



FIELD TRIPS/EXCURSIONS WITHIN THE PROVINCE

Background

Participation by students in special events such as field trips, athletic competitions, music and drama festivals, and student exchanges can significantly complement the education program. While field trips and excursions have positive educational value, care must be taken to ensure that trips or excursions are organized in a manner that maximizes educational benefit and ensures the protection and safety of students.

The Division supports the practice of conducting co-curricular and extra-curricular educational field trips, excursions, and exchanges.

Procedures

1. Excursions that are not directly sponsored by a school or the Division are the responsibility of the planners, tour agencies and transportation agencies involved.
2. Field trips sponsored by the school, or the Division are to:
 - 2.1 Have sufficient educational and curricular value to outweigh the loss of instructional time in the regular program.
 - 2.2 Be supervised to ensure acceptable levels of student behaviour and safety at all times.
 - 2.3 Be organized in a manner that conforms to Division procedures regarding student department, transportation, and use of private vehicles.
3. All staff and authorized supervisors are protected by the Division's liability insurance when acting within the scope of their duties as approved by the principal. With respect to liability coverage:
 - 3.1 Coverage is normally effective for activities held within Alberta.
 - 3.2 When using a vehicle, e.g., private bus, other than an approved carrier to transport children, the Principal must make certain that the vehicle/carrier is approved by Division Office, has adequate insurance and the driver is appropriately licensed.
 - 3.3 Staff have reviewed administrative procedure requirements as stated in Appendix A 260-1 and Appendix B 260-2.
4. For field trips organized to take place during a school day the following procedures apply:
 - 4.1 Approval for the trip is to be obtained by the teacher from the principal, providing:



- 4.1.1 The experience is an integral part or extension of the curricular program.
 - 4.1.2 Parents are advised of the nature of the trip, and written permission for the child(ren) to attend is provided.
 - 4.1.3 Students shall use the transportation that has been arranged for the field trip, unless other arrangements have been made between the parent and the teacher, in writing.
 - 4.1.3.1 If a parent intends to transport students other than their own, they must adhere to the guidelines outlined in *AP 551 - Transportation of Students in Private Vehicles*.
 - 4.1.4 Students who are unable to pay associated fees are not to be excluded.
 - 4.1.5 Supervision is provided at all times.
 - 4.1.6 Meaningful alternate in-school learning experiences is made available for those students not participating.
5. In planning an overnight field trip, written approval of both the Principal and the Superintendent is required. Planning is to:
- 5.1 Assess the educational value of the trip against the value lost of regular instruction.
 - 5.2 Review staff and liability implications.
 - 5.3 Estimate the costs associated with the trip.
 - 5.4 Ensure that one (1) supervisor is qualified in emergency first aid and CPR.
6. In terms of supervision:
- 6.1 All field trips/excursions must be under the direct supervision of at least one (1) teacher, although parents and other volunteers may be considered agents of the Board for insurance purposes.
 - 6.2 Both male and female supervisors will be provided for overnight (or longer) co-educational field trips.
 - 6.3 The teacher is responsible for ensuring an acceptable level of student discipline is maintained.
 - 6.4 A minimum of one (1) supervisor per school bus must be provided when students are being transported to and from the field trip destination.



- 6.5 Everyone involved in the trip or excursion must be dressed/equipped in a manner appropriate to the activities to be undertaken.
 - 6.6 Employees are expected to comply with the Division's Drug and Alcohol Administrative Procedure 406 at all times while on field trips.
 - 6.7 The teacher is responsible for being aware of, and providing for, any special health needs of students.
7. With respect to student safety, the Principal and staff are to take reasonable measures to minimize the risk to students participating in field trips. Safety guidelines are as follows:
- 7.1 Outdoor activities will normally not be conducted when temperatures are below -20°C .
 - 7.2 When field trips involve swimming, the supervising teacher must ensure that the activity is under the supervision of a certified lifeguard.
 - 7.3 When field trips are planned for remote wilderness areas, the supervising teacher is to:
 - 7.3.1 Be familiar with the area and have established safety and emergency procedures understood by all participants.
 - 7.3.2 Inform local authorities such as the RCMP, forestry, or park officials about the program, the location, and route.
 - 7.3.3 Be aware of the location of the nearest accessible medical station.
 - 7.3.4 Establish procedures to contact the Principal via RCMP, forestry, or park officials in the event of an emergency.
 - 7.3.5 Ensure that required permits, fishing licenses and area use permits have been obtained from appropriate authorities.
 - 7.3.6 Ensure that one (1) supervisor is qualified in emergency first aid and CPR.
8. Field trip documentation:
- 8.1 Schools shall keep a record of for two (2) years from the end date of the field trip.
 - 8.2 Any documentation relating to a field trip upon which a Student Injury/Incident Report Form was completed shall be kept until the date upon which the student or students named in the Student Injury/Incident Report Form all reach twenty-one (21) years of age.
9. Field trip documentation shall include, but is not necessarily limited to the following:



- 9.1 All forms relating to the field trip: Principal and Superintendent authorizations, waivers, consents, disclosures, informed consents, acknowledgement of risks.
- 9.2 Completed returned parent forms.
- 9.3 List of participating students.
- 9.4 Completed Student Injury/Incident Report Forms.
- 9.5 Agendas, minutes and attendance records from all field trip meetings, including parent and supervision meetings.
- 9.6 Copies of all correspondence, receipts, booking confirmation relating to the field trip including supervision schedules.
- 9.7 Any information distributed to parents, students, teachers, supervisors and volunteers about the field trip.

Reference: Section 1, 11, 31, 32, 32, 52, 53, 196, 197, 222 Education Act
Traffic Safety Act
Safety Guidelines for Physical Activity in Alberta Schools
Safety Guidelines for Secondary Inter-School Athletics in Alberta
Physical Education Safety Guidelines