

Field Trip Presentation

1. Policy vs. Procedure

2. Local, Distant, Overnight

3. Liability Issues

4. Transportation

Policy vs. Procedure

What needs to be included in your Policy?

- 1) Recognize that certain curricula require out of school educational experiences.
- 2) Delegate responsibility for Field Trip Procedures/Guidelines to the Director including:
 - The purpose and activities of the trip should be spelled out.
 - Approval process.
 - Due regard for ensuring Safety and Security of participants.
 - Each Board MUST have a RISK MANAGEMENT POLICY for all Field Trips (not just sports). Risk Management must always be considered when measuring the educational value of an activity against the risk of injury to students and adult staff/volunteers.
 - Details MUST be communicated to parents and administration.
 - Should contain reference to costs and selection of local over distant activities.

What needs to be included in your Procedures/Regulations?

- 1) Purpose – should be spelled out in detail what is an acceptable educational or athletic type of Field Trip. Out of Canada trips should have regulations in addition to those for day trips.
 - 2) Approval Process - Include details of the process to be followed for local, distant, overnight and out of country trips.
 - 3) Safety – very important to state the obvious. Safety is highest priority. Adhere to procedures. Insure adequate supervision (staff and volunteers). Students and staff are under the same rules and regulations for conduct as if they are in the classroom. All parental permission forms should include a statement warning of risk that must be assumed by parents. Instructions should be available to staff and volunteers for Precautions Re: Blood and Bodily Fluids.
 - 4) Communication – Parents to be notified in all cases of field trips off school property and prior approval MUST be obtained when a trip will go beyond school attendance boundary. For overnight or extended day trips, parents should be given a detailed agenda, travel arrangements, meal and accommodation arrangements and any information regarding safety plans.
 - 5) Financial considerations – Include details of who is responsible for any costs incurred by students, staff and volunteers.
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Local, Distant or Overnight

What type of educational experience is required?

Can the educational experience be found locally or is travel required.

Where are you going?

Cultural events such as Museums, Theatres, etc. are more likely to be longer trips.

Sporting events may be out of the area or close by.

Civic events are usually close by.

Rule of Thumb:

The further away the trip takes the staff and students, the more chance there is of a problem arising.

Teachers and administrators should be aware of the risks when they plan a Field Trip. If the educational experience can be obtained locally, then there is no need to travel out of the school board's area.

When Field Trips are away from home it is much more difficult to include special needs students due to the cost of special vehicles.

Liability Issues

What are the issues concerning liability?

- Procedures **MUST** be followed.
- Indicate **CLEARLY** who is in charge and taking responsibility for the safety of everyone taking part in the Field Trip. The person in charge should be instructed in how to establish a plan of action when an injury/accident occurs (Emergency Action Plan).
- All forms and permission documents **MUST** be filled out, including signatures when required.
- Example of the type of forms required:
 1. Approval forms.
 2. Parental Permission forms, local Field Trip.
 3. Parental Permission forms extended Field Trip.
 4. Power of Attorney forms.
 5. Transportation Details form.
 6. Driver using private vehicle form.
 7. Authorization for Volunteer Driver form.
 8. Trip Manifest listing all students and adults on each vehicle.
 9. Volunteer Application form, including criminal background check.
- Ensure that **ALL** staff and volunteers know the proper procedures and what their responsibilities are in the event of **ANY** unforeseen circumstances. If a trip requires special training or supervision, a qualified person shall give it (e.g. Epipen, etc.).
- Overnight trips require a person who is qualified in First Aid to be among the staff or one of the chaperones.
- Whenever the vehicle leaves a gathering point, a check must be made to ensure all participants are accounted for. Important for Trip Manifests to be **ACCURATE**.

Transportation

How do the students and staff get there and back safely?

Type of Vehicle

School bus, highway coach, privately owned vehicle or special needs vehicle (Wheel chair access) may be used to transport students for Field Trips.

Using a licensed carrier (school bus operator or highway coach operator) should be the norm when transporting students.

Schools should have a list of qualified carriers that they may call for Field Trip Transportation.

If a private vehicle is used, the volunteer or staff driver must fill out the required permission and insurance liability forms. For privately owned vehicles with seating capacity of up to 9 passengers plus the driver, the only requirement under the Highway Traffic Act is that the driver must have a valid Class "G" License and must NOT be compensated in any way. The rules are completely different if a driver is compensated, including the need for a different class of license. Volunteer drivers may NOT be compensated in any way, including compensation for gas allowance, mileage, meals, accommodations, etc.

Rental vehicles MUST NOT be used at any time.

Safety

The person responsible for a Field Trip MUST take all reasonable precautions to ensure the safety of the students and adults on the trip.

Principal/Teacher must ensure that the # of students does not exceed the rated capacity of the vehicle.

The drivers of privately owned vehicles must be at least 18 years of age, ensure that the vehicle is in safe condition for operation and that all occupants wear a seatbelt when the vehicle is in motion.

Seatbelt and child car seat regulations MUST be adhered to.

A telephone relay system shall be used to contact the parents in case of an emergency.

Inform students who they should notify if they experience any health problems during the trip.

Adult supervisors MUST be informed of any medical concerns of specific students that may require special attention during the trip. Parents must cooperate by informing the school administration regarding any medical conditions related to their children.

Students must remain with the group at all times during the trip.

The Final Word

Is there anything that has not been covered?

Are there any questions?