may participate in a student field trip. Comprehensive student field-trip information that clearly describes the educational benefits and safety risks must be communicated to parents so they can provide informed consent.
- B. **Student Responsibility:** Students participating in a field trip are responsible to comply with the school rules, student code of conduct, board policies and administrative procedures, as well as fulfill the preparatory requirements and cooperate with all supervisors.
- C. **Educator-in-Charge Responsibility:** The educator-in-charge, teacher or administrator, is responsible for:
 - a. Ensuring the field trip is appropriately planned, authorized and organized.
 - b. Ensuring parents have been provided with comprehensive student information that clearly describes the educational benefits and safety risks of the field trip, as well as the safety plans.
 - c. Exercising supervision that is appropriate to the age and needs of the students and the nature of the activity.
 - d. Ensuring detailed contact and trip information is left with the principal and communicated to parents.

- e. taking whatever precautions are necessary to ensure the proper conduct, appropriate behaviour and safety of students.

D. **Field-Trip Supervisor Responsibilities:** Supervisors (teachers, volunteers and contracted instructors) are responsible for supervising students at all times, serving as role models to students, acting as ambassadors of the district, and conducting themselves within the expectations of the AP 3000: District Code of Conduct and the school's code of conduct. No alcohol or recreational drugs are to be consumed before or while supervising students, as supervisors must be capable of reasoned judgment at all times in case of an unexpected emergency during the field trip. This expectation includes international locations where the cultural norms may vary.

Procedure

1. General

- 1.1. Student participation in a field trip, which involves extracurricular or co-curricular activities, is optional, and there may be a charge to cover the costs of transportation, accommodation, meals, entrance fees and equipment rentals. However, a field trip shall not be considered optional if it is required for students to complete specified learning outcomes or assessment requirements for a course.
- 1.2. When an extra charge is levied, parents should be notified of the Administrative Procedure 5060: School Fees, Deposits and Financial Hardship.
- 1.3. Where necessary, a student not participating in field trips could have an alternative delivery for the required learning outcomes managed by the parent after discussion with the principal.
- 1.4. In the case of optional field trips, alternative activities shall be provided to students who choose not to participate in the field trip. Students attending an optional field trip are not to be charged for the cost of providing a teacher teaching on-call for the students who choose not to participate in the field trip. Furthermore, the principal shall facilitate the inclusion of students who might otherwise be excluded due to financial hardship.
- 1.5. Extended or out-of-province field trips shall normally be scheduled during vacation breaks in the school year. School field trips need to be managed so the disruption to student learning for those on trips and for students who remain at the school is minimized.
- 1.6. The AP 3000: District Student Code of Conduct, and the School Act shall apply to all school-organized trips and activities.
- 1.7. An active cellphone or satellite phone shall be with the group leader(s).
- 1.8. Volunteer supervisors shall complete AP 2303 Appendix A: School Volunteer Package Form and be approved by the principal, in compliance with AP 2303: Volunteers
- 1.9. Transportation shall be in accordance with all transportation guidelines and procedures

outlined in this administrative procedure, as well as comply with the CUPE collective agreement.

- 1.10. All field trips are to be approved by the principal of the school who shall ensure that the guidelines laid out in this administrative procedure are followed.

2. Parental Communication and Authorization

- 2.1. In all cases, parents must be informed and provide consent when students are to be absent from school premises through a customized school-based field-trip parent consent form.
- 2.2. The information conveyed to parents through the parent information letter must appropriately disclose all details of the field trips and provide information Administrative Procedure 5060: School Fees, Deposits and Financial Hardship.
- 2.3. An annual consent may be appropriate for a series of common activities. For example, a basketball team travelling to a series of local tournaments or an elementary class partaking in regular nature-walking trips in the local neighborhood may be covered by one consent form.
- 2.4. An annual consent (i.e., one form for the whole year) outlined in the AP 2300 Appendix A: Local Neighborhood Excursion Consent Form provides the parent the opportunity to list the activities from which the student is to be excluded, but the onus of responsibility is on the educator-in-charge to see that the student does not participate in those activities for the remainder of the school year.

3. Parent/Guardian Permission and Consent Forms: The contents of parent/guardian permission and consent forms must include the following:

3.1. Educational rationale and curricular objectives:

- 3.1.1. Provide a description of the educational purpose and learning objectives of the field trip.

3.2. Trip Details:

- 3.2.1. Provide a full disclosure of all activities to be undertaken during the field trip. Supervision, student accommodation, emergency contact information and travel arrangements must also be disclosed through the trip consent form. Specific details, such as the name of the educator-in-charge and their telephone number, the date, destination, departure time, mode of transportation, return time and date, names of all supervisors and, the date and time of a parent meeting about the trip if required.

3.3. Known Risks:

- 3.3.1. The parent consent form must clearly outline all potential known risks of the field trip to ensure informed consent is being obtained from the parent.

3.4. Trip Safety Plan:

- 3.4.1. Consent forms must indicate to parents that an appropriate safety plan is in place, and the particulars of that safety plan need to be made available to parents for higher-risk outdoor pursuits.

3.5. Behaviour Expectations:

- 3.5.1. All students participating in a field trip are expected to comply with the school's expectation for students and the school's code of conduct; cooperate fully with all supervisors of a field trip and participate in a responsible and cooperative manner at all times during the field trip.
- 3.5.2. Both parents and students are to be advised of behavioural expectations for any field trip, which includes specific consequences for breaches to the school's code of conduct. For example, if a student needs to be sent home from a field trip at the parent's expense, this consequence must be communicated on the parent/guardian consent form.
- 3.5.3. Consent forms are to be used to outline student conduct expectations and consequences or, at minimum, must require parent acknowledgment that their child has been informed that they must abide by the rules and regulations of the field trip.
- 3.5.4. For overnight field trips, teachers are to consider having students, especially those in the senior grades, sign a field-trip-specific behaviour contract.

3.6. Alternatives:

- 3.6.1. Should the parent refuse permission or fail to sign the consent form prior to participating in the scheduled activity, an alternative plan for the student that takes place in the school should be organized.

4. Medical Consent

- 4.1. A specific parent emergency medical consent form must be collected in addition to the school-based parent consent form for all field trips. Medical information about each participant on the field trip must also be obtained.

5. Waivers

- 5.1. School-based parent consent forms are not considered waivers that release teachers from legal responsibility.
- 5.2. Legally, parents cannot waive the rights of a minor (the student) to sue if a student is injured during a school field trip. As such, the district discourages the use of industries or commercial enterprises that require parents to sign student waivers/indemnification agreements as a

condition of participation in field trips. However, an industry/commercial enterprise may request signed informed consent/acknowledgment of risk of the parent, in addition to the signed informed consent obtained through the school-based parent consent form. The district encourages staff to ensure that parents are informed of the risks associated with field trips.

- 5.3. If an industry or commercial enterprise insists on a waiver of liability, the educator-in-charge must consult with the principal and consider whether the proposed activity and the risks associated with the activity are to be pursued. If the activity is an exceptional opportunity that the educator-in-charge and principal wish to pursue following the risk assessment, the approval of the superintendent or designate is required.

6. Parent Meetings: Parent meetings may occur to review field-trip arrangements:

- 6.1. It is recommended that parent meetings occur to review field trips that are not routine. A parent meeting should also take place for all out-of-province or international trips.

- 6.2. The educator-in-charge must keep a record of attendance at the parent meeting.

7. Student Eligibility: No eligible student may be denied access to participate in a field trip held during instructional hours due to financial hardship. A principal may exclude a student from the activity if the student does not meet the eligibility criteria.

8. Costs: For field trips where attendance is mandatory and/or assessment will take place, the district will provide these trips free of charge to school-age students who reside in the district and are enrolled in an educational program at one of its schools. For optional supplementary field trips, the district may charge fees for expenses such as transportation, accommodation, meals, entrance fees and equipment rentals. Efforts to minimize costs to students and parents is to be evident in all field-trip planning.

9. Agreement: All details of fundraising activities and requirements for the proposed field trip must be communicated clearly to students and parents and agreed upon at the outset of the field-trip planning process.

10. Field Trip Category Risk Levels

- 10.1. **Level One - Routine Field Trip:** (e.g., parks, farms, museums, concerts, plays, sporting events, water slides, government buildings, swimming in supervised pools with certified lifeguards, ice skating with helmets, roller blading with protection.) Level one may include elementary students who cycle adjacent to the school, depending on the availability of cycling paths. Cycling on roads is a minimum of an outdoor activity.

10.1.1. These field trips will have the following characteristics:

- 10.1.1.1. It is one day or less in duration

- 10.1.1.2. Takes place within the boundaries of School District No. 8 (Kootenay Lake)

- 10.1.1.3. Does not involve hiking, snowshoeing, canoeing, kayaking, bicycling, snowboarding, skiing, rock climbing, residential camping or other higher risk activities
- 10.1.2. Parents are to be informed of the proposed trip through a Parent Information Letter and the teacher is to obtain a signed Low-Risk Field Trip - Parent/Guardian Permission Form for each student involved.
- 10.1.3. The educator-in-charge shall:
 - 10.1.3.1. Take a copy of a Parent/Guardian Permission Form, school registration form, and a Field-Trip Medical Form along for each student on the trip
 - 10.1.3.2. Consider having multi-gender supervisors on multi-gendered field trips (This could include a parent supervisor)
- 10.1.4. The principal shall ensure that the above is completed before giving final approval.
- 10.2. **Level Two - Routine Field Trip:** (e.g., overnight sports tournaments or games, overnight to the aquarium or Science World, band retreats, music tours within British Columbia, overnight stays in school gymnasiums or libraries, indoor rock climbing, retreats that do not involve outdoor activities).
 - 10.2.1. These field trips will have the following characteristics:
 - 10.2.1.1. May be more than one day in duration
 - 10.2.1.2. Take place within the province of British Columbia
 - 10.2.1.3. Do not involve hiking, snowshoeing, canoeing, kayaking, bicycling, swimming, backcountry skiing, wilderness rock climbing, residential camping, or other higher-risk activities
 - 10.2.2. Parents are to be informed of the proposed trip through a Parent Information Letter and the teacher is to obtain a signed Low-Risk Field Trip - Parent/Guardian Permission Form for each student involved.
 - 10.2.3. The educator-in-charge shall:
 - 10.2.3.1. Take a copy of the MYED BC student list and the Field Trip Medical Form along for each student on the trip
 - 10.2.3.2. Ensure there are multi-gendered supervisors on all multi-gendered trips (This could include a parent volunteer)
 - 10.2.3.3. Ensure students and parents are appropriately informed of specific activities

10.3. Level Three - Routine Field Trip: (e.g., downhill and cross-country skiing, snowboarding/snow- blading programs within controlled ski areas with ski patrols, biking).

10.3.1. These field trips will have the following characteristics:

10.3.1.1. May be more than one day in duration

10.3.1.2. Take place within the province of British Columbia

10.3.1.3. Parents to be informed of the proposed trip and the school to obtain a signed Parent Consent and Permission Form and Waiver for Child Participating in Snowboarding/Ski Trip that includes the nature of the activities, risks involved and level of supervision

10.3.2. The Educator-in-charge shall do the following:

10.3.2.1. Ensure that all relevant information has been communicated to the parents. If the ski area has a waiver printed on the tickets, ensure that a copy of the waiver has been provided to the parents as part of their information package.

10.3.2.2. Obtain signed parental consent and waiver forms for each participating student (Parent Consent and Permission Form and Waiver for Child Participating in Snowboarding/Ski Trip). The information is to clearly state to parents the specific activities, including knowledge of risks involved.

10.3.2.3. Take a copy of the Student Field Trip Medical Form along for each student on the trip.

10.3.2.4. Ensure there are multi-gendered supervisors on all multi-gendered trips. (This could include a parent supervisor).

10.3.2.5. Ensure compliance with the Safety Protocols for Ski/Snowboard Activities as outlined in section 10.17 of this procedure. Provide the information on the items outlined in these safety protocols to the principal prior to the final approval of the trip.

10.3.2.6. All students and adult supervisors shall wear helmets when skiing and snowboarding. Anyone observed not wearing the required protective equipment will have their lift ticket revoked and will not ski/snowboard for the remainder of the trip.

10.3.2.7. Where feasible, a private vehicle shall also be available to accommodate student incidents.

10.3.3. The principal shall ensure that the above is completed before giving final approval.

10.4. Outdoor Field Trips: (e.g., hiking, canoeing, kayaking, retreats that involve outdoor activities, swimming in natural settings, wilderness orienteering, camping, cycling).

10.4.1. These field trips will have the following characteristics:

10.4.1.1. May be more than one day in duration

10.4.1.2. Take place within the province of British Columbia

10.4.1.3. Involve one of the activities identified above

10.4.1.4. Activities not listed above will be considered on an individual basis by the principal

10.4.2. The Educator-in-charge shall do the following:

10.4.2.1. Ensure there are multi-gendered supervisors on all multi-gendered trips. (This could include a parent supervisor)

10.4.2.2. Ensure at least one supervisor has a current first aid certification

10.4.2.3. Ensure students and parents are appropriately informed about specific activities and that they are aware of all expectations, including knowledge of risks involved

10.4.2.4. Obtain signed parental consent forms for each student involved (Level Three Higher- Risk Field Trip - Parent/Guardian Permission Form). The information shall clearly state to the parents the specific activities, including knowledge of risks involved.

10.4.2.5. Require that parents fill out a Student Field-Trip Medical Form and those forms must be taken on the trip by the leader

10.4.2.6. Ensure supervisors meet the requirements for training as detailed in section 10.18.8 of this administrative procedure for any swimming that takes place outside of an area patrolled by lifeguards; and

10.4.2.7. Submit AP 2300 Appendix B: Application Form to the principal at least one month before the excursion. (Timeline could be reduced at the discretion of the Director of Innovative Learning).

10.4.3. All field trips are to be approved by the principal of the school who shall ensure that the guidelines laid out in this administrative procedure are followed. Final approval will be made by the director of instruction responsible for outdoor programs.

10.4.4. Wilderness trips are not approved for glacier travel or in areas where there is risk associated with avalanche at any time of the year. Other activities that are not approved

are listed in this procedure in section 10.21. Prohibited Activities.

- 10.4.5. All outdoor and wilderness activities must be led by a guide with the appropriate license and certification to support youth in that specific activity and appropriate first aid certification for that activity, and they must be insured.
 - 10.4.6. The following extracurricular activities must be approved by the director of instruction responsible for outdoor programs: fast-flowing water activities, ice climbing, rappelling, caving, technical mountaineering, backcountry skiing/ski touring.
 - 10.4.7. Specific guidelines for outdoor field trips can be found in section 10.13 of this administrative procedure.
- 10.5. Out-of-Province and International Field Trips:** (e.g., any field trip for any length of time that takes place outside the province of British Columbia, including international travel).
- 10.5.1. The educator-in-charge shall:
 - 10.5.1.1. Ensure there are multi-gendered supervisors on all multi-gendered trips. (This could include a parent supervisor)
 - 10.5.1.2. Ensure students and parents are appropriately informed about specific activities and aware of all expectations, including knowledge of risks involved
 - 10.5.1.3. Inform parents of the specific nature of the activity and its place in the school curriculum
 - 10.5.1.4. Obtain signed parental consent forms for each student involved using level-three forms
 - 10.5.2. All out-of-province and international trips must be approved by the director of instruction and in the case of International Trips, the Superintendent, three months prior to departure:
 - 10.5.2.1. For trips in Canada, use the Level Three Higher-Risk Field Trip - Parent/Guardian Permission Form.
 - 10.5.2.2. For international travel, use the Parent Consent and Permission Form and Waiver for Child Participating in an International Trip.
 - 10.5.2.3. The information shall clearly state to the parents the specific activities, including knowledge of risks involved.
 - 10.5.2.4. If there is a reasonable and foreseeable risk to students as a result of political unrest or any other unexpected concerns (e.g., student withdrawals, risk of financial loss, etc.) such that a prudent parent would not allow a child to travel,

the district has an obligation to cancel the trip. All out-of-province travel should also include consideration of travel and medical insurance.

10.6. Authority

- 10.6.1. Each principal has primary responsibility and authority to conduct student field trips and ensure planned field trips prescribe to board policies and administrative procedures.
- 10.6.2. The superintendent has responsibility and authority to establish district practices and standards for the conduct of students during field trips and provide approval for specified trip categories.

10.7. Curriculum Objectives

- 10.7.1. Student field trips are to be directly related to the curriculum and undertaken only to provide superior and/or supplemental opportunities for learning beyond what is available in the classroom.
- 10.7.2. Specific educational objectives for the learning experience are to be clearly established before planning the field trip and, subsequently, all activities are to be directed to achieve these objectives.
- 10.7.3. Students are to be exposed to a sequential and expanding pattern of field trips as they progress through their school years.

10.8. Eligibility and Access

- 10.8.1. Eligibility criteria must be established to define the students who may participate in a field trip. Eligibility criteria may include definition by grade, class, subject, team or other characteristics related to the delivery of an education program. Eligibility criteria may also include school code of conduct expectations and adhere to AP 2301: Student Eligibility for Extra-Curricular Activities.
- 10.8.2. Parents may, in whole or in part, financially support supplemental field trips, and will be advised of the district's financial hardship procedures. As outlined in AP 5060: Student Fees, Deposits and Financial Hardship, no fees shall be charged for field trips during instructional hours where attendance is mandatory and/or assessment will take place. Information about the district financial hardship procedures must be included on the parent consent form.

10.9. Planning for Approval

- 10.9.1. Preliminary Approval: educators-in-charge will obtain the preliminary approval of the principal for field trips before communicating with parents and students, before making commitments with service providers, and before commencing fundraising.

10.10. Approval Process

- 10.10.1. Field-trip approval is dependent on the adherence to board policies and administrative procedures. No field trip activity may proceed unless it has received the appropriate approval, as defined by the applicable field trip category.
- 10.10.2. Level One - Routine Field Trip: Approval of the principal.
- 10.10.3. Level Two - Routine Field Trip: Approval of the principal. Signed approval of the principal must be sought before the field trip plan is presented or communicated to students and parents, and before any funds are collected.
- 10.10.4. Level Three - Routine Field Trip: Approval of the principal. Signed approval of the principal must be sought before the proposed field trip plan is presented or communicated to students and parents, and before any funds are collected.
- 10.10.5. Outdoor Field Trip: Approval of the principal and director of instruction. Signed approval of the principal must be sought before the proposed field trip plan is presented or communicated to students and parents, and before any funds are collected. Final approval resides with the director of instruction responsible for outdoor programs. Forms must be submitted for final approval to the director of instruction responsible for outdoor programs no less than one (1) month before trip commences at innovative.learning@sd8.bc.ca.
- 10.10.6. Out-of-Province (Canada): Approval of the principal and director of instruction. Signed approval of the principal must be sought before the proposed field-trip plan is presented or communicated to students and parents, and before any funds are collected. Final approval resides with the director of instruction. Approval of the director of instruction must be obtained no less than three (3) months before trip commences at innovative.learning@sd8.bc.ca.
- 10.10.7. International Field Trips: Approval of the principal, director of instruction, and superintendent. Signed approval of the principal must be sought before the proposed field trip plan is presented or communicated to students and parents, and before any funds are collected. Final approval resides with the superintendent or designate. Approval of the director of instruction and superintendent or designate, must be obtained no less than three (3) months before trip commences at innovative.learning@sd8.bc.ca.

10.11. Group-Travel Medical, Interruption and Cancellation Insurance

- 10.11.1. Required insurance must be secured and confirmation provided as part of the application for approval (as required). Travel and medical insurance should be considered for all out-of-province trips and is required for international trips.

10.12. Supervision

- 10.12.1. Field trip planning and preparation must include a supervision plan, with consideration of special supervision risk factors affecting the ratio of students to supervisors, needs for specialized skills and qualifications, as well as the need for female and male supervisors and students with special needs. The degree of supervision depends on the following:
- 10.12.1.1. The age and maturity of the students
 - 10.12.1.2. The needs of the students
 - 10.12.1.3. The inherent danger of the activity
 - 10.12.1.4. The circumstances of the particular activity (e.g., a trip to the museum would not need as many supervisors as a higher-risk outdoor trip).
- 10.12.2. The educator-in-charge is responsible for vigilant supervision of students at all times and must always be in charge, although the educator-in-charge may be assisted by volunteer supervisors. Volunteer supervisors must be selected, orientated and supervised to effectively perform their roles in accordance with AP 2303 Appendix A: School Volunteer Package Form.
- 10.12.3. The educator-in-charge must ensure that supervision is provided at all times and that the volunteer supervisors are informed and competent to deal with emergencies that might arise.
- 10.12.4. The following are the minimum acceptable standards of supervision for all student field trip, unless they are specifically required and adjusted by the principal or involve higher-risk outdoor activities:

Grade	Level 1	Level 2	Level 3	Outdoor, Out-of-Province, and International
K to 3	2 supervisors per class	1 supervisor for 8 students	N/A	N/A
4 to 7	1 supervisor per class, with additional supervision support required depending on the activity.	1 supervisor for 10 students	activity dependent -minimum 1 supervisor for 10 students	1 supervisor for 10 students

8 to 12	1 supervisor per class	1 supervisor for 15 students	activity dependent -minimum 1 supervisor for 10 students	1 supervisor for 15 students
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10.12.5. Additional supervision is required when the following applies:

10.12.5.1. There is an increased risk.

10.12.5.2. There is participation of students with diverse needs.

10.12.5.3. There are crowded venues.

10.12.5.4. Additional supervision requirements will be determined by the educator-in-charge of planning the field trip and agreed to by the principal. This will be done prior to initiating the required field-trip approval process.

10.12.6. Gender Specifications for Supervision:

10.12.6.1. For all overnight excursions, no matter the size or age of the group, it is recommended that there be at least two supervisors, and the gender of the accompanying supervisors must reflect the gender identity of the students attending the excursion. Students who identify as gender non-binary will communicate to staff prior to departure the supervisor(s) with whom they feel most comfortable.

10.13. Specific Supervision Guidelines for Outdoor Field Trips

10.13.1. For increased risk activities, competent instruction and vigilant supervision is mandatory. Competence may be established by virtue of a certificate from a governing body, such as a canoeing instructor's certificate from Canoe Kayak BC. 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.

10.13.2. The principal and director of instruction responsible for outdoor programs must be satisfied that the educator-in-charge will provide adequate supervision, competent instruction, and follow recognized safety procedures for the planned activities and that supervision meets the level of competence required for the activity.

10.13.3. Situational factors must be considered when determining the appropriate number of supervisors for a higher-risk activity. Generally, outdoor pursuits include risks that mandate more supervisors than a regular field trip excursion. In determining the appropriate number of supervisors required for an outdoor pursuit, assess the following:

10.13.3.1. Industry standards for supervision (the ratios set by specific

industries/organizations that govern the outdoor pursuit/activity)

10.13.3.2. Leadership factors (knowledge, skills, experience of the supervisors)

10.13.3.3. Student factors (age, grade, knowledge, fitness, skill, experience, behaviour, social needs)

10.13.3.4. Trip factors (nature of activity, nature of environment, duration of outing, season, communication capacity, time/distance from emergency response)

10.13.3.5. Appropriate supervision of a higher-risk outdoor pursuit must take into account the ability to maintain adequate supervision during the execution of a safety plan/emergency-response plan.

10.13.4. In approving a higher-risk outdoor field trip proposal, the principal must be satisfied that the educator-in-charge will provide adequate supervision and competent instruction and follow recognized safety procedures for the planned activities. As such, it is imperative that those teachers who involve themselves in higher-risk outdoor pursuits have the required certification and/or competence.

10.13.5. In planning outdoor field trips, educators-in-charge, teachers and principals are encouraged to access “Youth Safe Outdoors.” Youth Safe Outdoors is a reference guide that recommends relevant safety practices for teaching/leading off-site student experiences, outdoor pursuits/aquatics and travel excursions. It has been developed in alignment with site-specific safety guidelines and practices to help reduce the potential for injury. Youth Safe Outdoors includes detailed risk-mitigation strategies to support teacher planning and implementation, and to support ensuring teacher and student readiness, and program suitability.

10.14. Risk Mitigation

10.14.1. A paramount consideration when selecting, planning, organizing and conducting student field trips is to minimize everyone’s risk, as all field trips entail some element of risk. Risk cannot be eliminated, but it can be managed. All staff involved in student field trips are expected to give careful consideration to the management of those risks.

10.14.2. Student field trips involve different degrees of risk and, accordingly, call for different levels of duty of care, parent communication and parent consent.

10.14.3. When planning field trips, opportunities within the district are not to be overlooked. All other factors being equal, local field trips may eliminate many of the negative factors and risks often associated with travel outside the community.

10.14.4. To minimize risk and maximize safety, the following measures apply:

10.14.4.1. Student group characteristics of age, developmental level, area of study, skills

and self-discipline are to be considered in selecting appropriate field trips.

10.14.4.2. Information about field trip opportunities is to be provided to parents to enable them to decline those opportunities they believe may be inappropriate for their child or exceed their risk tolerance.

10.14.4.3. Parental permission forms are to include the opportunity for parents to communicate their child's unique medical, dietary and other special considerations.

10.14.4.4. Safety assessment must be addressed before plans are finalized for all new field trips. This will vary from informal information gathering on routine or repeat field trips to systematic review of more complex field trips.

10.14.5. Required specialized resources are to be identified and incorporated into the program. These resources may include:

10.14.5.1. safety equipment

10.14.5.2. first aid kit and cellphone/SAT phone

10.14.5.3. qualified instructors; and/or

10.14.5.4. guides familiar with the area.

10.14.6. Students with diverse needs must be provided with appropriate safety equipment both for their transportation and their participation in activities.

10.14.7. Preparatory instruction of students will include both the development of physical skills and the self-discipline to participate.

10.14.8. Parent meetings may be organized to provide parents with risk-assessment information and to inform them of and reinforce school expectations.

10.14.9. Establish a supervision plan and have it approved.

10.14.10. Select, orientate and supervise volunteers.

10.14.11. Plan transportation that is safe and select, orientate and supervise volunteer drivers.

10.14.12. Develop critical incident response plans/safety plans before travel to respond to emergency situations.

10.14.13. Ensure emergency contact/health forms are accessible during the field trip.

10.15. Safety Protocols

- 10.15.1. A safety assessment must be conducted for all off-site activities. A safety plan/emergency- response plan must be included in the planning process for all field trips. Supervisors must be aware of any potential student medical problems, (e.g., bee-sting allergies). Students with emergency-alert situations will be under the direct supervision of a supervisor.
- 10.15.2. For field trips that are safety sensitive, the educator-in-charge must organize for the above-noted medical concerns, as well as a first aid kit appropriate to the needs of the students and nature of the event.
- 10.15.3. A chain of notification is to be established in the event of an emergency. This chain must include the parents, the principal, director of instruction and superintendent.
- 10.15.4. A means of emergency communication is to be available.
- 10.15.5. A supervision plan must be in place that supports both the injured student and the remaining students participating in the activity.
- 10.15.6. For any student injured on a field trip, AP 2300 Appendix G: Field Trip Incident Reporting Form must be completed as soon as is practicable. A copy of the form and the signed, school-based parent consent form must be forwarded to the secretary-treasurer's office.
- 10.15.7. A student has the right to opt out of any activity if they are concerned for their safety. Educators-in-charge must accommodate that student.

10.16. Safety Equipment

- 10.16.1. Safety helmets must be worn by all students involved in cycling, downhill skiing, snowboarding, rock climbing, skateboarding, rollerblading, and whitewater activities. Helmets are strongly recommended for ice skating.
- 10.16.2. For boating activities, including aquatic paddling, students must be wearing Transport Canada- approved lifejackets or Type I approved personal flotation devices or be following the specific rules for competition (e.g., rowing).

10.17. Safety Protocols for Ski/Snowboard Activities

- 10.17.1. The educator-in-charge must ensure suitable attendance records are maintained and shared with supervisors. Additionally, a cell phone or communication device for supervisors is to be available for use throughout the trip.
- 10.17.2. Attendance must be taken prior to departure and made available to the principal.
- 10.17.3. Upon arrival, all students must remain together while mountain personnel provide instructions, lessons and designate appropriate ski areas based on observed skill level.

The educator-in-charge of the ski/snowboard activity shall be responsible for coordinating with on-hill resort personnel/instructors.

- 10.17.4. Supervisors shall provide designated “on-hill” minimum supervisory ratios of 1:6 for elementary students and 1:10 for secondary students. Supervisors may include mountain staff when students are involved in a prescribed ski/snowboard program.
- 10.17.5. Supervision shall involve movement around different slopes at set times designated by the educator-in-charge.
- 10.17.6. Each supervisor shall have responsibility for a specific group of students and shall take attendance at designated times throughout the day.
- 10.17.7. Supervisors will actively monitor and enforce areas of use on the hill (e.g., prohibiting out- of- bounds areas) and ensure runs are appropriate for the level of the skier.
- 10.17.8. Attendance must be taken before departing from the ski area.
- 10.17.9. The educator-in-charge must check with mountain personnel for messages or complaints about on-hill infractions before leaving the site.

10.18. Safety Protocols for Swimming Activities

- 10.18.1. In planning swimming activities, schools work with an aquatic service provider, such as a community pool or camp, that provides lifeguards. Aquatic best practice calls for a minimum of at least one certified lifeguard for every 25 swimmers in such facilities.
- 10.18.2. When working with a service provider, the educator-in-charge remains responsible for coordinating the activity, ensuring informed parental/guardian consent, securing sufficient numbers of assistants to help supervise the activity, and working with the service-provider facility.
- 10.18.3. Parents/guardians should identify the student’s approximate aquatic skill level to facilitate securing a sufficient number of lifeguards, supervisors and/or instructors as part of the informed-consent process.
- 10.18.4. Before allowing students to swim in water above their chest height without a personal flotation device (PFD), the students must be given a survival swim test or an endurance test. As outlined in Youth Safe Outdoors, the survival swim test consists of a roll into deep water, treading water for one minute and swimming 50 metres using any method. The endurance test only includes the 50-metre swim. Whichever test is used will generally be conducted by venue staff and can be used to channel students into an appropriate level of swimming lesson. If the swim is a recreational outing, the successful students can be given an identifying mark on their arm, or an identification tag or ribbon. Those who do not take or pass the test may also be given a marker of different colour or design to distinguish them to lifeguards and supervisors.

- 10.18.5. Unless all non-swimmers or weak swimmers are in a structured swimming class (i.e., a small group with designated instructor), they should wear a PFD when in or near the water, or they must be restricted to a well-marked shallow area, which is lower than chest height.
- 10.18.6. All rules and regulations of the swimming area, diving area, swing ropes, pool slides, waterslides, hot tubs/steam rooms/saunas, change rooms and/or other related facilities in the aquatic venue must be presented to the students and followed. This rule review may be done by the venue staff, and the educator-in-charge is responsible for confirming arrangements.
- 10.18.7. Supervision of Swimming
- 10.18.7.1. Change rooms/locker rooms must be appropriately supervised in consideration of the age and maturity of students.
- 10.18.7.2. For recreational swimming in an exclusive-use context, a head-counting system should be used at regular intervals, particularly with larger groups.
- 10.18.7.3. For recreational swimming, students should swim with a buddy of comparable swimming ability and should buddy up quickly on command. Students should know the consequences of not swimming with their buddy (e.g., a five-minute time out on deck).
- 10.18.7.4. Generally, when students aged eight or older are in the water, especially with larger groups, some adult supervisors should remain out of the water and position themselves so that students are in clear sight (i.e., supervisors distributed around swimming area and standing at or near the waterline).
- 10.18.7.5. When students under age eight are in the water, instructors/supervisors (not lifeguards) must be in the water with them.
- 10.18.7.6. The supervisor-to-student ratio is determined by the manager of the facility and supported by its certified lifeguards.
- 10.18.7.7. The following are the suggested minimum supervisor-to-student ratios:
- K to 3 (1:6/2:12)
 - 4 to 7 (1:10/2:20)
 - 8 to 12 (1:15/2:30)
- 10.18.7.8. Adjust supervision ratio if/as necessary due to the presence of any special considerations.

10.18.8. Additional Protocols for Higher-Risk Aquatic Swimming Activities

- 10.18.8.1. Many school groups find themselves with opportunities to take advantage of one or more aquatic environments that differ from the aquatic service providers outlined in section 10.18. Some examples may include swimming in a hotel pool while on a band trip, swimming at a beach, swimming in a lake at the end of the day while on a canoe trip, or an aquatic context that relies upon lifesavers and other supervisory systems versus certified, qualified lifeguards (National Lifeguard Service - NLS) to support the group.
- 10.18.8.2. Higher-Risk swimming activities include hotel swimming pools, open water (lake or ocean) and remote contexts. An activity that involves swimming or wading in a river, lake or ocean at a site that is not a designated swimming area must be treated as a higher-risk activity.
- 10.18.8.3. Ensure students are appropriately supervised; consider age, maturity and context. Additionally, the supervision guidelines in 10.18.7.7 apply. Higher-risk aquatic activities are not supported for K to 3.
- 10.18.8.4. The teacher/leader must be competent to organize the swimming activity; demonstrate, instruct and supervise it; and effect rescue and emergency procedures as necessary or otherwise provide for any or all of these functions and capacities (e.g., using a service provider, lifeguard or lifesaver). When working with a service provider (e.g., hotel), the educator-in-charge will be involved in coordinating the activity, ensuring informed parental/guardian consent is obtained, securing sufficient numbers of assistants to help supervise the activity, and working with the service provider to ensure the group's needs are met. A certified lifesaver or comparably trained person is required to supervise the aquatic environment and group. In determining the number of lifesavers needed, consider the size and configuration of the environment (e.g., number of pools, sight lines); group size; student grade/age and swimming ability.
- 10.18.8.5. Those serving as lifesavers must have CPR training (any level), and standard-level first aid training is also recommended. They must also be trained in the facility's operating and emergency procedures or be able to develop appropriate safety and emergency plans for a site being used for an incidental swimming activity, have a lifesaving Bronze Medallion certification, be a minimum of 16 years of age and be at least two years older than the students being supervised. Employed lifeguards or lifesavers must have their own third-party insurance coverage.
- 10.18.8.6. Parents/guardians must be notified of the supervisory arrangements, acknowledge awareness of the potential hazards associated with the swimming/wading/water-park activity and consent to their child's participation.
- 10.18.8.7. Parents/guardians should identify the student's approximate aquatic skill level to

facilitate securing sufficient numbers of lifesavers, supervisors and/or instructors.

- 10.18.8.8. Swimming, wading or other aquatic activities should never be allowed as an impromptu activity for which there is no safety or emergency plan and for which the parents/guardians and principal or designate have not approved.
- 10.18.8.9. The swimming area must be clearly marked, free from hazards, roped off with floating devices or the boundaries made otherwise clear, and be reasonably clean (i.e., not polluted).
- 10.18.8.10. Students must not dive headfirst from the pool's edge or other similar surface close to the water level unless the water at that point has a minimum depth at least 2.5 meters.
- 10.18.8.11. Duration of swim should consider the type (age, skill level) of swimmers, temperature and condition of water, time of day and objectives of the activity.
- 10.18.8.12. Swimming in moving rivers or streams should only be undertaken if the lifesaver assesses the conditions and group and deems them sufficiently safe to proceed as per Youth Safe Outdoors guidelines.
- 10.18.8.13. Persons assuming lifesaver responsibilities should be clearly visible and identifiable.
- 10.18.8.14. Where a particular off-site experience involves a water-based activity (e.g., canoeing), parents/guardians should be asked to verify the student's level of swimming training/skill.
- 10.18.8.15. No swimming after dark.
- 10.18.8.16. No distance swims in open water, except where this is part of a specific, planned swimming or triathlon program and informed parental/guardian consent has been secured. Appropriate rescue craft must be provided.
- 10.18.8.17. Students should know an emergency signal and response.
- 10.18.8.18. An emergency action plan should be in place specific to the activity and environment.

10.19. Transportation

- 10.19.1. Transportation will be arranged by the educator-in-charge.
- 10.19.2. In accordance with the requirements of the Motor Vehicle Act, a list of all students, staff and any supervisors participating in the trip will be prepared and given to the

driver(s) prior to leaving the school or departure point, and a copy left at the school.

- 10.19.3. Student drivers will not be permitted to transport themselves or other students on school- approved trips.
- 10.19.4. When a group of more than fifteen students is being transported, a school bus or commercial vehicle and a professional driver should be considered.
- 10.19.5. Groups using private vehicles must adhere to the Ministry of Transportation Standards & Guidelines (www.gov.bc.ca/trans/). Where a group of students is transported by a single vehicle (bus), the educator-in-charge is to accompany the group. Where students are transported in several vehicles, the educator-in-charge will generally accompany the largest section of the group. Included in this group would be those students with exceptional needs who would be unfamiliar to volunteer supervisors.
- 10.19.6. A list of students assigned to each bus or vehicle must be completed and a copy filed at the school. Use this list to account for all students before beginning the return travel of a field trip. Drivers of private vehicles are to use AP 2303 Appendix B: Volunteer Automobile Driver Authorization and Approval for Use of Private Vehicle.
- 10.19.7. Where there is a travel advisory issued by authorities, the educator-in-charge will consult with the principal before travelling.
- 10.19.8. Public Transportation: Public buses and trains are adequately insured for the passenger limitations for which they are licensed.
- 10.19.9. Seat Belts: British Columbia seat-belt legislation requires that “Drivers and passengers must properly use the seat belts provided.” It is also the responsibility of the driver to see that students aged six to sixteen properly use the seat belts provided. The district advises that students are not to be transported in private vehicles, unless there is a seat belt provided for each student, and where required, a booster seat. No vehicle used for transporting students on field trips is ever to be overloaded.
- 10.19.10. Booster Seats: The B.C. Motor Vehicles Act requires the use of approved booster seats in vehicles for all children whose body weight is 18 to 36 kilograms (40 to 80 lbs) or until a height of 4’9” or age nine.
- 10.19.11. Buses: Non-district school buses may be used subject to the vendor having a school-bus permit and liability insurance of at least \$10 million.
- 10.19.12. Principals should avoid buying or leasing a school bus/commercial bus.
- 10.19.13. Societies associated with schools that provide school-bus services are subject to the same requirements as other non-district school-bus operators.
- 10.19.14. Vans: Educators-in-charge contracting vans must be knowledgeable of applicable

licensing and safety requirements. Any vehicle that has a seating capacity of more than ten persons, including the driver, is defined by the Motor Vehicles Act as a “bus.” A “bus” used to transport students is required to have a valid school bus permit and must carry third-party liability limits of \$10 million. This includes volunteers’ vehicles; rental vehicles; and vehicles owned, leased or contracted by the district for student transportation. The driver of the vehicle must carry a class 2 or 4 license, depending on the vehicle’s seating capacity, and the driver needs to complete a district volunteer driver’s form.

10.19.15. Private Vehicles: Persons who wish to have this coverage must be approved by the principal annually, and this can be obtained by having the owner of the vehicle complete AP 2303 Appendix B: Volunteer Automobile Driver Authorization and Approval for Use of Private Vehicle and submit it to the principal.

10.19.15.1. After the principal has signed the Volunteer Automobile Driver Authorization form, a copy will be kept on file in the school as proof of coverage.

10.19.15.2. If drivers have any doubts about insurance provisions, they are to see their insurance agent.

10.19.15.3. All principals are to ensure that the use of student drivers on school outings is prohibited and that public transportation is used whenever possible.

10.19.15.4. When using private vehicles, the school principal must retain the following on file:

10.19.15.4.1. Driver’s information form for each trip

10.19.15.4.2. A photocopy of the volunteer’s current driver’s license

10.19.15.4.3. A driver’s abstract

10.19.15.4.4. Vehicle registration

10.19.15.4.5. A list of students to be transported in the vehicle. A copy of this list must be maintained in the vehicle and at the school using AP 2303 Appendix B: Volunteer Automobile Driver Authorization and Approval for Use of Private Vehicle.

10.19.15.5. The driver’s current completed AP 2303 Appendix A: School Volunteer Package

10.19.16. The vehicle must be licensed for British Columbia and have a minimum of \$3 million liability insurance.

10.19.17. If a private vehicle is used for transportation on extracurricular or curricular trips, trips by staff members or volunteers, the individual should carry at the minimum

pleasure use class insurance and not exceed six calendar days a month of volunteer driving. If the staff member of volunteer driver is carrying business use class insurance they may then exceed the six calendar days per month.

- 10.19.18. The vehicle must be driven by a driver who is 21 years of age or older, who possesses a valid driver's license which is neither a learner (L) nor novice license (N). License must be on file with the school office.
- 10.19.19. The principal or designate shall conduct a visual inspection of private vehicles and shall deny use of a vehicle that has obvious safety deficiencies (e.g., bald tires, lack of seat belts, and booster seats that don't comply with regulations that came into effect July 1, 2008.)
- 10.19.20. If the principal deems it necessary, they may request a vehicle inspection prior to the commencement of the trip, at no cost to the board.
- 10.19.21. The vehicle shall have an approved restraint for each person in the vehicle, which shall not exceed fifteen passengers, excluding the driver. The vehicle will have space that meets the criteria for safe placement of booster seats.
- 10.19.22. Every student who is transported in a vehicle other than a school bus or public transit must wear a seat belt or restraining device that shall be properly adjusted and securely fastened.
- 10.19.23. No child under the age of thirteen or weighing less than 40 kilograms, shall be transported in a front passenger seat equipped with an air bag.
- 10.19.24. Private vehicle drivers are to observe a zero tolerance for the use of alcohol, drugs or medications that may cause drowsiness.
- 10.19.25. The district 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.
- 10.19.26. Staff may only use their private vehicle to transport students in extenuating circumstances and if no other options are available. In the case of staff driving with students, two adults must be present in the vehicle and students may not sit in the front of the vehicle at any time. All other private vehicle requirements must be met. Staff may decline to use their private vehicle in all cases.

10.20. Severe Weather

- 10.20.1. During severe weather or poor driving conditions, principals, educators-in-charge and drivers must discuss conditions and determine whether travel for students is safe.
- 10.20.2. Once the trip has started, the driver, educator-in-charge or principal can delay or cancel

based on road conditions. Off-site activities may not take place if any one or more of the following exist:

- 10.20.2.1. The RCMP or the local police have issued a warning against travel on any route or highway.
- 10.20.2.2. The road is closed.
- 10.20.2.3. The temperature is below -30°C at departure time. Use extreme caution when conducting outdoor activities in cold weather, and no outdoor activity should take place if the temperature is -20°C , unless special arrangements have been made, such as the use of warming huts.
- 10.20.2.4. The local health authority has indicated otherwise.

10.21. Prohibited Activities

- 10.21.1. Off-site activities are not permitted where travel time would be long and a similar site is available at a closer distance.
- 10.21.2. Off-site activities that require inordinate expense or excessive absence from school should be carefully considered. (e.g., costs of over \$1000/student and/or absences in excess of five school days).
- 10.21.3. The following activities are unacceptable: (The list is not exclusive)
 - Gladiator-style events
 - Auto racing and drag racing
 - Motorcycle riding/racing
 - Boxing or kick boxing
 - Bungee jumping
 - Demolition derbies
 - Hang-gliding
 - Paragliding
 - Parachuting
 - Skydiving
 - Horse jumping
 - Hot-air balloon rides
 - Mechanical bull riding
 - Motorized watercraft operation and racing
 - Rifle ranges or other activities involving firearms
 - Rodeos
 - Trampoline or trapeze work
 - Scuba diving with bottled air
 - Travel on glaciers and in areas where there is an avalanche risk
 - Travel in isolated areas where there is no accessible communication with the school

district and no easy exit points (e.g., Earl Gray Pass)

10.22. Commercial or Interest-Based Excursions and Dry Grads

- 10.22.1. The district will not assume any responsibility for commercial or interest-based excursions (including dry grads) that have not been approved or endorsed by the Board and are provided by companies specializing in student travel or are for excursions based on a common interest.
- 10.22.2. Teachers may, as individuals, participate in student-packaged tours or interest-based excursions, provided that it is made clear to parents and students that the teacher is taking part on a personal basis and that the school or District is in no way involved.
- 10.22.3. The principal shall ensure that any advertising of or recruiting for these excursions, which may occur within the school, must clearly indicate that there is no District approval or endorsement of the excursion.
- 10.22.4. The district does not endorse or assume responsibility for dry grad activities for any school.