



Sunrise School Division

Divisional Procedure Number - 5100

Procedure Title	Procedure – Field Trips		
Date of Issue	2007	Related Policies	EL2, EL12, E2
Revision Dates		Related Forms	Day Trip Proposal, Higher Care/Extended Trip Planning, Volunteer Consent, Trip Checklist, Day Trip Parent Consent, Higher Care/Extended Trip Parent Consent
Review Date	2009	Originator	Superintendent

Rationale

The Sunrise Vision Framework indicates that 'learning takes place in and out of the classroom'. Accordingly, the division believes that off site excursions – *field trips* – can be a valuable learning experience for all our learners.

Types of Field Trips

1. **Day Trips:** Occur during the school day. They include activities such as visits to museums, displays, etc.
2. **Higher Care Day Trips:** Day trips that include higher risk activities such as outdoor activities (skiing, canoeing, hiking) or swimming.
3. **Extended Field Trips:** Consist of at least one overnight stay. They may occur locally, provincially, nationally, or internationally. Given the fact they extend overnight, they require higher care.

Kindergarten to Grade 4 students are restricted to day trips, unless circumstances are exceptional and the Board grants approval. Grade 5 - 8 middle years students are restricted to provincial trips unless circumstances are exceptional and the Board grants approval. Senior 1 to Senior 4 trips are unrestricted.

For procedural details, please see *Day Field Trip Procedures*, *Higher Care Day Trip Procedures* and *Extended Care Field Trips Procedures* on the following pages.

Students on Field Trips may only attend if they are members of a sponsoring school.

It is expected that the *YouthSafe Manitoba: School Field Trip Resource (2004)* (binder or CD) be used as a guide for all field trips taken with Sunrise students.



DAY FIELD TRIP PROCEDURES

Day Trips: Occur during the school day. They include activities such as visits to museums, displays, etc.

Kindergarten to Grade 4 students are restricted to day trips, unless circumstances are exceptional and the Board grants approval. Grade 5 - 8 middle years students are restricted to provincial trips unless circumstances are exceptional and the Board grants approval. Senior 1 to Senior 4 trips are unrestricted.

Students on Field Trips may only attend if they are members of a sponsoring school.

Approval is from your School Principal.

Items for day trips must be submitted to the principal. Forms to be completed include:

- Day Field Trip Proposal Form
- Day Trip Parent/Guardian Consent and Acknowledgement of Risk Form
- Day Field Trip Checklist
- If required, Volunteer Driver Authorization Form
- If required, Day Field Trip Volunteer Consent and Acknowledgement of Risk

Form

Recommended Ratio:

K-8 students 1:10

Grade 9-12 students: 1:15

Trip Approval

Day Trips:

1. A signed *Parent/Guardian Day Trip Consent and Acknowledgement of Risk Form* must be obtained for each participating student for every trip away from the school site.
2. Trips must have approval of school administrator. The teacher in charge needs to submit the following forms to the school principal prior to the trip taking place:
 - 2.1. *Day Trip Proposal Form*.
 - 2.2. A *Parent/Guardian Day Trip Consent and Acknowledgement of Risk Form* for every student participating in the trip.
3. The following information is to be provided to parents/guardians on the permission form:
 - 3.1. A request to identify the needs of students with life-threatening allergies.
 - 3.2. Ramifications of trip cancellation.
 - 3.3. Risk management procedures including the names of staff supervisors and total number of supervisors.
 - 3.4. All applicable liabilities.

Transportation

Bus Transportation

1. A Sunrise School Division bus is recommended for most field trips requiring transportation.
2. Where more than one bus is used:
 - 2.1. A list of students traveling on each bus must be on file at the school office.
 - 2.2. Students must travel on the same bus at all times (pending emergencies).

Private Vehicles

1. When used, the basic safety guidelines from Transport Canada are to be followed:
 - 1.1. Students under 12 years of age must be transported in the rear seat(s) (away from an airbag unless it is deactivated).
 - 1.2. Forward-facing child seats are recommended for children weighing 10-18 kg (under 40 lbs).
 - 1.3. Booster seats are recommended for children weighing 18-27 kg (40 - 60 lbs).
 - 1.4. Seat belts are mandatory for everyone over 27 kg and 145 cm (over 60 lbs and 4 feet, 9 inches - over 8 years of age).
 - 1.5. A list of students and adults in each vehicle must be on file in the school office, no changes are to be made unless there are extraneous circumstances (i.e., car breakdown).
 - 1.6. A copy of the driver's current license and registration needs to be filed with the school office. Vehicles used must be properly licensed and insured.
 - 1.7. Details of the trip and the itinerary must be filed in the school office prior to departure.
 - 1.8. Parental permission must be obtained authorizing a student to be transported by private vehicle. Parents must be informed if the proposed driver is less than 25 years of age.

- 1.9. The driver is responsible for ensuring proper use of restraint systems (seatbelts, head restraints, etc.).
- 1.10. Drivers who transport students in private vehicles on school-sponsored activities are included as additional named insured as per the Division's liability insurance policy.
- 1.11. School administration needs to confirm that all drivers are appropriately licensed for the vehicle they are driving and the number of passengers (for example, Class 4 is required to transport 10 or more individuals).
- 1.12. A volunteer drivers' Autopac insurance is the primary coverage. Division insurance only covers an amount in excess of the limit on the drivers policy.
- 1.13. All volunteer drivers must complete and submit the following form:
 - 1.13.1. *Volunteer Driver - Authorization Form.*

Safety

1. Child abuse and criminal registry checks must be completed and reviewed for all volunteer supervisors who are not employed by the division.
2. Instructional staff need to inform volunteers of their duties and guidelines for supervision of students.
3. Male / female groups on extended field trips require both male and female staff supervisors.
4. All field trips require a first aid kit.
5. Instructional staff must ensure that special equipment required by children with allergies (i.e. epi-pens, inhalers, etc.) is taken on the trip.
6. Students are not allowed to leave the field trip unless prior written arrangements have been made.
7. For Kindergarten to Grade 8 Day Field Trips, a ratio of 1 supervisor to 10 students is recommended.

Use Of Volunteers

1. For all trips, parents/guardians may be used for supervision. In all cases, they should be selected on the basis of their ability to support staff and students (i.e., they have sufficient character, skills, knowledge to do the supervision they are required to fulfill).
2. For *Day Trips*, parents/guardians may be provided sufficient briefing regarding their role and responsibilities the day of the trip taking place.
3. All parents/guardians volunteers need to have completed a Criminal Record and Child Abuse Registry check.



HIGHER CARE DAY FIELD TRIP PROCEDURES

Higher Care Day Trips: Day trips that include higher risk activities such as outdoor activities (skiing, canoeing, hiking or swimming).

Kindergarten to Grade 4 students are restricted to day trips, unless circumstances are exceptional and the Board grants approval. Grade 5 - 8 middle years students are restricted to provincial trips unless circumstances are exceptional and the Board grants approval. Senior 1 to Senior 4 trips are unrestricted.

Students on Field Trips may only attend if they are members of a sponsoring school.

Approval is from your School Principal.

A copy of the Higher Care Detailed Field Trip Plan and the Higher Care/Extended Field Trip Proposal Forms must be submitted to the Superintendent.

Items for Higher Care field trips must be submitted to your principal for approval. Forms to be completed include:

- Higher Care/Extended Field Trip Proposal Form
- Higher Care/Extended Detailed Trip Plan Form
- Higher Care/Extended Field Trip Parent/Guardian Consent and Acknowledgement of Risk Form
- Higher Care/Extended Field Trip Checklist
- If required, Higher Care/Extended Field Trip Volunteer Consent and Acknowledgement of Risk Form
- If required, Volunteer Driver Authorization Form

Recommended Ratio:

Grade 5-8 students 1:10

Grade 9-12 students 1:15

Trip Approval

Higher Care Day Trips

1. A signed *Higher Care/Extended Field Trip Parent/Guardian Consent and Acknowledgement of Risk Form* must be obtained for each participating student for every trip away from the school site.
2. Trips must have approval of school administrator. The teacher in charge needs to submit the following forms to the school principal prior to the trip taking place:
 - 2.1 *Higher Care/Extended Field Trip Proposal Form*
 - 2.2 *A Higher Care/Extended Field Trip Parent/Guardian Consent and Acknowledgement of Risk Form* for every student participating in the trip.
 - 2.3 *Higher Care/Extended Detailed Field Trip Plan Form* (copy needs to be submitted to the Superintendent prior to the trip taking place).
4. The following information is to be provided to parents/guardians on the permission form:
 - 4.1. A request to identify the needs of students with life-threatening allergies.
 - 4.2. Ramifications of trip cancellation.
 - 4.3. Risk management procedures including the names of staff supervisors and total number of supervisors.
 - 4.4. All applicable liabilities.

International Students

International Student Program (ISP): For trips within a 50 km radius of the Sunrise School Division, parent permission is obtained on the ISP Application Form. For details on all other trips, please consult the Director for International Student Program.

Transportation

Bus Transportation

3. A Sunrise School Division bus is recommended for most field trips requiring transportation.
4. Where more than one bus is used:
 - 4.1. A list of students traveling on each bus must be on file at the school office.
 - 4.2. Students must travel on the same bus at all times (pending emergencies).

Private Vehicles

2. When used, the basic safety guidelines from Transport Canada are to be followed:
 - 2.1. Students under 12 years of age must be transported in the rear seat(s) (away from an airbag unless it is deactivated).
 - 2.2. Forward-facing child seats are recommended for children weighing 10-18 kg (under 40 lbs).
 - 2.3. Booster seats are recommended for children weighing 18-27 kg (40 - 60 lbs).

- 2.4. Seat belts are mandatory for everyone over 27 kg and 145 cm (over 60 lbs and 4 feet, 9 inches - over 8 years of age).
- 2.5. A list of students and adults in each vehicle must be on file in the school office, no changes are to be made unless there are extraneous circumstances (i.e., car breakdown).
- 2.6. A copy of the driver's current license and registration needs to be filed with the school office. Vehicles used must be properly licensed and insured.
- 2.7. Details of the trip and the itinerary must be filed in the school office prior to departure.
- 2.8. Parental permission must be obtained authorizing a student to be transported by private vehicle. Parents must be informed if the proposed driver is less than 25 years of age.
- 2.9. The driver is responsible for ensuring proper use of restraint systems (seatbelts, head restraints, etc.).
- 2.10. Drivers who transport students in private vehicles on school-sponsored activities are included as additional named insured as per the Division's liability insurance policy.
- 2.11. School administration needs to confirm that all drivers are appropriately licensed for the vehicle they are driving and the number of passengers (for example, Class 4 is required to transport 10 or more individuals).
- 2.12. A volunteer drivers' Autopac insurance is the primary coverage. Division insurance only covers an amount in excess of the limit on the driver's policy.
- 2.13. All volunteer drivers must complete and submit the following form:
 - 2.13.1. *Volunteer Driver - Authorization Form.*

Safety

8. For all field trips, all supervisors need to be adults and at least two years older than the students they supervise.
9. *The YouthSafe Manitoba: School Field Trip Resource* document is to be used to guide and inform all field trips involving Sunrise students. A CD containing the document is available at each Sunrise school and materials are available to all staff in the *Public Folders* section of the Outlook/Exchange Intranet. Information for parents is available in the *Parent Resources* section of the Sunrise School Division website. Important sections to refer to include:
 - 9.1. General considerations for Off Site Activities (pages 6 - 36).
 - 9.2. General considerations for supervision (pages 22 - 24).
 - 9.3. General considerations for Outdoor Pursuits (pages 41 - 59).
10. All supervisors of *Higher Care Day Trips* and *Extended Field Trips* are to follow the guidelines provided for specific off site activities in the *Safety First! Guidelines for School Field Trips* section of the document (pages 62 - 172). The document provides guidelines for specific activities in the following areas:

- 10.1. Land Based (i.e., biking, camping).
 - 10.2. Water Based (i.e., aquatics, canoeing).
 - 10.3. Winter Based (i.e., skating, skiing).
11. Except where designated for a specific activity in the *Safety First! Guidelines for School Field Trips* section of the document (i.e., a ratio of 1:10 is required for grade 5 - 8 students involved in aquatics, pg. 112), supervision ratios should be developed using the *Supervision Ratio Calculation Tool* (pages 59 - 61) of *Safety First!* Supervisor to student ratio should never exceed 1:15.
 12. Child abuse and criminal registry checks must be completed and reviewed for all volunteer supervisors who are not employed by the division.
 13. Instructional staff need to inform volunteers of their duties and guidelines for supervision of students.
 14. Male / female groups on extended field trips require both male and female staff supervisors.
 15. All field trips require a first aid kit.
 16. Instructional staff must ensure that special equipment required by children with allergies (i.e. epipens, inhalers, etc.) is taken on the trip.
 17. Students are not allowed to leave the field trip unless prior written arrangements have been made.

Use Of Volunteers

4. For all trips, parents/guardians may be used for supervision. In all cases, they should be selected on the basis of their ability to support staff and students (i.e., they have sufficient character, skills, knowledge to do the supervision they are required to fulfill).
5. For *Day Trips*, parents/guardians may be provided sufficient briefing regarding their role and responsibilities the day of the trip taking place.
6. For *Higher Care Day Trips* and *Extended Field Trips*, parents/guardians may be provided sufficient briefing regarding their role and responsibilities prior to the day of the trip taking place.
7. All parents/guardians volunteers need to have completed a Criminal Record and Child Abuse Registry check.
8. All volunteers for *Higher Care Day Trips* and *Extended Field Trips* must complete and submit the following form to the school prior to participating in the trip:
 - 8.1. *Higher Care / Extended Field Trip Volunteer Consent and Acknowledgement Form.*

EXTENDED CARE FIELD TRIP PROCEDURES

Extended Field Trips: Consist of at least one overnight stay. They may occur locally, provincially, nationally, or internationally. Given the fact they extend overnight, they require higher care.

Kindergarten to Grade 4 students are restricted to day trips, unless circumstances are exceptional and the Board grants approval. Grade 5 - 8 middle years students are restricted to provincial trips unless circumstances are exceptional and the Board grants approval. Grade 9 to 12 trips are unrestricted.

Students on Field Trips may only attend if they are members of a sponsoring school.

Extended trips (*locally, provincially, nationally*) must be *approved by the superintendent* or designate prior to the trip taking place.

Extended trips (*internationally*) must be *approved by the Board of Trustees* prior to the trip taking place.

Items for Extended Trips must be submitted to your principal for approval. Forms to be completed include:

- Cover letter to the Board requesting approval and outlining the trip together with the Field Trip Proposal Form
 - *International Travel - 5 months notice (no later than October 15)*
 - *Canadian Travel outside Manitoba - 3 months notice*
 - *Overnight trip within Manitoba - 6 weeks*
- Higher Care/Extended Field Trip Proposal Form
- Higher Care/Extended Detailed Trip Plan Form (to be submitted to the Superintendent 6 weeks prior to the trip taking place)
- Higher Care/Extended Field Trip Parent/Guardian Consent and Acknowledgement of Risk Form
- Higher Care/Extended Field Trip Checklist
- If required, Higher Care/Extended Field Trip Volunteer Consent and Acknowledgement of Risk Form
- If required, Volunteer Driver Authorization Form

Recommended Ratio:

Grade 5-8 students 1:10

Grade 9-12 students 1:15

Trip Approval

Extended Trips

1. Must be approved by the Board of Trustees (cover letter for Consent Agenda) *prior* to the trip taking place. Copies of following forms need to be submitted to the Superintendent prior to the trip taking place:
 - 2.1. *Higher Care Day Trip Proposal Form.*
 - 2.2. *Higher Care Day Trip Planning Form.*
3. A signed *Higher Care/Extended Field Trip Parent/Guardian Consent and Acknowledgement of Risk Form* must be obtained for each participating student for every trip away from the school site.
5. The following information is to be provided to parents/guardians on the permission form:
 - 5.1. A request to identify the needs of students with life-threatening allergies.
 - 5.2. Ramifications of trip cancellation.
 - 5.3. Risk management procedures including the names of staff supervisors and total number of supervisors.
 - 5.4. All applicable liabilities.

International Students

International Student Program (ISP): For trips within a 50 km radius of the Sunrise School Division, parent permission is obtained on the ISP Application Form. For details on all other trips, please consult the Director for International Student Program.

Transportation

Bus Transportation

5. A Sunrise School Division bus is recommended for most field trips requiring transportation.
6. Where more than one bus is used:
 - 6.1. A list of students traveling on each bus must be on file at the school office.
 - 6.2. Students must travel on the same bus at all times (pending emergencies).

Private Vehicles

3. When used, the basic safety guidelines from Transport Canada are to be followed:
 - 3.1. Students under 12 years of age must be transported in the rear seat(s) (away from an airbag unless it is deactivated).
 - 3.2. Forward-facing child seats are recommended for children weighing 10-18 kg (under 40 lbs).
 - 3.3. Booster seats are recommended for children weighing 18-27 kg (40 - 60 lbs).
 - 3.4. Seat belts are mandatory for everyone over 27 kg and 145 cm (over 60 lbs and 4 feet, 9 inches - over 8 years of age).

- 3.5. A list of students and adults in each vehicle must be on file in the school office, no changes are to be made unless there are extraneous circumstances (i.e., car breakdown).
- 3.6. A copy of the driver's current license and registration needs to be filed with the school office. Vehicles used must be properly licensed and insured.
- 3.7. Details of the trip and the itinerary must be filed in the school office prior to departure.
- 3.8. Parental permission must be obtained authorizing a student to be transported by private vehicle. Parents must be informed if the proposed driver is less than 25 years of age.
- 3.9. The driver is responsible for ensuring proper use of restraint systems (seatbelts, head restraints, etc.).
- 3.10. Drivers who transport students in private vehicles on school-sponsored activities are included as additional named insured as per the Division's liability insurance policy.
- 3.11. School administration needs to confirm that all drivers are appropriately licensed for the vehicle they are driving and the number of passengers (for example, Class 4 is required to transport 10 or more individuals).
- 3.12. A volunteer drivers' Autopac insurance is the primary coverage. Division insurance only covers an amount in excess of the limit on the driver's policy.
- 3.13. All volunteer drivers must complete and submit the following form:
 - 3.13.1. *Volunteer Driver - Authorization Form.*

Safety

18. For all field trips, all supervisors need to be adults and at least two years older than the students they supervise.
19. *The YouthSafe Manitoba: School Field Trip Resource* document is to be used to guide and inform all field trips involving Sunrise students. A CD containing the document is available at each Sunrise school and materials are available to all staff in the *Public Folders* section of the Outlook/Exchange Intranet. Information for parents is available in the *Parent Resources* section of the Sunrise School Division website. Important sections to refer to include:
 - 19.1. General considerations for Off Site Activities (pages 6 - 36).
 - 19.2. General considerations for supervision (pages 22 - 24).
 - 19.3. General considerations for Outdoor Pursuits (pages 41 - 59).
20. All supervisors of *Higher Care Day Trips* and *Extended Field Trips* are to follow the guidelines provided for specific off site activities in the *Safety First! Guidelines for School Field Trips* section of the document (pages 62 - 172). The document provides guidelines for specific activities in the following areas:
 - 20.1. Land Based (i.e., biking, camping).
 - 20.2. Water Based (i.e., aquatics, canoeing).

20.3. Winter Based (i.e., skating, skiing).

21. Except where designated for a specific activity in the *Safety First! Guidelines for School Field Trips* section of the document (i.e., a ratio of 1:10 is required for grade 5 - 8 students involved in aquatics, pg. 112), supervision ratios should be developed using the *Supervision Ratio Calculation Tool* (pages 59 - 61) of *Safety First!* Supervisor to student ratio should never exceed 1:15.
22. Child abuse and criminal registry checks must be completed and reviewed for all volunteer supervisors who are not employed by the division.
23. Instructional staff need to inform volunteers of their duties and guidelines for supervision of students.
24. Male / female groups on extended field trips require both male and female staff supervisors.
25. All field trips require a first aid kit.
26. Instructional staff must ensure that special equipment required by children with allergies (i.e. epipens, inhalers, etc.) is taken on the trip.
27. Students are not allowed to leave the field trip unless prior written arrangements have been made.

Use Of Volunteers

9. For all trips, parents/guardians may be used for supervision. In all cases, they should be selected on the basis of their ability to support staff and students (i.e., they have sufficient character, skills, knowledge to do the supervision they are required to fulfill).
10. For *Day Trips*, parents/guardians may be provided sufficient briefing regarding their role and responsibilities the day of the trip taking place.
11. For *Higher Care Day Trips* and *Extended Field Trips*, parents/guardians may be provided sufficient briefing regarding their role and responsibilities prior to the day of the trip taking place.
12. All parents/guardians volunteers need to have completed a Criminal Record and Child Abuse Registry check.
13. All volunteers for *Higher Care Day Trips* and *Extended Field Trips* must complete and submit the following form to the school prior to participating in the trip:
 - 13.1. *Higher Care / Extended Field Trip Volunteer Consent and Acknowledgement Form.*

EXTENDED FIELD TRIPS

Timelines For Request

1. The following forms must be submitted to the Superintendent as follows:
 - 1.1. The *Higher Care Day Trip Proposal Form* for international trips with 5 months notice and no later than October 15 of the year of travel).
 - 1.2. The *Higher Care Day Trip Proposal Form* for provincial or national travel with 3 months notice.
 - 1.3. The request will be forwarded to the Board of Trustees as part of the Consent Agenda. Further planning of the intended trip is contingent upon approval in principle.
 - 1.4. The *Higher Care Day Trip Planning Form* must be submitted to the Superintendent 6 weeks prior to the trip taking place.

Exceptions to the above timelines may occur due to extenuating circumstances such as an invitation to a Sunrise group being given within the five month notice period.

The above forms are based upon templates provided in the *YouthSafe Manitoba: School Field Trip Resource* and require trip leaders to identify key information including supervision ratios, risk management strategies, and medical insurance.

Extended Field Trip Cancellation Guidelines

1. Written parental/guardian permission is mandatory for all student participation.
2. The Division retains the right to cancel a trip at anytime if travel is deemed to be unsafe: war, threat of terrorist attack, health hazards (epidemics), dangerous weather conditions and/or natural disasters such as hurricanes, tornadoes, earthquakes and floods. The Division would not be held liable in the event of a cancellation.
3. For International travel, the advice of the Department of Foreign Affairs would guide decision making. Communications will be channeled through the Superintendents Department.
4. It is expected that school administration and trip planners will monitor travel conditions in the intended country/region throughout the planning.
5. Insurance to cover the possibility of an emergency return is required for all international extended field trips.
6. These guidelines should be carefully considered by staff and thoroughly reviewed with parents. Parents/guardians and students must sign a "Letter of Informed Consent" which includes all of this information prior to departure.

Dismissal from Extended Field Trips for Disciplinary Reasons

1. Students can be sent home early from a trip. Detailed rules and regulations for the trip, including clearly stated potential consequences, must be provided to the students and parents/guardians prior to departure.
2. 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.
3. Students and their parent/guardians are required to submit a signed "Letter of Informed Consent". The letter will include the following details:
 - 3.1. Parent/guardian contact information to ensure communications to facilitate an early return of their child.
 - 3.2. Students will be returned by airplane whenever possible.
 - 3.3. A supervisor will be with the student(s) until departure for home if the return trip is direct and non-stop.
 - 3.4. If the return trip includes a stopover, a supervisor must attend with the returning student(s). The costs of the added supervision will be at the expense of the parent/guardian.
 - 3.5. Parents/guardians must make an arrangement to have the student picked up upon arrival.

Risk Management

Illness or Injury

1. Medical insurance is recommended for travel out of Manitoba but within Canada.
2. Medical insurance is required for international travel.

3. If a student becomes ill or suffers an injury, a supervising teacher will seek medical attention for the student and the student will remain in constant supervision by the teacher.
4. Student fees need to include the costs associated with the possible return of a supervisor in the case of an illness or injury.
5. Among the adult supervisors must be at least one that has First Aid and CPR training.