



## Educational Field Trips and Excursions

### AP #500.01

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Adopted:	March 30, 2004
Last Reviewed/Revised:	
Responsibility:	Superintendent of Education
Next Scheduled Review:	

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#### POLICY STATEMENT:

All Board staff shall follow this administrative procedure. Specific direction is provided for principals, volunteers, teachers, the Director of Education and superintendents of education.

#### APPLICATION AND SCOPE:

The purpose of this Administrative Procedure is to provide direction to Board Staff and Schools regarding educational field trips and excursions **and to ensure that schools plan experiences which support the development and well-being of the whole child and reinforce the moral teachings of the Catholic Church and the Ontario Catholic School Graduate Expectations.**

#### REFERENCES:

- <http://www.tico.ca/>
- <http://www.osbie.on.ca>
- <http://ophea.net/>
- <http://www.bhncdsb.ca/>
- <http://www.voyage.gc.ca>
- <http://bhnresource.bhncdsb.ca>
- [Global Affairs Canada](#)
- [TICO Guidelines for School Trips](#)

FORMS: N/A

APPENDICES: N/A

- [Appendix A – Application](#)
- [Appendix B – Educational Field Trip and Educational Excursion Approval Matrix](#)
- [Appendix C – Parent Consent Form for Educational Field Trips/Excursions](#)
- [Appendix D – Release and Indemnification Form for Educational Field Trips/Excursions](#)

DEFINITIONS: N/A

#### ADMINISTRATIVE PROCEDURES:

##### 1.0 General Terms

All educational field trips/excursions shall be organized by a teacher or a principal-designated employee. All educational field trips/excursions shall be a valid extension of the existing school program **and linked to the school and BHNCDSB goals.** The trip organizer shall submit the *Application for Approval to Take Students on an Educational Field Trip* to the school principal for consideration of approval in advance of the trip (Appendix A). Each application shall be completed in full (including all necessary attachments) and shall be subject to terms listed in the *Educational Field Trip and Educational Excursion Approval Matrix* (Appendix B). Schools or organizers are prohibited from raising funds, promoting trips or informing stakeholders about the trip before necessary approvals are in place. Any revisions subsequent to an approved field trip or excursion requires a re-application subject to the terms below, as well as Appendix B. **In providing educational field trips**



and excursions for students, staff should consider the needs of all students. Being mindful of provincial health and safety legislation and BHNCDSB policy and administrative procedures, some additional considerations may be required to support students with diverse learning needs, ensuring safe access to educational field trips and excursions. The Superintendent of Education and Special Education Student Achievement Leader is to be informed of situations that may require these additional supports or considerations.

The cost of the educational excursions shall be reasonable and must be approved by the Superintendent of Education prior to staff committing to and advertising the excursion.

## 2.0 Educational Field Trips

Educational field trips shall be directly connected to the curriculum expectations of the subject or course. The maximum amount of instructional time permitted to be used per field trip is two days. Educational field trips shall include pre-trip and post-trip activities. A copy of these activities (including assessment/evaluation) shall be submitted to the principal with the application. For an educational field trip to be of substantial value all students in the related class or course should attend the event. The Board encourages travel within Canada for all educational field trips.

For approval of an artistic performance (e.g., band festival, cheerleading competition) or a curriculum activity (e.g., physics class) at an amusement park (e.g., Canada's Wonderland), after which students will remain on site, no participation in the park's activities/rides shall take place.

## 3.0 Educational Excursions (e.g. Athletics, Campus Ministry, and Clubs)

Educational excursions shall be a valid extension of the existing school co-curricular program. The maximum amount of instructional time permitted to be used per excursion is two days. The Board encourages travel within Canada for all educational excursions.

## 4.0 Extended International Excursions (Secondary Schools)

Tourism-Based Excursions	Catholic Social Teaching Trips
<p>Tourism-Based Excursions shall be a valid extension of existing secondary school programs. No instructional time is permitted to be lost as result of an approved tourism-based excursion. Board staff shall not act as agents or advertise for trips at school or during the school day that are not approved. The Board encourages travel within Canada for all educational excursions.</p>	<p>Mission trips that exemplify the tenets of Catholic Social Teaching should be conducted in Canada. Whenever possible, the organization of the mission work should be coordinated with Catholic agencies. The maximum number of instructional days to be lost for a mission trip is two. Application may be made to the Director of Education or designate to increase the maximum number of instructional days lost due to exceptional circumstances.</p>
<p>Application may be made for a special exemption to the international travel restrictions notes in these procedures. Application for the exemption shall include a detailed explanation as to why a similar trip could not be conducted in Canada and shall be made to the Director of Education or designate. For out-of-country destinations, the trip organizer shall research whether there are any travel warnings posted on the Federal Government's Foreign Affairs and International Trade website <a href="#">Government of Canada's Global Affairs website</a>.<sup>5</sup> Destinations with travel warnings of level three or higher risk levels of <b>avoid all travel and avoid all non-essential travel</b> shall not be approved. Trip organizers shall ensure that all participants have adequate health/accident/cancellation insurance for international travel. Requests for international travel shall be submitted at least four months prior to the event but not longer than one year in advance. All applications for international trips shall be subject to the approval of the Board of Trustees. The Board of Trustees reserves the right to require trip organizers to make a presentation to the Board that showcases the educational value and highlights from the excursion.</p>	

**Travel Industry Act Compliance** - The Travel Industry Act provides limits on who may act as a travel agent. Trip organizers shall use Travel Industry Council of Ontario (TICO) certified travel agencies for all trips that are multi-day, require coach transportation and involve overnight accommodations.<sup>1</sup>

**Risk Management** - Educational field trip/excursions that are considered to be a high risk will not be approved. A comprehensive list of high risk activities are listed on the Ontario School Board Insurance Exchange (OSBIE) website.<sup>2</sup>



Excursions to water parks and to programs involving water-based activities for elementary school students are prohibited as they pose an elevated level of risk and often have questionable educational value.

**Supervision** – The safety of students and staff on an educational field trip/excursion/excursion is of the utmost importance. A sufficient number of adult supervisors must be provided. The OPHEA Physical Education Ontario Safety Guidelines provide basic guidance for supervision and may set ratios for many common school activities. However, caution should be exercised when relying solely on a numeric ratio to guarantee a safe level of supervision. Meeting the standard of providing “adequate supervision” for an activity will be based on a combination of the following factors:

Nature of the Activity - Foreseeable risk(s) of injury associated with participating in an activity.

Ability of the Participants – Degree of difficulty, physical strength, endurance, coordination, mobility, physical/mental limitations.

Experience of the Participants - First time experience versus various degrees of experience/skill in participating in the activity.

Age of the Participants - Factors such as physical size (height/weight), maturity level, risk perception, comprehension of rules/instructions, etc. are dependant on age.

Environmental Factors - Site lay-out (clear sight lines versus obstructions); dispersed groups (e.g. ski hills, amusement parks); tour groups versus self-guided, presence of dangerous features (e.g. cliffs, allurements, unusual weather or environmental phenomenon, etc.)

Number of Students - The ratio of supervisors to participants after considering all the preceding factors.

Supervision guidelines for principals and teachers are available at the Ontario Physical and Health Education Association (OPHEA) website as they relate to athletics and recreational activities.<sup>3</sup>

The level of supervision must be commensurate with the inherent risk of the activity. The following supervision ratios are the minimum for educational field trip/excursions:

Kindergarten 1:6 Primary 1:10 Junior 1:15 1:10  
Intermediate 1:20 Senior 1:25

Grade	Local site (walking distance)	Day Educational Field Trip or Extended Day Field Trip	Overnight Educational Excursions	Extended Overnight Educational Field Trips/International Excursions
K	2 adults/class	1:6	Not Applicable	Not Applicable
1/2/3	2 adults/class	1:6	Not Applicable	Not Applicable
4/5/6	1 adult/class	1:10	1:10 Students in specific classes – Grade 6 and higher (Grade 5/6 is also included).	Not Applicable
7/8	1 adult/class	1:15	1:10	Not Applicable
9-12	1 adult/class	1:25	1:10	1:10

Principals shall give careful consideration to any special needs students when trips are planned. Additional supervisors may be warranted depending on the nature of the trip, the composition of the class and the distance/duration of the trip. For all overnight trips in which both genders are involved, adult supervisors of both genders shall be present. At least one of those supervisors shall be a teacher from the school. Trip chaperones are responsible for the supervision of students for the entire duration of the educational field trip/excursion (including overnight).

Two lists of all students and supervisors participating in an educational field trip/excursion shall be compiled prior to the event. One list shall be available in the school office and the other shall be in the possession of the trip organizer (supervisor). The list shall include appropriate student identification such as: the student name, address, phone number, emergency contact person (phone number) and their Health or Card number. The trip organizer shall follow the Board’s policies related to the administration of medication to students and the protection of anaphylactic pupils.<sup>4</sup> When more than one bus is used, each person in charge of a bus shall have an attendance list as well as a copy of the appropriate medical/health and emergency information for all students.



**Extended International Excursions** – All extended international excursion travel requires completion and submission of Appendix A and travel itineraries from the tour company to the Superintendent of Education. All appropriate documentation must be approved by the principal and then submitted to the Superintendent of Education who will review and inform the Director of Education. Extended international excursions shall require the approval of the Board of Trustees.

After final approval of the Board of Trustees, parents/guardians should be informed that all appropriate travel documents are the responsibility of the parent/guardian. The Excursion Leader and school Principal must check with Global Affairs Canada in advance of the excursion, to determine whether the intended destination has been deemed dangerous for travelers. To access the travel advice and advisories on the Government of Canada Global Affairs site click here: [Global Affairs Canada](#)

The Excursion Leader and school Principal must continue to monitor, and comply with, the reports issued by the Government of Canada with regard to the status of travel advisories. The Excursion Leader and school Principal must also communicate to trip participants any local travel warnings which may apply. The Excursion Leader must ensure that full entry/exit requirements for each student are met. Note that visa requirements may differ according to a student's nationality and passport.

All students shall purchase sufficient medical, trip cancellation, and luggage insurance prior to departure, as well as other applicable insurance policies deemed necessary to ensure sufficient coverage. For extended international excursions, insurance purchases shall be arranged, where possible, through the tour operator. All trip cancellation fees must be included in costs.

All arrangements for travel outside Ontario must be made with a travel agency that has been approved by BHNCD SB Business Services. Under the Travel Industry Act, all BHNCD SB employees are in breach of the law when acting as a sales agent for such travel without being licensed to do so. Refer to the following link to the TICO guidelines for school trips: [TICO Guidelines](#)

With the tour operator, the Excursion Leader or Principal shall contact the International Association for Medical Assistance to Travelers (IAMAT) for an updated listing of world-wide "English-speaking medical services": [International Association for Medical Assistance to Travelers \(IAMAT\)](#)

During the trip, the Excursion Leader should carry the address and telephone number of appropriate Canadian High Commissions, Embassies, and Consulates, as they are available, within the framework of the tour.

A master list of passport numbers and ticket numbers shall be prepared, including photocopies of all documents, with one set carried by the Excursion Leader and one set left with the school Principal. The Excursion Leader should consider having the original documents, and the photocopies, carried by 2 separate supervisors.

Parents/guardians shall be advised to visit a travel clinic and/or family doctor with their child to ensure appropriate medical needs are attended to prior to departure, as appropriate.

Where there is unstructured time for students to explore and/or reflect, staff shall always ensure provision of active supervision, appropriate to the location and needs of the students, established in consultation with the Superintendent of Education. Unstructured time and supervision arrangements must be included in the itinerary and articulated to parents/guardians at the information meeting.

**Informed Parent/Guardian Consent** – No student shall participate in an educational field trip/excursion unless their parent/guardian has signed a permission/consent form (Appendix C). If the student is 18 years of age or older, the student shall be required to a release and indemnification form (Appendix D).<sup>6</sup>



**Student Behaviour** - The wearing of school uniforms and the strict enforcement of school-based codes of conduct (including dress codes) help to ensure that our schools are viewed in a favourable fashion by the broader community. The same expectations for student behaviour apply to educational field trips/excursions as do a regular school day. The trip organizer and the principal shall ensure that a procedure is in place in the case a student needs to be sent home during an educational field trip/excursion.

**Transportation** – The safest means of transporting students is by school bus.<sup>2</sup> Trip organizers are encouraged to use school buses to transport students. Trip organizers and students shall follow the Board policy on student transportation when using buses.<sup>4</sup> Trip organizers shall consult with the approved vendor list when procuring bus services. The vendor list is maintained by the transportation consortium (<http://www.stsbhn.ca/>). From time to time it may be necessary to use alternative transportation such as private vehicles to transport students. Board employees and trip supervisors shall follow the Board policy on the use of volunteer drivers.<sup>4</sup> Students are not to travel individually to or from an educational field trip/excursion unless it is approved by the school principal and the parent/guardian. Should a trip organizer choose to rent a vehicle to transport students and staff they shall rent the vehicle in the name of the school board and the optional insurance coverage shall be purchased. Depending on the vehicle capacity, special driver licenses and specific aspects of the Highway Traffic Act will apply.

**Volunteers and Volunteer/Trip Drivers** - All use of volunteers and volunteer drivers shall be consistent with Board policy.<sup>4</sup>

**Emergencies** – For all locations that are visited by students and staff – the trip supervisor shall review evacuation and emergency procedures. This may be done at a pre-trip meeting. All injuries and/or accidents that occur on an educational field trip/excursion shall be reported to the school principal. In the event of a serious injury (an injury requiring medical treatment) or fatality, the incident shall be reported to the school superintendent by the school principal. If a student is ill and/or injured, he or she should not be sent home unaccompanied. Arrangements shall be made with the parents/guardians to secure support for the student. The trip organizer shall follow the reporting requirements of OSBIE and the Workplace Safety Insurance Board (WSIB) in the case of an accident or injury.<sup>2</sup>

**Students that Remain at School** - The trip organizer and the school principal shall make adequate provision for appropriate school work and supervision for those students that remain at school while their classmates attend an educational field trip/excursion.

**Sunday Eucharist** - Where an educational field trip/excursion includes a Sunday, the *Application for Approval to Take Students on an Educational Field* shall include provisions for all participants to attend Mass.

**Funding** - Every reasonable attempt shall be made to ensure that no student is prevented from participating in any educational field trip/excursion through an inability to pay. Any fund-raising for educational field trip/excursions/excursions shall be consistent with Board policy.<sup>4</sup>

**Cancellations** – Any educational field trip/excursion/excursion may be cancelled at any time at the discretion of the Principal, Superintendent or the Director of Education. The Board will not provide compensation for any financial losses assumed by students, parents/guardians or staff.



**APPLICATION SECTION**

School:		Date of Application:	
Teacher Organizer:			
Grade(s) or Course(s):		Total Number of Students in the Course or Class:	
Total Number of Students Attending the Field Trip/Excursion:		Males:	Females:
Field Trip/Excursion Destination(s):			
Date of Field Trip/Excursion:			
Departure Time:		Return Time:	
Means of Transportation:			
Curriculum Expectations: <small>(Attach all related assessment and evaluation activities as well as details of pre-trip and post-trip activities)</small>			
Considerations for Students with Special Needs <small>(program modifications, additional supervision, accessibility issues and transportation issues)</small>			
Rationale for the Field Trip/Excursion:			
Name(s) of Teacher Supervisors:			
Name(s) of Volunteer Supervisors:			
Name(s) of Staff Supervisors:			
Total Cost <small>(indicate transportation, accommodation, food, admission and supervision costs by attaching a detailed summary):</small>			
Total Revenue <small>(indicate the revenue sources and the amounts e.g. school funds, fund raising, parents, students, donations etc by attaching a detailed summary):</small>			
Attachments:		<ul style="list-style-type: none"> <li>○ Proposed Itinerary</li> <li>○ Letters to Parents/Guardians</li> <li>○ Dates of Parent Information Sessions</li> <li>○ Detailed Budget</li> <li>○ Safety Certificates of Supervisors (where applicable)</li> </ul>	
<input type="checkbox"/>	I have read and understand the Educational Field Trip Policy and the corresponding Administrative Procedures.		

Signature of Teacher Organizer:

Date:

\_\_\_\_\_



### APPROVAL SECTION

<input type="checkbox"/>	Application approved by Principal.	<input type="checkbox"/>	Application denied by Principal
Principal Comments:			
Signature of Principal:			Date:
<input type="checkbox"/>	Application approved by Superintendent.	<input type="checkbox"/>	Application denied by Superintendent.
Signature of Superintendent:			Date:
Signature of Director of Education:			Date:
<input type="checkbox"/>	Application approved by the Director.	<input type="checkbox"/>	Application denied by the Director.





Educational Field Trip and Educational Excursion Approval Matrix

Category	Time Restrictions	Participants	Parent/ Guardian Communication Requirements	Approval Process
Day Educational Field Trip	During the instructional day.	Students in a specific class.	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>two weeks</u> prior to the event.	The application shall be submitted at least <u>three weeks</u> prior to the event. The application is subject to the approval of the Principal.
Extended Day Educational Field Trip	Beyond the instructional day but not overnight.	Students in specific classes in Grade 4 or higher (Grade 3/4 is the exception).	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>two weeks</u> prior to the event.	The application shall be submitted to the school Principal at least <u>three weeks</u> prior to the event. The application is subject to the approval of the Principal. The approved field trip shall be forwarded to the local school council and to the school Superintendent for information only.
Overnight Educational Field Trip	Up to three nights using up to two instructional days. Limited to one per class per school/year/ semester.	Students in specific classes - Grade 6 or higher (Grade 5/6 is also included).	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>one month</u> prior to the event.	The application shall be submitted at least <u>six weeks</u> prior to the event. The application is subject to approval from the Principal and the school Superintendent. <b>The cost of the educational excursions shall be reasonable and must be approved by the Superintendent of Education prior to staff committing to and advertising the excursion.</b> The approved field trip shall be forwarded to the local school council and to the Board for information only.
Overnight Educational Excursions	Up to three nights using up to two instructional days.	Secondary school teams and clubs (e.g. Campus Ministry).	Parent meeting to be held at least <u>two weeks</u> prior to the event.	Application shall be submitted at least <u>three months</u> prior to the event. The application is subject to the approval of the Principal, the school Superintendent. <b>The cost of the educational excursions shall be reasonable and must be approved by the Superintendent of Education prior to staff committing to and advertising the excursion.</b> The approved field trip shall be forwarded to the local school council and to the Board for information only.*
Extended Overnight Educational Field Trip	Four or more nights – using up to two instructional days.	Students in specific classes – Grade 9 or higher.	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>two months</u> prior to the event.	Application to be submitted at least <u>four months</u> prior to the event. The application is subject to the approval of the Principal, the school Superintendent and the Director of Education. The approved field trips shall be forwarded to the local school council and to the Board for information only.*
Educational Excursions		Secondary school teams and clubs (e.g. Campus Ministry).	Parent meeting to be held at least one month prior to the event.	
Extended International Excursions	More than one night – no instructional days.	Secondary schools students on Tourism-Based Excursions or Trips Dedicated to Catholic Social Teaching.	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>three months</u> prior to the event. Parent meeting to be held at least one month prior to the event.	Application to be submitted at least <u>four months</u> prior to the event but no more than one year prior. The application is subject to the approval of the Principal, the school Superintendent, the Director of Education and the Board of Trustees. The approved field trips shall be forwarded to the local school council for information only.

\* Any international field trip or excursion shall require the approval of the Board of Trustees.







**Parent Consent Form for Educational Field Trips/Excursions  
(Student Under 18 years)**

\_\_\_\_\_ of the Brant Haldimand Norfolk Catholic District School Board is arranging  
(Name of School Program)

\_\_\_\_\_

(description of activity, location, dates and mode of transportation)

\_\_\_\_\_

(description of activity, location, dates and mode of transportation - continued)

**ELEMENTS OF RISK**

Educational activity programs, such as \_\_\_\_\_, which is being offered, involve certain elements of risk. Accidents may occur while participating in these activities. These accidents may cause injury. By choosing to participate in the activity, you are assuming the risk of an accident occurring.

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

If you choose to participate in \_\_\_\_\_ on \_\_\_\_\_, you must understand that you will bear responsibility for any accident that might occur.

The Brant Haldimand Norfolk Catholic District School Board does not provide any accidental death, disability, dismemberment, dental or medical expenses insurance on behalf of the students participating in this activity.

The Brant Haldimand Norfolk Catholic District School Board strongly advises that all students participate in the STUDENT ACCIDENT INSURANCE PLAN offered by the Reliable Life Insurance Company which covers participants for all accidents, 24 hours per day, every day during the full policy term.

**ACKNOWLEDGMENT**

We have read the above. We understand that in participating in the \_\_\_\_\_ activity, we are assuming the risks associated with doing so.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_  
(Optional depending upon age)

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMISSION**

I give \_\_\_\_\_ permission to participate in the \_\_\_\_\_ to be held on or  
(please print full name of student)

about \_\_\_\_\_.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE TO PARENT(S): PLEASE RETURN THIS FORM IN ITS ENTIRETY  
THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE AND BY A PARENT OR  
GUARDIAN OF A PARTICIPATING STUDENT.**



**Release and Indemnification Form for Educational Field Trips/Excursions  
(Students 18 years and over)**

\_\_\_\_\_ of the Brant Haldimand Norfolk Catholic District School Board is arranging  
*(Name of School Program)*

\_\_\_\_\_ *(description of activity, location, dates and mode of transportation)*

\_\_\_\_\_ *(description of activity, location, dates and mode of transportation - continued)*

**ELEMENTS OF RISK**

Educational activity programs, such as \_\_\_\_\_, which is being offered, involve certain elements of risk. Accidents may occur while participating in these activities. These accidents may cause injury. By choosing to participate in the activity, you are assuming the risk of an accident occurring.

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

If you choose to participate in \_\_\_\_\_ on \_\_\_\_\_, you must understand that you will bear responsibility for any accident that might occur.

The Brant Haldimand Norfolk Catholic District School Board does not provide any accidental death, disability, dismemberment, dental or medical expenses insurance on behalf of the students participating in this activity.

The Brant Haldimand Norfolk Catholic District School Board strongly advises that all students participate in the STUDENT ACCIDENT INSURANCE PLAN offered by the Reliable Life Insurance Company which covers participants for all accidents, 24 hours per day, every day during the full policy term.

**ACKNOWLEDGMENT**

I, \_\_\_\_\_ understand and accept the above and provide the Brant Haldimand Norfolk Catholic District School Board with the following waiver of liability and indemnification agreement.

**RELEASE AND INDEMNIFICATION AGREEMENT**

I, \_\_\_\_\_, hereby release the Brant Haldimand Norfolk Catholic District School  
*(print full name of student)*

Board and its staff and agents from any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation in the \_\_\_\_\_ arranged through the Brant Haldimand Norfolk Catholic District School Board on or about \_\_\_\_\_.

I further agree to indemnify and save harmless the Brant Haldimand Norfolk Catholic District School Board and its staff and agents from and against any and all suits, demands, torts, and actions of any kind which may be brought against its staff or agents for which it/they may become liable by reason of any injury, loss, damage, or death resulting from, or occasioned to, or suffered by any person or any property, by reason of any act, neglect or default of mine.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN THIS FORM IN ITS ENTIRETY**

**THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE.**