

## Field Trips & Student Events Requiring Travel

Policy <b>Field Trips &amp; Student Events Requiring Travel</b>	<b>Adopted: September 27, 2018</b>
	<b>Reviewed:</b>

**Purpose:**

To establish a policy as it relates to student attending out of school sanctioned field trips.

**Scope:**

All administrators, Teachers, Therapists, Special Education Assistants, Support Staff, Students, and Parents/Guardians.

**Policy:**

It is during fieldtrips that accidents are most likely to happen. It is, therefore, crucial that policies and procedures ensure safety.

Considerations must include

- Safety of fieldtrip site
- Sufficient and appropriate supervision
- Adequate and safe transportation arrangements
- Costs
- Allowing for enough time for office staff to notify insurance company.
- Ensuring administrative approval in principle as a first step but offer plans to cover all of the above considerations are in place.

Field trips related to curriculum studies are seen as an integral component of a good education. All activities outside of the school area will be closely supervised by teachers. A child must have the written consent from a parent or guardian in order to participate.

All information, including time and place will be provided in a note from the school prior to any such event. For field trips all students are required to be in dress code unless otherwise informed by the teacher. It is expected that students leave from the school and return to school from field trips. Any changes in the driving list must be arranged with the classroom teacher prior to the day of the trip.

As these are school functions, a designated number of teacher assistant supervisors will be required.

Teachers must be familiar (have visited) the proposed site of the field trip and have assessed it for safety as well as accessibility for handicapped students prior to seeking permission for organizing trip.

*Field trip protocol/ Check list*

Prior to booking, all fieldtrips must be authorized by the school administration (principal and safe school coordinator) based on information about safety and appropriateness of field trip site, such information must be supplied by the teacher. **All field trips are subject to administrative approval.**

1. Field trip dates must be written on the Office calendar and you must let the office know in a timely fashion so they can inform our Insurance Company. Depending on the fieldtrip, the office may need to let the insurer know weeks in advance.
2. Teacher to collect the money for trip (please ask for a Field Trip Money Collection form) and pay for the trip using the collected money. If a cheque is required from the office, at least one days' notice is required.
3. All field trip forms to be filed with the office on day of trip. Office secretary will keep a file with pertinent information such as: forms, consent contact numbers, supervision assignments in office.
4. If the student does not have a field trip form with a parent/guardian signature, the student will not be allowed on the trip.
5. Teachers to take sealed 'student info. Envelopes' (with medical information/emergency contact information of students) on the trip. Please obtain from secretary on the day of the trip. In case of emergency, the school is the coordinator of information.
6. Insurance covers drivers who drive students on the fieldtrip. (insurance forms must be on file and be up to date re. current valid driver's insurance)
7. Please ensure there is appropriate number of supervisors on the field trip. For younger divisions this may be a one-to-one ratio. Administration will be the final authority with respect to the appropriate adult to pupil ratio for your class. For larger fieldtrips (ie. multiple classes) the principal will assign staff to students for supervision.
8. The school does not have a cell phone. Please try to ensure that at least one person per trip has one handy.
9. Please ensure that students requiring medication have the medication with them.
10. Upon return to school, please return sealed 'student info. Envelopes' to the office.

*Field Trip Emergency Protocol*

Types of emergencies that can occur on a fieldtrip: Lost or missing student, serious injury or other medical emergency, natural disaster, abduction of student, serious behavioral problems.

There is adequate supervision on all fieldtrips. Supervisors carry with them parents contact information as well as medical information about their students. Supervisors are familiar with the behavioral and cognitive issues of their students.

In case of serious behavioral issues, the staff members who are trained to deal with the behavior will step in. Each fieldtrip has staff who know the children well and who are trained in dealing with problematic behavioral issues. If such a problem is anticipated, a staff member trained in nonviolent crisis intervention will be sent along on the fieldtrip.

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In case of a natural disaster, the fieldtrip coordinator will meet the parents at a place designated prior to the fieldtrip. The coordinator will let parents know in advance of the designated safe place.

### Procedures

If a student has been hurt, an adult who has first aid training will attend to the injury. If a neck or spinal injury is a possibility, the student should not be moved. Professional medical attention should be sought, if necessary. Complete an accident report.

To counteract any possibility of a missing or lost child, each child is closely monitored. In case all precaution has failed, depending on the situation, adults will be designated by the person in charge of the fieldtrip to look for the child.

If a child has been abducted, the person in charge of the fieldtrip will immediately call 911, the school and the parents.

In the case of an extreme situation (i.e. hostage, natural disaster etc.) the school is the coordinator of information. The safe school coordinator and the office admin will inform parents via phone and email of developing serious incidents of concern. The safe school coordinator will also inform the Ministry of Education by phone when these school trip emergencies have developed.

### Rules of Staff:

1. Safe schools coordinator (principal):
  - approves trip
  - checks or assigns staff to student support
  - liaises with the parents and ministry in case of emergency.
  
2. Office administration:
  - disseminates information of staff/student assignments to staff
  - keeps an up to date file of all information
  - Pertinent to the trip such as: permission forms, contacts, staff assignments for supervision.
  - faxes trip information to insurance company.
  
3. Staff on trip
  - Trip organizer (teacher) perceives student emergency information and has information for duration of trip. Returns info to the office after trip.
  - Contacts school administration and SSC in case of emergency.
  - Acts as head liaison for trip
  - makes sure all students are adequately supervised as per the office directories.

## Field Trips & Student Events Requiring Travel

Dear Parent/Guardian,

This is to inform you that we are planning the following special event:

Date and time of trip:		
Location:		
Description of Activity:		
Risks & Safety Precautions:		
Special Clothing or Equipment:		
Transportation Arrangements:	<i>Traveling in staff/volunteer vehicles/School Bus (Driver's Abstracts on file)</i>	
Number of Students:		Number of Supervisors:
Person(s) in charge:		
Contact phone number:	(250)782-9528 (school)	
Fees (if applicable):		

**\*\*\*\*Volunteer drivers are needed / are not needed for this event. A current Driver's Abstract is mandatory.**

**Please contact the school if you are available.\*\*\*\***

**\*Note: If your child requires a car/booster seat, you will have to provide it to the driver.**

Please fill in the bottom portion of this form and return to the school by: \_\_\_\_\_



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*Return this portion to the school*

Event: \_\_\_\_\_ Date: \_\_\_\_\_

If your child has any particular allergies or medical conditions which would prohibit him or her from participating or which require special consideration, contact the school immediately. If you have any questions or concerns, please contact the school at (250) 782-9528. Thank you.

I hereby give permission for my child(ren), \_\_\_\_\_, to attend this special event. I understand that Mountain Christian School will not be held liable for any accidents or injuries that my child may incur during this event.

In case of an emergency, I hereby grant permission for the main leader of this special event to act on my behalf to authorize medical treatment for my child, in such case as I or my emergency contact, whose name is listed below, cannot be reached.

Emergency Contact: \_\_\_\_\_ Phone number(s) : \_\_\_\_\_  
*(Please print legibly)*

Parent/Guardian: \_\_\_\_\_ Phone number(s): \_\_\_\_\_  
*(Please print legibly)*

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