



AP 3-801 – FIELD TRIP REGULATIONS AND PROCEDURES

1.00 Classification

- 1.01 Day trips are those that occur on a given day.
- 1.02 Extended field trips are those consisting of at least one overnight stay. Extended field trips may occur provincially, nationally, or internationally.

2.00 Authorization – Prior to authorization being granted, each field trip must have educational goals established for the trip, which are **compatible with the provincial program of studies and the school's instruction program**, and have sufficient educational value to outweigh the loss of instructional time in the regular program.

- 2.01 The school administrators are in authority for day field trips.
- 2.02 Extended trips require authorization from the Superintendent.
- 2.03 Out of province trips require the approval of the School Board.
- 2.04 The Superintendent will monitor plans for high-risk activities.
- 2.05 Guidelines for the specific requirements for higher risk activities are consistent with the Youth Safe Manitoba School Field Trip Resource document. The Superintendent, at their discretion, may modify.

3.00 Trip Planning and Preparation – Thorough planning and preparation is expected for all trips. For trips to be authorized, plans must include sufficient, pertinent information so an informed decision about its appropriateness and safety can be made.

Trip planning and preparation should include:

- 3.01 **Insurance considerations** – the division provides basic accident insurance for every student. Consideration should be given as to the need for additional insurance for trip participants (students and staff). This is available for a nominal fee.
- 3.02 **Instructor Readiness Assessment** - the school administrator will ensure that the teacher is qualified in the subject (content/activity) and instructional pedagogy (methods and techniques). Instructors must have the capacity to provide for the safety of their students (health and fitness, maturity, knowledge and skills, leadership, judgment, routine health care, handling emergencies).
- 3.03 **Facilities and Equipment** – safe consideration must be given to facilities (pre-activity check, hazards, weather), equipment (inspected, appropriate) safety equipment/supplies (helmets, life jackets).
- 3.04 **Document Completion** – prior to trip departure and upon trip completion, all applicable documents must be completed. Completed document packages will be stored in the school office.
 - 1. Transportation Requisition Procedures (AP 7-600)
 - 2. Off-site Activity(ies) Consent of Parent/Guardian – Form A (AP 7-610)
 - 3. Off-site Activity(ies) Consent of Parent/Guardian – Form B (AP 7-611)
 - 4. Off-site Activity(ies) Consent of Volunteer (AP 7-612)
 - 5. Volunteer Driver Authorization Application (AP 7-613)
 - 6. Passenger Manifesto Form (AP 7-614)
 - 7. Field Trip Checklist (AP 7-615)
 - 8. Itinerary Card (AP 7-616)
 - 9. Extended Excursion Notice of Intent (AP 7-617)



10. Guidelines for Extended Excursions (AP 3-810)

- 3.05 **Behavioral Expectations and Consequences** – school division – school policy regarding behavioral expectations of staff, volunteers and students must be adhered to. As determined by the teacher in charge, in consultation with administration, any behavior, which is illegal, unsafe, or violates trip guidelines is grounds for terminating the trip for one or more of the participants.
- 3.06 **Health and Medical Screening and Medications** (Administering Medicine to Students) – teachers must be aware of student medical conditions and limitations, so modifications can be made if necessary.
- 3.07 **Parental Notification** – see section 3.04 above.
- 3.08 **Extended Walking / Hiking Students Off-site** – group control and safety management should include, as needed, necessary equipment (whistle, extra clothing, first aid kit, cell phone), route (pre-walk for safety), instruction (student briefing/information), supervision (appropriate supervisor/student ratio, buddy system).
- 3.09 **Emergency Procedures/Reporting** – written emergency action plans should be prepared to include: roles/responsibilities, first aid, means of securing emergency assistance, emergency contact numbers, evacuation alternatives.
- 3.10 **Clothing** – students should be instructed regarding appropriate clothing and footwear for off-site activities.
- 3.11 **Route/Itinerary** - trips should have pre-determined routes and itineraries that are communicated to the students, parents, school administration, and others as needed (i.e. transportation supervisor, bus driver). See section 3.04 above.
- 3.12 **Roles and Responsibilities** – all staff, students, and volunteers should be informed about the parameters of their involvement, their expected role and responsibilities, and relevant policies/procedures.
- 3.13 **Equity and Inclusion** – all students will have an opportunity to participate in field trips offerings.
- 3.14 **Risk Assessment/Management** – teachers should assess/manage: objective (environmental) and subjective (human) risks; potential frequency and severity of foreseeable serious injuries or illnesses; safety management plans, evaluations and updates of trips.

4.00 Transportation

- 4.01 Transportation must be organized in such a manner that conforms to Policy and Administrative Procedure.
- 4.02 Use of Private Vehicles is permitted if organized to conform to divisional Administrative Procedure.

5.00 Parental Consent

- 5.01 Information given to parents- parents should be provided sufficient, pertinent information about the trip to make an informed decision about its appropriateness and safety for their child.
- 5.02 Signed permission must be obtained from parents/legal guardians.
- 5.03 If circumstances dictate, parental permission may be obtained by fax or through telephone conversation with the school administration.
- 5.04 A Letter of Informed Consent must be signed for both day and extended field trips. The level of risk will determine the form that is used. The form used must reflect the guidelines contained in the Youth Safe Manitoba School Field Trip Resource document.
- 5.05 International Student Program (ISP): Please consult the Homestay Guide for International Students.

6.00 Supervision & Safety – Schools must provide adequate supervision to ensure acceptable levels of student behavior and safety as outlined in Administrative Procedures.



- 6.01 A staff member from the division must be present on all field trips, excursions, and community based activities and provide for supervision of students at all times during the event.
- 6.02 The student/adult ratio is to be determined based on the age of the students and the nature of the activity. See recommendations in the **Safety Guidelines for Physical Activity in Manitoba Schools**. As a general guideline, a ratio of 15:1 is recommended.
- 6.03 Ratios for specialized trips are as per the attached “Activities of Higher Risk” guidelines, which are based on the **Safety Guidelines for Physical Activity in Manitoba Schools**.
- 6.04 School Administration and supervising teachers will provide additional supervision based on the composition of the group going on the trip.
- 6.05 A spouse of a supervising teacher may become a member of the supervisory team. See Section 6.15 below.
- 6.06 One staff member must be pre-determined as the “teacher-in-charge” of the group and is to be the one designated to be responsible for communicating with the drivers (bus drivers and volunteer drivers) and managing accident/incidents should they arise.
- 6.07 Children belonging to the members of the supervisory team may not attend unless they are bona fide members of the sponsoring school.
- 6.08 The supervising teacher is responsible for informing members of the supervisory team of their duties and reviewing standards of conduct with students.
- 6.09 Mixed groups going on extended field trips require both male and female chaperones. As a general guideline, a ratio of 15:1.
- 6.10 All field trips require a first aid kit.
- 6.11 Teachers must ensure that special equipment required by children with allergies (i.e. auto injectors, inhalers, etc.) is taken on the trip.
- 6.12 Students are not allowed to leave the field trip unless prior written arrangements have been made.
- 6.13 Activities associated with swimming and boating requires special safety precautions as outlined in the Manitoba Public Health Act, MB. Regulation 132/97. The supervision of such activities must provide adequate protection for all concerned.
- 6.14 **Use of Adult Volunteers on School Trips:**
 1. The Division welcomes and appreciates volunteers that work with and/or supervise students on school-sponsored field trips.
 2. Volunteers must be under the direction of the teacher-in-charge and supervisors.
 3. Prior to departure on extended field trips.
 4. To ensure volunteer safety, school administration at its discretion, retains the option of collecting volunteer medical emergency information. See form – Off Site Activity (ies) Consent of Volunteer.
 5. The names of volunteers must be submitted to the principal in advance of the trip.
 6. The teacher-in-charge is responsible to inform volunteers re: the parameters of their involvement, their expected role and responsibilities, relevant policies/procedures.
 7. To ensure student safety, school administration at its discretion, retains the right to select/approve volunteers.
 8. Only designated volunteers may participate in school trips.
- 6.15 **Accommodations:**

In the event an extended excursion requires an overnight stay(s), provisions to ensure the safety and well-being of all participants shall ensure:

 - . Only same gender students shall share a room.
 - . No supervisor shall stay in a room with a student unless the supervisor is the student’s parent or legal guardian.
 - . Supervisors will organize a system for communicating and performing student counts, and room checks.



7.00 Non-Participants

- 7.01 Students not participating are expected to attend school unless alternative schooling arrangements have been made between the school and home.

8.00 Accidents/Incidents

- 8.01 Accident/Incident Response – Staff should operate within their training and authorization and should contact parents as soon as possible should an accident occur.
- 8.02 Consent for Emergency Care – In the event of a serious injury or illness the students' parents/guardians will be contacted.
- 8.03 Accident/Incident Reporting – Refer to Administrative Procedure – Accident Reports
- 8.04 Serious accidents/incidents require appropriate follow up investigation involving supervisory staff and school administration to minimize the potential for recurrence.

9.00 Field Trip Continuum & Related Student Involvement

- 9.01 Kindergarten to Grade 4 will be restricted to day trips and middle years to provincial trips unless circumstances are exceptional and the School Board grants approval. Grades 9-12 trips are unrestricted – pending Superintendent and Board approval.

10.00 Notice of Intent for Extended Field Trips

- 10.01 Notice of Intent must be signed by both Principal and staff coordinator, and must be submitted to the Superintendent as follows: International trips (5 months notice and no later than October 15th of the year of travel); provincial or national travel (3 months notice). Timelines may be adjusted under exceptional circumstances.
- 10.02 **Content of Notice of Intent for Extended Field Trips must include:**
1. Nature of the trip
 2. Educational justification including plans for preparation and follow-up
 3. Location/Itinerary
 4. Attendees (number and grade level)
 5. Dates
 6. List of high-risk activities
 7. Transportation plans
 8. Financial plans
 9. Level of supervision (ratio)
 10. Parental involvement and consent
- 10.03 **Final Plans** – Final plans for the Extended Field Trip are to be submitted to the Superintendent SIX WEEKS prior to departure. The plans are to include:
1. Purpose/objectives
 2. Schedule of activities
 3. Departure and arrival dates and times
 4. Final number of students
 5. Number, qualifications and names of adult supervisors and staff members
 6. Parental involvement
 7. Risk management plan
 8. Medical information about students
 9. Medical insurance information
 10. Detailed financial information.



11.00 Extended Field Trip Cancellation Guidelines

- 11.01 All plans to travel must be with the full endorsement of parents/legal guardians of the students involved.
- 11.02 Cancellation by the Division would be a possibility in situations where travel is deemed unsafe. Such situations may include war, threat of terrorist attack, health hazard, dangerous weather conditions and/or natural disasters such as hurricanes, tornadoes, earthquakes and floods.
- 11.03 In an extended out of country excursion, the advice of the Department of Foreign Affairs would guide the decision making in this regard. Communication with the Department of Foreign Affairs would be through the Superintendent Office. It is expected that administration and staff involved with extended field trips will assist with monitoring Country Travel Reports and Emergencies Aboard.
- 11.04 All international extended field trips require the purchase of insurance to cover the possibility of an emergency return.
- 11.05 In the event of the need to cancel the trip, the Division would not be held liable. It is the responsibility of the administration and staff involved with the extended field trip to ensure that parents are fully informed of this.
- 11.06 These guidelines should be carefully considered by staff and thoroughly reviewed with parents.
- 11.07 Parents/guardians and students must sign an “Extended Excursion Notice of Intent” package of information “Letter of Informed Consent” prior to departure on an extended excursion.

12.00 Dismissal from Extended Field Trips for Disciplinary Reasons

- 12.01 A detailed listing of the rules and regulations of the trip, with clearly stated consequences, must be provided to the students and parents/guardians prior to departure.
- 12.02 Students and parents/guardians will be required to sign a conduct agreement that outlines specific procedures concerning the early return of students. Details of the procedures would include:
 - 1. Parent/guardian contact detailing the arrangements for the return, in the event that an early return is necessary, must be made prior to leaving on the field trip.
 - 2. Students will be returned by airplane whenever possible.
 - 3. A supervisor would attend the student(s) until departure for home if the return trip is direct and non-stop.
 - 4. If the return trip includes a stopover, a supervisor must attend with the returning student(s), with the costs of the added supervision being at the expense of the parent/guardian in the case of dismissal.
 - 5. Parents/guardians must make an arrangement to have the student picked up upon arrival. If this arrangement is not possible the student will not be allowed to attend the trip.
- 12.03 In the event of a student dismissal for disciplinary reasons, a written report must be filed with the Superintendent outlining the details of the event(s) and cause of dismissal.

RISK MANAGEMENT

13.00 Extended Health Coverage

- 13.01 For travel out of the school division limits but within Canada, medical insurance is recommended.
- 13.02 Medical insurance is required for international travel. Contact the Secretary Treasurer for details related to Medical and Liability insurance coverage.
- 13.03 In the event of illness/injury while away, a supervising teacher will seek medical attention for the student and the student will remain in constant supervision by the teacher.



14.00 Limited and Excluded Activities

- 14.01 Special guidelines are outlined for activities of higher risk. Guidelines must be reflective of the Youth Safe Manitoba School Field Trip Resource document.
- 14.02 Parents/guardians and students must sign an Off-site Activity(ies) Consent of Parent/Guardian - Form B prior to participating in activities of higher risk.
- 14.03 Among the adult supervisors must be at least one who has First Aid and CPR training.

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