

GUIDELINES, PROCEDURES AND CHECKLIST FOR SCHOOL TRIPS

INTRODUCTION: School Excursions provide students with experiences to expand their world, and acquire knowledge and skills that will relate their learning to real life experiences. School Excursions also broaden students’ opportunities to interact with/in the wider community and with groups and organisations not always readily available for family access.

- The following guidelines and procedures are meant to ensure the safety of our students, staff and volunteers.
- Respect of these guidelines and procedures are the responsibility of the organizer and school principal.
- All completed documentation will be available for approval in a timely manner.

School excursion guidelines:

- All adults participating in an excursion must have an RCMP vulnerable sector clearance check.
- All excursions must be approved by the Principal (or nominee).
- Out-of-the-country trips require a public meeting at least 6 months before the event and must go to the Council for approval.
- The person in charge of the activity/trip will make sure that experts are available when warranted (life guard when swimming, certified people when kayaking, etc..).
- **Under no circumstance** should a high risk activity be sponsored (ie. Skiing in avalanche prone area), even if the weather or other circumstances indicate that it “*should*” be safe.
- Overnight stay: **Under no circumstance** shall a supervisor be in the same sleeping space as the students of the other gender (be it in a school gym, motel, tent, or whatever other option).
- As ambassadors of the district, students must obey the rules of their own school district and the host district.

Supervision Ratios

The following minimum ratios shall be observed

JK to Grade 5 students can only go on overnight trips and/or sleepover **with DEA approval.**

Grade levels	On busses and on all day field trips:	On overnight trips:
JK to Grade 5	Minimum 1 adult per 8 students	Not Applicable
Grades 6-8	Minimum 1 adult per 12 students	1adult to each 8students
Grades 9-12	Minimum 1 adult per 15 students	Minimum 1 adult per 15 students

EXCURSION INFORMATION

School Name: _____

Teacher in Charge: _____

Where will the excursion take place: _____

Grade levels involved: _____ Number of students involved: _____

Names of chaperones: _____

Curriculum, Athletic and/or Social purpose of this excursion: _____

Reference to curriculum outcomes: _____

Funding is secured (**Please circle**): YES NO

Parents will be asked (Or have been asked) for funding (**Please circle**): YES NO

Procedure Checklist	Name of Activity/trip: _____	Yes	No	N/A
Person in Charge: _____ Activity run from ____/____/____ to ____/____/____				
• All adults participating in the excursion have an RCMP vulnerable check clearance				
• PARENTS: All relevant information was shared with the parents and filed				
• Out of Territories: Public meeting took place, and request was submitted to the Council				
• Groupings – Names of children in each group and supervisor(s) shared with school office, supervisors, and parents				
• There is a list of emergency contacts for student, staff, parents and helpers				
• Excursion date(s) and all relevant information was shared with parents.				
• Certified individuals are supervising activities (Kayaking, Canoeing, swimming, etc..)				
• Parents' consent form obtained and processed at least two weeks before the activity				
• Out of the Territories trips: A public meeting took place at least 12 months before the event.				
• A class list noting the children in attendance <u>and those absent</u> on departure is shared and filed				
• A list of all students and adults in each vehicle (Bus, private car)				
• There will be at least two cell phones (and/or satellite phone if accessing area without cell access) while on an excursion				
• Volunteer drivers have a valid permit and two million dollars on their car insurance.				
• All drivers must be over 21 years or older when carrying students. This applies to all vehicle: Car, ATVs, Snowmobiles, and so forth.				
• Children travelling in a private vehicle will wear an individual, approved seat belt.				
• No student under the age of 12 (or unusually small for their age) will sit in the front passenger seat of a vehicle fitted with a Front Seat Passenger Airbag				
• The Risk Management Form was processed				
• Supervisor will bring a First Aid kit				
• If sharing rooms or space (ie. gym), children will be billeted with students of the same gender				
• Under no circumstance will an adult be in the same sleeping quarters as students of the other gender				
• Students shall not be billeted in families for safety reasons.				
• List of students with allergies, including the nature of the allergy				
• Student/teacher ratio has been applied				

Principal's signature: _____

Date: _____