

Administrative Procedures Manual	Administrative Procedure 260
	Appendix D
	Risk Levels for Student Travel, Field Trips, and Off-Campus Activities
	APPROVED: March 2015
Page 1 of 2	AMENDED/REVIEWED: June 2023, September 2019, August 2016, June 2016, May 2016, October 2024
LEGAL REFERENCE:	Section 1, 11, 31, 52, 53, 196, 197, 222 Education Act Guide to Education ECS to Grade 12 School Physical Activity, Health & Education Resource for Safety YouthSafe Outdoor Field Trip Safety for Alberta Schools

Background

Appendix D is adapted from the guide used by the Urban School Insurance Consortium, of which Grande Prairie Public School Division is a partner. All activities should follow the GPPSD Policies and Procedures, as well as the [School Physical Activity, Health & Education Resource for Safety \(SPHEReS\)](#). Planning for risk-reduction must be documented and plans must be followed. Use [Form 260-5 Field Trip Risk Assessment](#).

Purpose

Field trips exist to provide safe educational experiences for children that extend learning outside of the classroom. Some higher risk activities, while not prohibited, need to ensure that appropriate risk mitigation occurs to provide for a positive and safe learning experience. Use the [USIC Activity List](#) as a risk assessment tool for various school activities.

Definition

Excluded Activities: activities that are considered such high risk that they are prohibited.

High Risk Activities: are permitted, provided that planning for risk reduction is documented, and explicit permission is given from the Principal. High risk activities are not for every grade or student. Special attention to insurance coverage and liability needs to be undertaken for each of these and the parents/guardians and students must be made aware of the risk, the risk mitigation procedures in place and a signed waiver must be in place for all participants.

Medium Risk Activities: are permitted but require planning for risk reduction.

Low Risk Activities: are permitted, provided that established Division policies and procedures are followed.

Procedures

- 1.1 It is important to remember that more diligence and planning is required for all high-risk activities. It is essential that risk planning and risk mitigation is part of any package proposing a high-risk activity. It is also essential that informed consent forms fully detailing the activity are made available for all participants.

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1.2 Risk assessments must consider:

- 1.2.1 the type of activity and level at which it is undertaken;
- 1.2.2 consideration of the location of the activity, i.e. mountainous terrain, outdoor water, isolated setting, etc.
- 1.2.3 qualifications and certifications of the instructors, staff and volunteers including the number and experience of supervisors;
- 1.2.4 the age appropriateness of the activity, the fitness level and experience of the students;
- 1.2.5 availability and appropriateness of the safety equipment;
- 1.2.6 appropriate accident insurance is carried by all participants;
- 1.2.7 reviewing the Safety Guidelines for Physical Activity in Alberta Schools.

1.3 Supervision- Ideally all student excursions should have teachers to provide adequate supervision. Additional supervision by certificated staff and/or volunteers from the school sponsoring the trip must be considered for student excursions involving:

- 1.3.1 increased risks;
- 1.3.2 large numbers of students;
- 1.3.3 participation of students with special needs or considerations; and
- 1.3.4 crowded venues.