

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 260</b>
	<b>Field Trips</b>
	APPROVED: September 1, 2013
Page 1 of 8	AMENDED/REVIEWED: September 2020, September 2019, January, 2016; June, 2016, August 2016, September 2016, October 2017
LEGAL REFERENCE:	Section 1, 11, 31, 52, 53, 196, 197, 222 Education Act Guide to Education ECS to Grade 12 Safety Guidelines for Physical Activity in Alberta Schools Safety Guidelines for Secondary Inter-School Athletics in Alberta Physical Education Safety Guidelines YouthSafe Outdoor Field Trip Safety for Alberta Schools

**Background**

Field trips are valuable educational activities that may be used to enhance student learning and development. There is also value in out of province and international trips as a means to extend the learning that takes place in the classroom. The Division’s commitment to providing a safe learning environment for students extends to include school activities which occur outside the boundaries of the school premises.

**Definitions**

A *Field Trip* is defined as any learning experience sponsored by the school or the Division that takes place away from school premises. Field trips may either be:

- Curricular in nature (see [Administrative Procedure 260 Appendix B - Curricular Field Trips](#))
- Support extra-curricular programs (see [Administrative Procedure 260 Appendix C - Extra-Curricular Programs](#)).
- International trip (see [Administrative Procedure 260 Appendix E – International Trips](#)).

Field trips are also categorized by destination as outlined in Section 1 of this Administrative Procedure.

An *International Travel Club* is defined as a group of students who are sponsored by an employee of the Division who plan and fundraise to travel to a destination outside of Canada.

A *Participant* is defined as a student, teacher, or other staff member or volunteer who takes part in a school field trip.

**Procedures**

**1. Categories**

- 1.1 Approval procedures for each field trip are determined according to the duration and destination of the trip, as per the following and [Appendix A - Field Trip Approval Requirements](#) :

Category 1	<ul style="list-style-type: none"> <li>• Within the City of Grande Prairie, or within a 250 km radius of the City, including British Columbia Peace Region</li> <li>• Cannot include a high risk activity</li> </ul>
Category 2	<ul style="list-style-type: none"> <li>• Within the province of Alberta, occurring on more than one (1) day, or</li> <li>• Out-of-Province (not including British Columbia Peace Region), but within</li> </ul>

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	Canada
Category 3	<ul style="list-style-type: none"> <li>• Destination outside Canada regardless of length of trip including International Educational Travel and International Travel Club trips</li> </ul>

- 1.2 In exceptional circumstances, the Principal, Superintendent or Board, as appropriate, may provide a variance to a Category 2 or 3 field trip.
- 1.2.1 Any variance approved by the Superintendent shall be reported to the Board.
- 1.2.2 Any variance considered by the Board must be approved by Board motion.

## 2. Planning

- 2.1 All proposals for Division approved field trips must be in writing [Application for Field Trip \(Form 260-1\)](#), demonstrate adequate preparation and contain all the information necessary to make an informed decision when considering the advance approval of the activity. Such information shall include at least:
- 2.1.1 Detailed description of the field trip and the curricular relevance if any;
- 2.1.2 Details of the risk assessment conducted by the teacher/supervisor and the conclusions flowing from that assessment;
- 2.1.3 Any safety provisions that may be specific to the activity;
- 2.1.4 Listing of all teachers/supervisors involved in the activity and the delegation of responsibilities prior to and during the trip;
- 2.1.5 The grade(s) and number of students;
- 2.1.6 The results of the determination of student abilities, where relevant;
- 2.1.7 The identity of any and all students requiring special attention, including dietary needs;
- 2.1.8 The reasons for the exclusion of any student from a curricular field trip and the alternate learning opportunity to be provided;
- 2.1.9 The identity of all supervisors and details of any training in first aid and other safety procedures and any other relevant training attained by the supervisor;
- 2.1.10 A complete schedule and itinerary, including contingency plans;
- 2.1.11 Equipment requirements;
- 2.1.12 Transportation;

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- 2.1.13 Accommodations, if any;
- 2.1.14 Food requirements, if any;
- 2.1.15 Procedures in case of accident or injury;
- 2.1.16 Any special requirements.

**3. Supervision**

3.1 All field trips shall be under the direct supervision of a Division teacher, with the following exceptions:

3.1.1 The Principal may request approval from the Director Student Supports to allow an adult other than a teacher when fewer than ten (10) students are involved in the field trip or when a school team is coached by a non-teacher.

In these circumstances, the parents of all participants shall be advised of the Principal's decision.

3.2 Supervisory personnel including parents and other volunteers are agents of the Division for the purpose of this Administrative Procedure.

3.3 The Principal is responsible for determining the level and quality of supervision on each field trip, giving consideration to the following factors:

- 3.3.1 The required minimum student to supervisor ratio;
- 3.3.2 The number of participants;
- 3.3.3 The age, maturity and competency of the participants;
- 3.3.4 The distance involved;
- 3.3.5 The duration of the field trip;
- 3.3.6 The nature of the venue(s) being visited;
- 3.3.7 The type of vehicle(s) being used for transportation;
- 3.3.8 The nature of the activities to be undertaken and the risks associated with them;
- 3.3.9 The extent to which the teacher supervisor is familiar with the venue(s); and,
- 3.3.10 Other factors which, in the judgment of the Principal, are important to the successful and safe implementation of the field trip.

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- 3.4 Additional adult supervision must be considered for field trips involving:
  - 3.4.1 Supervisors who are members of the same family; and
  - 3.4.2 Student participants of a single gender, where the designated adult supervisor is of the opposite gender.
- 3.5 Co-educational overnight field trips shall be accompanied by both male and female supervisors.
- 3.6 Principals must be satisfied that teachers and/or supervisors have sufficient and appropriate qualifications to carry out specialized activities (e.g. canoeing, backpacking into remote wilderness areas, activities undertaken during sub-zero temperatures).
- 3.7 Principals shall determine the extent to which it is necessary for field trip supervisory personnel to have a basic current knowledge of first aid, cardio-pulmonary resuscitation, and/or other emergency procedures.
- 3.8 The Principal must approve all supervisors for each field trip.
- 3.9 All adults accompanying a group of students on a field trip are deemed to be supervisors, and must accept supervisory responsibility. The Superintendent must approve situations where the student to supervisor ratio is higher than the minimum requirement.
  - 3.9.1 In cases where the Superintendent does not approve a higher student to supervisor ratio, additional adult supervisors may accompany a group by making full payment for their personal costs.
- 3.10 All adults accompanying a group of students on an international field trip must confirm a valid passport, prior to acceptance on the trip.

**4. Parental Consent**

- 4.1 Parents/guardians must be provided with written information regarding all field trips. Such communication must identify all adult supervisors; break down of all costs and any potential risks or hazards to students.
- 4.2 Parent/guardians are required to grant informed, written consent using either [Form 260-2 Field Trip Parent or Guardian Consent General](#), or [Form 260-3 International Field Trip Parent or Guardian Consent](#) for their child’s participation in all field trips.
- 4.3 In exceptional circumstances, and with the approval of the Principal, verbal parental consent may be accepted in lieu of written parental consent for Category 1 field trips only.

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- 4.4 With the exceptions listed in 4.5 below, parental consent must be received for each field trip on an individual trip basis.
- 4.5 A single, overall parental consent may be obtained for the following types of multi-occurrence trips:
  - 4.5.1 An ongoing series of walking/running trips within the immediate vicinity of the school; and,
    - 4.5.1.1 In such cases, parents shall be notified in writing of the trips at least three (3) days prior to the first trip.
  - 4.5.2 A series of field trips of the same nature (e.g. instructional ski program, field trips associated with a Physical Education course of study, football team schedule of games), occurring within the City of Grande Prairie.
    - 4.5.2.1 In such cases, a schedule outlining the trips (dates, locations, activities and supervisors) shall be shared before the first trip.

**5. School Absences**

- 5.1 If at all possible, field trips are to be planned to occur at times that will not negatively affect the student’s school program. It is recognized that some field trips may infringe upon the instructional time of other subject areas. In such instances, teachers are to ensure students are provided guidance and support to ensure they are able to acquire the learning that was missed.

**6. Safety**

- 6.1 The primary references for safety expectations and precautions shall be Safety Guidelines for Physical Activity in Alberta Schools and the YouthSafe Outdoor Field Trip Safety for Alberta Schools. In the case of differences between guidelines set out in these publications and Board policy or other Division administrative procedures, the most stringent expectations and precautions shall take precedence.
- 6.2 The teacher/supervisor is responsible for ensuring the [Division Pre-Departure Form \(Intrepid 24/7\)](#) is completed and submitted 10 days prior to departure for all National and International Field Trips, and the [Policy Card](#) is kept with them at all times.
- 6.3 The teacher/supervisor must take into account consideration of location (ie. Mountainous terrain, water, etc.)
- 6.4 The teacher/supervisor in charge of the field trip is responsible to carry a list of the following on each field trip:
  - 6.4.1 Name of all participants;

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- 6.4.2 Telephone contact numbers for parents/guardians and emergency contacts of all participants;
- 6.4.3 Alberta Health Care numbers for participants;
- 6.4.4 Medication and medical alert needs for participants, as needed; and
- 6.4.5 Correspondence which enables the emergency filling of a prescription for medication, on behalf of each trip participant who is using prescribed medication, should it be necessary.
- 6.5 Field trip supervisors/teachers are responsible for ensuring that all participants are authorized to attend, and are present and accounted for prior to departure, at all field trip venues visited and at all stop overs.
- 6.6 The teacher/supervisor in charge of the field trip is responsible for acquiring sufficient awareness of and information about each venue and about the activities to be undertaken during the field trip, so as to maximize the safety of all field trip participants.
- 6.7 The use of alcohol or illegal drugs by all participants, including staff members and volunteer supervisors, is prohibited during all field trips.
- 6.8 The teacher/supervisor shall ensure:
  - 6.8.1 All supervisors are advised, in writing, of the role, responsibilities and expectations; and are prepared to carry out emergency procedures.
  - 6.8.2 Training, preparation and orientation of all supervisors and student participants.
  - 6.8.3 Student supervision is available at appropriate levels at all times.
  - 6.8.4 All student participants are assigned to a supervisor.
  - 6.8.5 During all stages of the field trip, students are to be released to guardians or authorized field trip presenters/supervisors only.
  - 6.8.6 The determination of student abilities where relevant.
  - 6.8.7 All supervisors on overnight field trips have provided police information checks and child intervention record checks prior to trip departure.
- 7. Medical Coverage**
  - 7.1 All students participating in field trips must have health care coverage.
  - 7.2 If students will be participating in field trips to destinations outside Alberta or Canada (Category 3), the Division Student Travel Insurance will apply as per the [Policy Wording](#).

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- 7.3 If Division Student Travel Insurance is implemented, the teacher/chaperone is responsible for submitting [medical](#) and [non-medical](#) claims and supporting documents on behalf of student.

## 8. Emergency Planning / Response

- 8.1 All personnel involved in field trips shall be familiar with the common-law doctrine of *in loco parentis*, which requires that employees act as a reasonable and prudent parent would act.
- 8.2 A risk assessment and emergency planning document shall be prepared prior to any trip with duration of greater than one (1) day. This document shall identify the risks associated at each stage of the trip and a proposed strategy for addressing those risks [Field Trip Risk Assessment \(Form 260-5\)](#).
- 8.3 The teacher/supervisor in charge of a field trip is authorized to change field trip plans in the event of an emergency.
- 8.4 The teacher/supervisor responsible for planning and supervising a field trip shall ensure that a first aid kit is available for use in response to an emergency medical situation.
- 8.5 If an accident or incident occurs during a field trip, the teacher/supervisor shall assess the situation and::
- 8.5.1 Attend to the immediate medical concerns;
  - 8.5.2 Call or make arrangements to call for rescue, assistance or ambulance, as required;
  - 8.5.3 Determine whether or not the trip will continue based upon all the circumstances;
  - 8.5.4 Notify the Principal at the earliest opportunity of all serious injuries and incidents, so that the Principal may inform the Superintendent and parents/guardians; and
  - 8.5.5 Complete a [Student Accident Report Form \(Form 315-1\)](#) available in Public School Works within twenty-four (24) hours of the incident.
9. All Board policies and Division administrative procedures are deemed to be in effect during all field trips.
- 9.1 With respect to incentives, rewards and inducements which may be provided to the field trip organizer or to supervisors, all employees must comply with [Administrative Procedure 404 - Conflict of Interest and Fraud Prevention](#) and in addition, teachers

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must comply with the Alberta Teachers' Association Code of Professional Conduct which states in section 7 "the teacher may not take advantage of a professional position to profit from the sale of goods or services to or for pupils in the teacher's charge."

- 9.1.1 Specifically, rewards, offers of free accommodations/transportation and gifts are to be returned to commercial outlets to reduce the individual costs borne by students participating in field trips.
10. The reference to a Division approved field trip includes, without limiting the generality of the term, all associated activities and events, including organization, departure and return, and participation in all activities at the destination of the field trip.
  11. A formal review of each international field trip must be concluded by the Principal within thirty (30) days of trip completion.
    - 11.1 Such review must include total costs, activities and travel undertaken, as well as student/parent satisfaction information.
    - 11.2 A review report must be made available to parents, on request.
    - 11.3 The review report is also to be provided to the Superintendent.
  12. Educational travel organized by external organizations that involve Division students that have no connection to the school, must explicitly avoid the perception of Division approval and responsibility.
    - 12.1 Division staff involved in such travel must notify their Principal and the Superintendent or designate of their involvement immediately upon joining the external travel group.
    - 12.2 Written communication to parents must explicitly state that the staff member is acting as a member of the community and not as a representative of the school and/or the Division.
    - 12.3 As Division staff are not acting as an agent of the Division, no liability insurance coverage is available.