

FIELD TRIP POLICY

Background and Mission

Our mission is: ***“To provide unique learning opportunities for families so that each young person may develop into a life-long learner and active, responsible global citizen”.*** Learning experiences which occur outside the school are an integral part of our school program, enriching and extending student learning while giving students practical application of the theories they study. Off-site field trips are considered instructional time and constitute an instructional day. Care shall be taken to ensure that such activities are organized to maximize educational benefit and protect the safety and well-being of students. The school does **not** organize out of province or international activities for students. The board feels this constitutes too great a risk and is the responsibility of parents to provide travel opportunities outside the province.

Definitions

- **Field trip / Off-campus outdoor activity:** Any planned excursion or instructional activity away from the school grounds, taken by students under the direction and/or supervision of a certificated teacher, staff member, or volunteer. This includes national or international travel.
- **Student:** A student or child under the age of 21 who participates in an activity or field trip with the school.
- **Key supervisor:** The responsible adult in charge of an off-campus activity, designated by the Principal or Head of School, who organizes the activity and accompanies the students.
- **Known risk activity:** Activities related to a student’s participation in outdoor physical activity on land, water, ice or snow, and self-sustained outdoor living, where conditions may present a safety risk due to the activity itself or natural phenomena.
- **Excluded activity:** An off-campus activity deemed not acceptable by the board.

References

This policy references the Early Childhood Services Regulation section 5 regarding Programs, policies, Private Schools Regulation section 25 regarding Insurance. The AISCA template for Safety for Off - Campus Outdoor Education and Field Trips was also utilized.

Educational Context and Requirements

- Field trips should be relevant, flexible, responsive, affordable, and accessible.
- Each off-campus activity shall have educational outcomes established in alignment with the Alberta Programs of Study.

Approval Procedures

- **Proposals:** Field trip ideas may come from teachers, staff, or parents, and proposals must be submitted to Administration for approval.
- **Board Approval:** Administration will submit to the Board for approval on a yearly basis a list of recommended field trips and activities. Administration will also submit to the Board any field trips that are not listed on the annually approved list, or any activity that may demonstrate an increased risk or liability, for review and approval.
- **Local/Provincial Activities:** Local and provincial off-campus activities shall normally be authorized by the Principal or Head of school, who will review student safety and risk mitigation alongside the Key Supervisor prior to approval.
- **Cancellations:** The Board may cancel or interrupt any approved off-campus activity up to the point of return if emerging circumstances put the safety of students and supervisors at unusual risk. Parents, students, and staff shall be given written information about the potential loss of monies paid for off-campus activities, without any recourse to the board for financial loss.

Parental Information, Consent, and Responsibilities

- **Information:** The school will provide parents with written information regarding the field trip, including the purpose, itinerary, transportation arrangements, emergency procedures, cost, and any potential hazards or known risks unique to the trip.
- **Consent:** A signed parental permission form must be obtained before any student participates in a field trip. Signing a student up for an activity, field trip or event through our booking software shall constitute express written consent.
- **Parental Attendance:** Parents are required to be on-site for all field trips, or they may designate a responsible adult who assumes all responsibility for that child. Some venues may restrict parental participation in which case the Key Supervisor shall be considered the designate and assume a reasonable duty of care. Parents or designates are responsible for their children's behavior at all times and will be asked to correct inappropriate behavior or leave if a child continues to be disruptive. Parents must notify the school in a timely manner if they or their child are unable to attend.
- **Behavioral Expectations:** Participants and parents must be on time, dressed appropriately, and participate fully in the activity. The school will not tolerate the possession of drugs, alcohol, tobacco, weapons, or any intentionally destructive behavior (hitting, spitting, swearing, willful destruction of property) from students, parents, siblings, or staff.

Supervision and Organization

- **Supervision:** The Principal is responsible for designating a Key Supervisor for each off-campus activity to ensure adequate supervision and appropriate student behavior.
- **First Aid:** For each activity, the Principal shall ensure one or more supervisors has training in a recognized First Aid/CPR program and access to an appropriately equipped portable first aid kit.
- **Emergency Information:** The Key Supervisor must have student emergency contact information and any health/medical concerns noted on the attendance sheet.
- **Overnight Trips:** For events with overnight accommodation of male and female students, both male and female supervisors shall be present. Any volunteers participating in overnight activities or trips exceeding a full school day must have an appropriate Vulnerable Sector Check or police security clearance on file.

Known Risk Activities

- **Risk Assessment:** The Principal or Head of School and Key Supervisor are responsible for assessing and communicating all foreseeable risks for field trips/ Off-campus outdoor activities.
- **Preparation:** Students shall be progressively taught to perform expected activities properly to avoid foreseeable dangers, and all equipment must be thoroughly checked prior to participation.
- **Insurance:** Administration shall ensure that the board is aware of the risks and that the board's liability insurance provides coverage for claims arising from planned activities.
- **Excluded Activities:** No students shall participate in "excluded activities" as identified by the board at any time or under any circumstance.

Date Reviewed: 2015, 2021, 2026

Next Review Date: May 2031