



# Administrative Procedure: Educational Excursions and Day Field Trips

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## 1.0 Duties

- 1.1 The principal shall ensure that for day field trips, extended educational excursions, and educational excursions, forms are completed and submitted prior to the excursion.
- 1.2 The principal shall take steps to ensure that students will not attend the planned activity without parental consent.

## 2.0 Requests

- 2.1 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.

## 3.0 Additional Information Required

- 3.1 Once consent for the excursion has been obtained, the school is required to provide and/or obtain the following:
  - 3.1.1 Completed Extended Educational Excursion (**Appendix A**) form for all students on the trip. One copy will be left with the Principal at the school for the duration of the trip and kept for 24 months, and one copy will be taken on the excursion and kept by the Excursion Lead.
  - 3.1.2 A completed Informed Consent/Permission Form for Education Trips (**Appendix B**) is signed by a parent and/or guardian. One copy of this will be left with the Principal at the school for the duration of the trip and kept for 24 months, and one copy will be taken on the excursion and kept by the Excursion Lead.
  - 3.1.3 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.
  - 3.1.4 A list of the adult supervisors will be provided to parents and/or guardians. The Principal and Excursion Lead will ensure that all adult supervisors have been thoroughly briefed on all aspects of the excursion agenda and what should be done to mitigate risks.
  - 3.1.5 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.

## 4.0 Record keeping

- 4.1 The principal shall ensure that all signed consent forms (Appendix A, B, C, D & E) from the current year and the previous school year are kept in a secure location for at least 24 months.

## 5.0 Other Considerations

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

## 6.0 Day Field Trips

6.1 The Principal shall ensure:

- 6.1.1 A Day Field Trip Consent Form (**Appendix E**) will be sent home to parents/guardians at the beginning of each school year, covering Day Field Trips within the community, setting out the specific trips planned for the school year.
- 6.1.2 In addition, the teacher must notify the principal and the administrative assistant when they are leaving the building and when they return to the school.
- 6.1.3 Written notification or a school-wide message must be provided to parents prior to their child/children leaving the school property.
- 6.1.4 Signed Day Field Trip forms (**Appendix E**) are considered a record of parent approval (subject to a parent notifying the school that they are opting their child out from a particular activity).
- 6.1.5 A sufficient number of adult supervisors who have been thoroughly briefed on all aspects of the excursion shall be provided.
- 6.1.6 Every reasonable precaution shall be taken to ensure the safety of students while on an educational excursion.
- 6.1.7 All excursions are properly planned and budgeted prior to seeking approval. Fees for the trip would be collected on a cost-recovery basis.
- 6.1.8 No student is prevented from participating in an excursion because of inability to pay. It is the responsibility of the school to arrange the educational excursion to

ensure there are sufficient funds available to cover costs for any student unable to pay.

- 6.1.9 An appropriate educational program is provided for any student remaining at the school.

## 7.0 Approvals

- 7.1 All requests for educational excursions must be submitted first to the Principal for their approval before proceeding with any arrangements.
- 7.2 Notification of intent to conduct an Extended Educational Excursion must be made three (3) months in advance to the Principal and Superintendent of Education of the school (**Appendix A**) for approval.
- 7.3 Notification of intent to conduct an Educational Excursion must be made at least one (1) week in advance to the Principal (**Appendix D**) for approval.
- 7.4 Parents will be required to complete and return the Day Field Trip Consent Form (**Appendix E**) at the beginning of each school year. Teachers will inform the Principal and parents and/or guardians in advance of all activities outside of the school.

## 8.0 Procedure

- 8.1 Student Health & Safety Information form (**Appendix C**) will be in possession of the Teacher Lead and the school office.
- 8.2 Students who might endanger themselves or others, in the opinion of the Principal, in consultation with the Excursion Lead, may not be permitted to participate in the excursion if they cannot be accommodated in order to safely attend.

## 9.0 Contact List

- 9.1 In the event of lateness or an emergency, a contact list shall be in place with a designated person back in the hometown to ensure efficient notification of all families involved. The Excursion Lead attending the excursion will also be provided with the contact list. This information will be provided by the school office.

## 10.0 Supervisors

- 10.1 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 these Codes of Conduct apply to all participants at all locations and at all times, during an excursion/field trip.
- 10.2 All non-employee supervisors must have Criminal Background Checks with vulnerable sector screening. These must be submitted to the Principal and kept at the school in a secure location.
- 10.3 In addition to the numbers provided above, organizers are asked to consult their Superintendent, [OSBIE Field Trip Risk Management](#) and [OPHEA Requirements For Educators](#) to verify supervisor numbers of low, medium and high care off-site school activities.
- 10.3.1 Since student safety is of paramount importance, the following is a minimum standard of supervision:
- a. a. 1:5 for JK, SK,
  - b. b. 1:8 Grades 1, 2, 3
  - c. c. 1:10 Grades 4, 5, 6
  - d. d. 1:13 Grades 7, 8
- 10.4 There must be a minimum of two staff present for excursions at all times. A male and female must be present for all **extended excursions** at all times.
- 10.5 Mass is important to the Catholic faith and the Board. The above is not adhered to, to attend school mass. School mass will be attended as a school community and the Principal may use their discretion in regard to supervision numbers to attend mass in the community. The Principal must ensure that there is adequate supervision for this liturgical event.

## 11.0 Transportation

- 11.1 Staff are not allowed to transport students to excursions. Students must be transported by transportation companies or by their parents and/or guardians.

## Appendix A - Request for Extended Educational Excursion (Leaving School property and staying overnight or longer)

**\*Please note that prior to any planning or completion of appendices, a discussion and consultation via email with the Superintendent is required to proceed further. Please submit the completed form to your Principal for signature at least three (3) months in advance. These forms are forwarded to the school's Superintendent of Education for review and final approval.**

Trip organizers and the Principal must consult their Superintendent, [OSBIE Field Trip Risk Management](#), and OPHEA Requirements For Educators to verify the supervisor numbers of low, medium, and high-care off-site school activities.

Trip organizers must review the OSBIE Field Trip Risk Management Guidelines prior to completing this form. When you have completed this form, please submit it to your Principal for signature and forward it to the Director of Education or designate for the necessary approval.

Teacher(s) Requesting Field Trip: \_\_\_\_\_

Please include the following names of staff, parent chaperone, and volunteers:

Position	Name	First Aid Certified As per OSBIE Field Trip Risk Management Guideline	Vulnerable Sector Check on file
Excursion Lead			
Substitute Teacher In case of an unexpected event			

For Extended Educational Excursions when students of both sexes are involved, male and female adult supervisors are required.

Grade(s) Involved: \_\_\_\_\_ Total # of Students: \_\_\_\_\_

How many pupils will be participating? \_\_\_\_ Males \_\_\_\_ Females

Proposed Dates: \_\_\_\_\_

Destination: \_\_\_\_\_

Destination Address: \_\_\_\_\_

Destination Telephone (+ Area Code): \_\_\_\_\_

Student/Supervisor Ratio (see 11.3.1)

Number of Teacher-Chaperones: \_\_\_\_ Males \_\_\_\_ Females

Number of Volunteer-Chaperones: \_\_\_\_ Males \_\_\_\_ Females

Have volunteer chaperones submitted criminal record checks?

Curriculum Expectations (not the Numbers of Expectation) :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pre-Excursion Activities: \_\_\_\_\_

Follow-up Activities: \_\_\_\_\_

**Programming/Supervision/Evaluation**

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

Have you attached 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 (i.e. mandatory helmets)?

Please describe: \_\_\_\_\_

Additional Notes/Comments: \_\_\_\_\_

**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.

**Supporting Documentation**

The principal and teacher must research and evaluate any risks involved with the trip. All applicable OSBIE safety blogs and OPHEA Safety Guidelines shall be included as attachments with the request form.

**Daily Occasional Teachers (if applicable)**

Daily Occasional Teacher Required: \_\_\_ Yes \_\_\_ No

Number of Daily Occasional Teachers: \_\_\_\_\_ Number of Days \_\_\_\_\_

Total Cost for Daily Occasional Teachers: \_\_\_\_\_

**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? If applicable
- Are all trip participants eligible to traverse international borders, where applicable (i.e. no criminal record)?
- Will you ensure that Appendix C - Informed Consent/Permission Form for Education Trips & Appendix D - School Trips - Student Health and Safety Information are collected from all students prior to the excursion?

**Transportation**

- Will you complete all necessary documentation for the method of transportation and send it for approval?

Which method(s) of transportation are required for this field trip? (Check all that apply.)

- School Bus     Coach Bus     Train     Passenger Vehicles     Airplane

**Costs**

- Have you reviewed the Board Policy and Administrative Procedure F-412 School Fundraising Link

What is the total cost of this trip: \$\_\_\_\_\_

Pupil Pays \_\_\_\_\_ Fund-raising \_\_\_\_\_

Board Pays: \_\_\_\_\_

Proposed Detailed Itinerary Attached:     Yes     No

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

**Approvals:**

Excursion Lead Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Director of Education or designate: \_\_\_\_\_ 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 completed and filed.)

## Appendix B - Informed Consent/Permission Form for Education Trips

(To be accompanied with all excursion forms A, D, & E)

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)

\_\_\_\_\_  
\_\_\_\_\_

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The risk of sustaining these types of injuries results 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.

Superior North Catholic District School Board does not provide accidental, death, disability, 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 C - School Trips - Student Health and Safety Information

(To be completed with all excursion forms A, D & E)

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 child'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 child any drug allergy or sensitivity? If so, give details.

\_\_\_\_\_

Has your child had any serum sensitivity? If so, give details.

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

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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 and providing health and safety services in the event of an emergency, including provincially funded health resources.

## Appendix D - Request for Educational Excursion

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

### Instructions

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

Grade(s) Involved: \_\_\_\_\_ Total # of Students: \_\_\_\_\_

Proposed Dates: \_\_\_\_\_

Destination: \_\_\_\_\_

Destination Address: \_\_\_\_\_

Destination Telephone (+ Area Code): \_\_\_\_\_

Student/Supervisor Ratio (see 11.3):

Number of students per grade \_\_\_\_\_

Total number of supervisors \_\_\_\_\_

**Have you consulted OSBIE Field Trip Risk Management and OPHEA's Guidelines to verify supervisor numbers of low, medium and high care off-site school activities?**

Does this excursion fall under their guidelines?

Yes       N/A

If yes, what is the new proposed ratio \_\_\_\_\_

Curriculum Expectations (not the Numbers of Expectation) :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix E - 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 mass, church visits, 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 and/or guardians have the final decision as to whether their child may go on the trip. All out-of-town trips will require individual parental and/or guardian consent at the time of the excursion.

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

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

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Date

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Signature of Parent and/or Guardian