

## **100.4 SUPERVISION (FIELD TRIP) POLICY**

### **Pacific School of Innovation and Inquiry**

**Revised: November 2023**

#### **Supervision**

For the purposes of this policy, an educational field trip is a direct extension of the curriculum involving a teacher and students outside of the school setting. Such trips should stimulate student interest and inquiry and should provide opportunities for intellectual, cultural, and social development.

The Board expects field trips to be organized in a manner that avoids unnecessary risk, mitigates risk and addresses the safety and well-being of the students.

At all times, staff, students and volunteer supervisors are expected to act as ambassadors of the school.

The Board considers risk assessment to be a major consideration in approving field trips. It is the role of the teacher and the principal educator to ensure that activities are programmed appropriately.

Further, the school has a significant duty to communicate clearly and specifically to parents the activities associated with the trip and the level of risk that can normally be expected in each activity. It then rests with the parents to decide whether their child will participate.

#### **The procedures governing field trips are specified below:**

The principal educator is charged with ensuring that all school field trips are appropriately planned, authorized, organized, and supervised.

All field trips are governed by this policy and may be approved only after giving due consideration to factors and procedures identified in this policy.

The following field trip documentation related to approval, planning, communication, and written informed consent are to be retained on file at the school as a record of the trip, and kept on file until the end of the following school year.

- Field trip risk assessments and approvals
- Detailed itinerary for the field trip
- Informed consent documents signed by parents or legal guardians
- Student roster and home/emergency contact telephone numbers
- List of supervisors accompanying the teacher

All out-of-province/country field trips require Board approval.

Field trip itinerary must not include areas where the Department of Foreign Affairs and International Trade has published a travel advisory.

(see: <http://www.voyage.gc.ca/dest/ctry/reportpage-en.asp>)

Mandatory group medical/hospital insurance coverage, permission form for treatment by a doctor in a foreign country to treat an under-aged student, and trip cancellation insurance must be in place for all out-of-country field trips.

A field trip proposal may be denied, based on the outcome of a risk assessment.

When organizing a field trip with moderate or high-risk activities, the school must collect documents and details of communication related to the acquisition of informed consent from parents/guardians. These records are evidence of due diligence in the home communication process and are to be kept on file at the school until the end of the following school year.

### **Supervision of Students**

Vigilant supervision of students is mandatory during all school field trips. Volunteer supervisors must be screened by the principal or designate for suitability in providing supervision, and advised of the expectations for their role.

Student conduct is governed by the school's Code of Conduct.

The principal educator must be satisfied that the teacher and other supervisors will provide adequate supervision and competent instruction, and follow recognized safety procedures for the planned activities in order to mitigate potential risks and address the safety of students and supervisors.

### **“Routine” Field Trips**

There are times when students' programs will take them outside the confines of the school campus for short-term, routine educational experiences. In these cases, and depending on the age, ability, maturity, and experience of the student, a parent's consent may be obtained through the **Multiple Low-risk “Routine” Urban-area Field Trip Consent Form** (see appendix)

As with any field trip, parent consent is required, but can be offered in this case for a number of field trips through the use of this blanket form.

## **Communication protocol for emergencies**

The head teacher (the one in charge of the excursion) is expected to deal with emergencies on a school trip in the same way they would as if they were at the school. The head teacher, or a supervisor as directed, is to inform the Principal or Vice-Principal of the emergency and the support required.

## **Emergency Protocol for Out-of-Country Trips**

Emergency and contingency plans, including an exit plan, are required for all out-of-country trips.

Once a trip is in progress, in case of emergency:

- The trip sponsor is to contact Principal who contacts the Board of Directors. The Principal will notify the Ministry of Education if an out-of-country emergency has developed.
- The group returns to their hotel if possible and safe to do so.
- If flights returning to Canada, the trip sponsor and supervisors will transport the group to nearest airport to fly home.
- If the group must be divided to fly back on separate flights, one supervisor will travel with each group if possible, including staying behind at the airport with any members of the group until they are able to board a flight.