



Administrative Procedure: Educational Excursions and Day Field Trips

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Duties

The principal or vice-principal shall ensure that for extended educational excursions and educational excursions.

Requests

- The Request for Extended Educational Excursion (Appendix A) form is completed and sent to the Director or designate at least three (3) months prior to the date of the proposed event. This must include:
 - A detailed itinerary, including dates and times of all activities, including the anticipated time of leaving and time of return.
 - The curriculum expectations associated with the excursion (not the numbers of the expectations).
 - Transportation arrangements.
 - Grade level and number of students participating.
 - Names of supervisors, indicating: teacher lead, other staff member(s), volunteers (proof of criminal background check), substitute leader (back-up in case of illness or unexpected events, contingency plan to stay with any student who is delayed or detained). For Extended Educational Excursions when students of both sexes are involved, male and female adult supervisors are required.
- Documentation demonstrating First Aid providers are on the trip/site. [Risks--See OSBIE Field Trip Risk Management Guidelines.]
- Anticipated cost of trip and fundraising methods.
- Evidence that the excursion planner and Principal/Vice-Principal have researched and evaluated any risks. All applicable OSBIE safety blogs and OPHEA Safety Guidelines shall be included with the request form.
- Requesters that have not provided all of the information needed will be contacted to submit a complete package, before the excursion will be considered.

Additional Information Required

- Once consent for the excursion has been obtained, the school is required to provide and/or obtain the following:
- A completed Extended Educational Excursion (Appendix B) form for all students on the trip. One copy of this will be left with the Principal/Vice-Principal at the school for the duration of the trip, and one copy will be taken on the excursion and kept by the Excursion Lead.

- A completed Informed Consent/Permission Form for Education Trips (Appendix C) is signed by a parent/guardian. One copy of this will be left with the Principal/Vice-Principal at the school for the duration of the trip, and one copy will be taken on the excursion and kept by the Excursion Lead.
- A daily agenda, outlining the timing of all activities will be sent home to the parents and provided to students. This agenda is to be separate from the permission form, which is to be returned to the school.
- A list of the adult supervisors will be provided to parents/guardians. The Principal/ Vice-Principal and Excursion Leader will ensure that all adult supervisors have been thoroughly briefed in all aspects of the excursion agenda and what should be done to mitigate risks.
- Every reasonable precaution shall be taken to ensure the safety of students while on an educational excursion. Applicable safety advisories from OSBIE and the OPHEA Safety Guidelines shall be brought on the excursion, and all precautions made as outlined in the guidelines.

Other Considerations

- No student is prevented from participating in an excursion because of inability to pay. It is the responsibility of the school arranging the educational excursion to ensure there are sufficient funds available to cover costs for any student unable to pay.
- An appropriate educational program is provided for any student remaining at the school.
- When excursions include a Sunday, arrangements shall be made for all students and staff to participate in Sunday Eucharist.

The Principal or Vice-Principal shall ensure that for Day Field Trips

- A consent form re: Day Field Trips, will be sent home to parents/guardians at the beginning of each school year covering Day Field Trips within the community (Appendix F).
- In addition, the teacher must notify the office when they are leaving the building and when they return to the school.
- On each occasion the teacher will notify the parents one week prior to the commencement of the excursion, explaining the purpose of the trip, means of transportation, risks involved and the number of chaperones.

- A sufficient number of adult supervisors, who have been thoroughly briefed in all aspects of the excursion shall be provided.
- Every reasonable precaution shall be taken to ensure the safety of students while on an educational excursion.
- All excursions are properly planned and financed prior to seeking approval.
- No student is prevented from participating in an excursion because of inability to pay. It is the responsibility of the school arranging the educational excursion to ensure there are sufficient funds available to cover costs for any student unable to pay.
- An appropriate educational program is provided for any student remaining at the school.

Approvals

1. All requests for educational excursions must be submitted first to the Principal/Vice-Principal for his/her approval before proceeding with any arrangements.
2. Notification of intent to conduct an Extended Educational Excursion must be made three (3) months in advance to the Principal/Vice-Principal and Director of Education (use Appendix A & B attached) for approval.
3. Notification of intent to conduct an Educational Excursion must be made one (1) week in advance to the Principal/Vice-Principal (use Appendix E attached) for approval.
4. Parents will be required to complete and return the Day Trip Consent Form (Appendix F) at the beginning of each school year. Teachers will inform the Principal/Vice-Principal and parents in advance of all activities outside of the school.

Evaluations

Following any Extended Educational Excursions, an evaluation report must be filed with the Principal/Vice-Principal. These reports are to be made available to the Board upon request.

Procedure

1. Emergency information on permission forms will be in possession of the trip supervisor and the school office (Appendix D).

2. Students who might endanger themselves or others, in the opinion of the Principal/ Vice-Principal/supervising teacher, may not be permitted to participate in the excursion.

Contact List

In the event of lateness or an emergency, a contact list shall be in place with a designated person back in the home town to ensure efficient notification of all families involved.

Supervisors

1. All employees and non-employees supervising excursions and field trips must be aware of the Ontario, Superior North Catholic DSB and School Codes of Conduct. The standards in the Codes of Conduct apply to all participants at all locations and at all times, during an excursion/field trip.
2. All non-employee supervisors must have Criminal Background Checks with vulnerable sector screening. These must be submitted to the Principal/Vice-Principal, and attached to the Request form when it is submitted.
3. Educational Assistants who *volunteer* to participate in an excursion will not be permitted to bank extra hours.

Appendix A

Request for Extended Educational Excursion

Trip organizers and the Principal/Vice-Principal must review the School Trips and Transportation – Private Vehicle policies and the OSBIE Field Trip Risk Management Guidelines prior to completing this form. Please submit the completed form to your Principal/Vice-Principal for signature.

Teacher(s): _____

Grade(s) Involved: _____ Total # of Students: _____

Proposed Dates: _____

Destination: _____

Address: _____

Telephone (+ Area Code): _____

Student/Supervisor Ratio: _____

Purpose of Trip: _____

Pre-Excursion Activities: _____

Follow-up Activities: _____

Transportation

Form of Transportation: _____

Name of Transportation Co: _____ Telephone #: _____

Departure from School: Date: _____ Time: _____ a.m. _____ p.m.

Return to School: Date: _____ Time: _____ a.m. _____ p.m.

Cost Breakdown: (attach on a separate sheet)

Means of Fundraising: (attach on a separate sheet)

Supply Teachers

Supply Teacher Required: Yes No

Number of Supply Teachers: _____ Number of Days _____

Total Cost for Supply Teachers: _____

Costs

Total Cost: _____ Cost for Students: _____

Teacher Leader: _____

Supervisors: _____

Proposed Detailed Itinerary Attached: Yes No

Teacher Leader Signature: _____

Principal/Vice-Principal Signature: _____ Date Approved: _____

(This signature indicates that all of the trip information has been reviewed and approved, that risk factors have been reviewed with the staff attending, and that any criminal background checks have been done.)

Appendix B

Request for Extended Educational Excursion

Trip organizers must review the School Trips and Transportation – Private Vehicle policies and the OSBIE Field Trip Risk Management Guidelines prior to completing this form. When you have completed this form, please submit it to your Principal/Vice-Principal for signature and forward it to the Director of Education for the necessary approval.

Request to Travel to: _____ Date(s) of Travel: _____

Purpose of Travel: _____

Requested By (Key Organizer): _____

School: _____

General

Have you attached a detailed itinerary of your field trip, including reference to the appropriate Ministry of Education and Catholic Graduate Expectations being addressed on this excursion?

Are all field trip participants carrying the appropriate insurance coverage prior to departure, including out of country health insurance where applicable?

Do all trip participants carry the appropriate and current required identification, such as passports?

Are all trip participants eligible to traverse international borders, where applicable (ie. no criminal record)?

Transportation

(Some of this information is also requested on the School Trip Information & Requisition Form)

Please describe your method(s) of transportation for this field trip. (Check all that apply.)

School Bus Coach Bus Train Passenger Vehicles Airplane

Other

Have all parents/guardians approved in writing the participation of their son/daughter in the field trip, including transportation (School Trip Policy, Section 4(a))?

Have you as a teacher-principal/vice-principal chaperone reviewed the Transportation-Private Vehicle Policy on the use of private vehicles?

Have you completed a Field Trip Information and Requisition Form, which details transportation arrangements for the trip?

Costs

Please describe the approximate total cost per pupil of this trip:
\$_____

How are costs being covered by pupils?

Pupil Pays Fund-raising

Other

Have you made parents/pupils aware that the Board assumes no responsibility for costs in the event of trip cancellation?

Programing/Supervision/Evaluation

Grade(s)_____

How many pupils will be participating? _____ Males _____ Females

Number of Teacher-Chaperones: _____ Males _____ Females

Number of Volunteer-Chaperones: _____ Males _____ Females

Have volunteer-chaperones and volunteer drivers submitted criminal record checks?

Have students and parents/guardians been made aware that Board/school policies are to be adhered to while on the trip?

Please attach any written communication distributed to pupils and/or the dates of any parent information sessions.

Dates of parent information sessions: _____

Are all teacher-chaperones aware of their duties and obligations as SNCDSB staff during the trip?

Are all volunteer-chaperones aware of their supervisory responsibilities during the trip?

If this activity is defined by OSBIE as 'high risk', have you incorporated recommended risk management strategies (ie. mandatory helmets)?

Please describe: _____

Additional Notes/Comments: _____

Request for Approval

Teacher-Organizer Signature: _____ Date: _____

Principal/Vice-Principal Signature: _____ Date: _____

Director Signature: _____ Date: _____

Appendix C

Informed Consent/Permission Form for Education Trips

The (Name of School) _____ is
arranging

(Description of activity and dates)

THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.

Elements of Risk

Educational activity programs, such as _____ involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in _____:

(Describe Activity)

The risk of sustaining these types of injuries result from the nature of the activity and can occur without any fault of either the student, or the Board, its' employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you choose to participate in _____ on _____, you must understand that you bear the responsibility for any injury that might occur.

The _____ does not provide accidental death, disability, (Name of School Board)

dismemberment or medical expense insurance on behalf of the students participating in this activity.

Acknowledgement

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Permission

I give _____ (Name of Student) permission to participate in the _____ (Description of Activity) to be held on or about _____ (Date)

Signature of Parent/Guardian _____ Date: _____

Appendix D

School Trips - Student Health and Safety Information

Name of Student: _____ Age: _____ Gender: _____

Address: _____ Date of Birth: _____

Family Doctor: _____ Telephone: _____

Emergency Contact Number: _____

Health Card #(Optional): _____

The following information will be helpful to the teacher in making your son's/daughter's out-of-school visit more comfortable, safe and pleasant. ALL INFORMATION WILL BE HELD IN THE STRICTEST CONFIDENCE.

Has your son/daughter any special conditions which must be taken into consideration in his/her participation in the full program?

Allergy (Epi Pen): _____

Diabetes: _____

Asthma: _____

Epilepsy: _____

Heart: _____

Rash: _____

Recent Illness or Operation: _____

Any Other Disability/Concern: _____

Has your son/daughter any drug allergy or sensitivity? If so, give details.

Has your son/daughter any serum sensitivity? If so, give details.

Give the date of the last tetanus shot and the reason for it.

Parent/Guardian Signature: _____ Date: _____

Municipal Freedom of Information and Protection of Privacy Act. Personal information on this form is collected under the legal authority of the Education Act. This information will be used for the purposes of planning and administering out-of-school programs for students, providing health and safety services in the event of an emergency, including provincially funded health resources.

Appendix E

Request for Educational Excursion

(Students leave school property but do not stay overnight.)

Instructions

This form must be submitted to the Principal/Vice-Principal at least one (1) week prior to the excursion.

Event: _____ Date: _____

Itinerary Description: _____

Curriculum Expectations to be Addressed: _____

Transportation: _____

Supervisors: _____

Risks: _____

(Requester's Signature)

(Date)

Principal's/Vice-Principal's Comments: _____

Principal's/Vice-Principal's Signature _____

Date _____

Appendix F

Day Field Trip Consent Form

During the course of the year, teachers may wish to take the classes on short excursions to various locations in the community to enhance the concepts being taught in their classrooms. Trips may include nature walks, visits to various businesses, sports, and other such activities.

As this is a school related activity and the students will be leaving the school property, we require your consent, therefore we are requesting that you complete the form below for the in-community trips for the school year. On each occasion the parents have the final decision as to whether their child may go on the trip. All out-of-town trips will require individual parental consent at the time of the excursion.

I the undersigned parent/guardian, hereby give my permission for my child/children:

to participate in field trips that are within the town limits of _____. I further understand that I will be notified one week in advance of the trip, its purpose, means of transportation, the number of chaperones and any other pertinent information.

Date

Signature of Parent/Guardian