

Field Trip Policy

Kimberley Independent School encourages teachers to enhance and deepen their students' experience of the curriculum through field trips. The academic, social, cultural and physical developmental goals of the curriculum are to be central to the purpose of the field trips. Students are likely to be involved in several activities during the year. The safety and wellbeing of the students and adults on the field trip are of primary importance.

Guidelines

1. Teachers are to ensure that all the considerations of safety and wellbeing have been addressed and all the necessary preparations and precautions have been taken.
2. The same high standards of behavioural conduct are expected, as outlined in the Kimberley Independent School Code of Conduct. The Disciplinary Policy is in effect while students are on field trips.
3. Booking of Trips:
 - Trips should be booked in advance, in order to inform parents of outings.
 - Parents should be asked to volunteer at least one week before the trip.
 - Parent volunteers and guest speakers, guides, etc. must have a current criminal record check completed.
 - Parent drivers must have the correct driver's license and a clean driver's abstract, and be verified by the office.
4. Field trips are to be kept within a reasonable cost and pre-approved by the principal.
5. The chosen field trips should have a direct and reinforcing effect on the students' studies. The atmosphere of a pleasure vacation is to be avoided. Serious consideration is also to be given to trips that offer opportunities for outdoor education, community service and/or character-building activities.
6. The agreement and cooperation of the students' parents is essential for the success of the trip. Parents must provide written consent in advance of the trip for students to participate.

Procedures

1. The safety procedures and protocols on the attached forms are to be carefully attended to in preparation for the trip. Every effort must be made to ensure that the safety procedures are followed for the duration of the trip.
2. Teachers are to review with their students the standards of behaviour that will be expected of them on the trip. If the trip is in a natural setting, care and consideration of the environment will also be discussed.
3. Teachers should ensure they include the following in their supplies:
 - a. First Aid Kit(s)
 - b. Mobile phone and that the office has contact number noted.

- c. A class list with all medical and behavioural issues noted. As well as all emergency contact details for each child.
 - d. The office should have full details of the following:
 - i. Route taken to the destination.
 - ii. The contact details of the destination.
 - iii. Nature of the outing
 - e. Medical information form should be given to each supporting adult relating to any of the children in their allocated group.
4. At least one staff member going on the trip should be First Aid trained.
 5. Teachers should ensure that any preliminary or follow-up work related to the trip should be done. This does not have to take the form of a written activity.

Risk Mitigation

1. A paramount consideration when selecting, planning, organizing and conducting student field studies is to minimize everyone's risk, as all field trips entail some element of risk. Risk cannot be eliminated, but it can be managed. All staff involved in student field trips are expected to give careful consideration to the management of those risks.
2. Student field trips involve different degrees of risk and, accordingly, call for different levels of duty of care, parent communication and parent consent.
3. When planning field trips, opportunities within the local area are not to be overlooked. All other factors being equal, local field trips may eliminate many of the negative factors and risks often associated with travel outside the community.
4. To minimize risk and maximize safety, the following measures apply:
 - a. Student group characteristics of age, developmental level, area of study, skills and self-discipline are to be considered in selecting appropriate field trips.
 - b. Information about field-trip opportunities is to be provided to parents to enable them to decline those opportunities they believe may be inappropriate for their child or exceed their risk tolerance.
 - c. Parental permission forms are to include the opportunity for parents to communicate their child's unique medical, dietary and other special considerations.
 - d. Safety assessment must be addressed before plans are finalized for all new field trips. This will vary from informal information gathering on routine or repeat field studies to systematic review of more complex field studies.
5. Required specialized resources are to be identified and incorporated into the program. These resources may include
 - safety equipment;
 - first aid kit and cellphone/SAT phone;
 - qualified instructors; and/or
 - guides familiar with the area.
6. Students with diverse needs must be provided with appropriate safety equipment both for their transportation and their participation in activities.
7. Preparatory instruction of students will include both the development of physical skills and the self-discipline to participate.
8. Parent meetings may be organized to provide parents with risk-assessment information and to inform them of and reinforce school expectations.

9. Establish a supervision plan and have it approved.
10. Select, orientate and supervise volunteers.
11. Plan transportation that is safe and select, orientate and supervise volunteer drivers.
12. Develop critical incident response plans/safety plans before travel to respond to emergency situations.
13. Ensure emergency contact/health forms are accessible during the field trip.

Safety Protocols

1. In an emergency situation, 9-1-1 must be called before anything else.
2. A safety assessment must be conducted for all off-site activities. A safety plan/emergency response plan must be included in the planning process for all field trips.
3. Supervisors must be aware of any potential student medical problems, (e.g., bee-sting allergies). Students with emergency-alert situations will be under the direct supervision of a supervisor.
4. Supervisors must be aware of any legal alerts while outside of the school site and understand the implications of any court orders.
5. For field trips that are safety-sensitive, the educator-in-charge must organize for the above-noted medical concerns, as well as a first aid kit appropriate to the needs of the students and the nature of the event.
6. A chain of notification is to be established in the event of an emergency. This chain must include the parents, the principal, and school office admin.
7. A means of emergency communication is to be available.
8. A supervision plan must be in place that supports both the injured student and the remaining students participating in the activity.
9. For any student injured on a field trip, an Incident Reporting Form must be completed as soon as is practicable. A copy of the form and the signed, school-based parent consent form must be forwarded to the secretary-treasurer's office.
10. A student has the right to opt out of any activity if they are concerned for their safety. Educators-in-charge must accommodate that student.

Safety Equipment

Safety helmets must be worn by all students involved in cycling, downhill skiing, snowboarding, ice skating, skateboarding, rollerblading, and whitewater activities. Helmets are strongly recommended for any activities where a head injury is a risk.

For boating activities, including aquatic paddling, students must be wearing Transport Canada approved lifejackets or Type I-approved personal flotation devices or be following the specific competition rules.

Medication

For students who require medication to be administered on a school trip, it is strongly recommended that the person who regularly administers the medication to the student is present on the trip if this is possible.

1. The medicine must be transported in a secure location and be kept within storage requirements.
2. The 'Medicine Administration Form' and 'Permission to Administer Medication Form'

- must accompany the medicine and must be completed at the time of administration.
3. On arrival back to school, the medicine must be put back in its storage location and the field trip 'Medicine Administration form' and 'Permission to Administer Medication Form' must be attached to the file.

Walking Field Trips

During the year the teachers at the school take the children out in the community on walking field trips. These trips are within a two-kilometer radius. We ask all parents to sign an initial consent form giving our staff permission for these trips.

Our commitment to our parents:

- to notify parents of all walking trips either by e-mail, personally or Seesaw
- make sure all children are dressed appropriately.
- All children will be under staff supervision at all times.

Bus Safety

School buses are accessible for all field trips. To ensure the safety in the event of an incident. There must be at least one Bus evacuation yearly. The details can be found in the 'KIS Emergency Procedures Plan'

Bus Safety Protocols in the event of an accident

In the event the school bus is involved in an incident, the following steps must be taken.

1. Ensure the school emergency backpack is taken off the bus
2. Evacuate the bus
3. Call 9-1-1
4. Call the school
5. Ensure the students are in a safe area
6. Help to keep the situation calm and wait for help to arrive.

All staff are encouraged to take their class 4 bus license. If you are able to obtain your license the school does have a payment program to assist in this process. To drive the bus, you must be in possession of your class 4 license and have confirmation from the office that you are insured to drive the bus.

If you do not have your license to drive the bus and require a driver, please inform the office who will utilize the bus volunteer list and school support system.

Buses can be booked through the office for field trips. Please ensure you factor in the cost of the driver and fuel on your field trip form.

Overnight Trips – Hiking, Hostelng, Camping

Planning/Organizing – Roles and Responsibilities Chart

	Guide (if applicable)	Lead Parent	Teacher	Other Parents – Trip Supervisors
1. Planning and Organizing	<p>Must have appropriate experience to lead the trip.</p> <p>Presentation of Proposed Activity:</p> <ul style="list-style-type: none"> - Description - Detailed plan, (e.g., map) - Difficulty level - Options <p>Input about Food (See under Lead Parent)</p> <p>Input about Supplies (See under Lead Parent)</p> <p>Discuss Transportation</p>	<p>Books the overnight accommodation and confirms with the teacher.</p> <p>Input about food: As a group, decide.</p> <ul style="list-style-type: none"> - What students will bring individually (Lunches, snacks, liquids) - What will be coordinated by the group (dinners, bedtime snack, breakfast) - Lead parent records food plan <p>Input about supplies</p> <ul style="list-style-type: none"> - Group will look at basic supply list and adjust, if necessary, Lead Parent will keep track of list. <p>Discuss Transportation</p>	<p>Records trip date in Master Calendar</p> <p>Input about Food (See under Lead Parent)</p> <p>Input about Supplies (See under Lead Parent)</p> <p>Sends out Parent Consent and Student Medical Forms and collects the completed forms prior to trip</p>	<p>Input about Food (See under Lead Parent)</p> <p>Input about Supplies (See under Lead Parent)</p> <p>Discuss Transportation</p> <p>Alternate Activities: who will lead?</p> <p>Safety/First Aid</p> <ul style="list-style-type: none"> - small first aid kits for each supervisor - Knowledge of emergency procedures and plan <p>Expectations</p> <ul style="list-style-type: none"> - Aware of student participation and behavior expectations - Plan in cases of unsafe behavior or attitudes - Who will be responsible for student(s) involved? - Who will return to accommodations in case a student is sick or due to behavior issues?

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Effective Date: September 2023

Last Revised: January 2024

Review: September 2026

	Guide (if applicable)	Lead Parent	Teacher	Other Parents – Trip Supervisors
2. Between Planning Meeting and Departure	Health Form Returned to Teacher	Health Form Returned to Teacher Coordinate Food Plan Collect/Compile Info About: - Activity - Environment - Maps - Phone Numbers - Information about food - Supply list Compile all relevant info into a package for distribution to students and parents	Prepare Students at School about procedures, expectations and agreements. Collect Parent-Supervisor health forms. Complete Personal Health Form Collect Student Permission and Health Forms Prepare two group games and choose a book to read in case needed	Health Forms Returned to Teacher
3. Departure	Help with supply check, supervision of students and luggage	Help with supply check, supervision of students and luggage	Check for Parent Signatures on supply checklists. Supply check	Help with supply check, supervision of students and luggage
4. Duration of Trip	Lead Activity Help Group Stay Together - Don't let students go ahead. - Stop every so often for entire group to check in together, allowing last group sufficient time for rest	Follow plans and supply responsibilities as discussed/agreed in meeting	Liaison Communication between: - guide and students - guide and parents	Follow plans and supply responsibilities as discussed/agreed in meeting

5. After Trip			Gather any feedback from parents and students and guide	
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