

Procedure Title	Field Trips and Excursions - Approval Process		
Date of Issue	September 22, 1998	Related Policy	BP 5602-D
Revision Dates	September 17, 2002; July 15, 2010; September 21, 2011; May 2, 2012; October 31, 2012; January 9, 2014; April 30, 2014; October 26, 2015; May 24, 2017; June 12, 2017; February 14, 2018; September 5, 2018; November 7, 2018; October 18, 2023	Related Forms	AF 5601; AF 5602; AF 5603; AF 5604; AF 5605; AF 5606; AF 6813; AF 4705; AF 5608
Review Date		Originator	Administrative Council
References			
Ontario Physical and Health Education Association's Ontario Safety Guidelines; Occupational Health and Safety Act; BP 6820-D "Safe and Accepting Schools"; AP 6820-D "Suspensions and Expulsions"; Tobermory Coroner's Inquest Recommendations; Ontario School Boards' Insurance Exchange; Transport Canada "Safe Boating Guide – Safety Tips and Requirements for Pleasure Craft", 2014; "Review and Assessment of Ontario School Board Policies and Procedures on Outdoor Education/Excursions Involving Water-Related Activities", Deloitte, April 2018; OSBIE 'School Board/Snow Resort Safety Guidelines for Out-of-School Trips for Winter Sports Education Programs", September 2022; http://www.redcross.ca/training-and-certification/swimming-and-water-safety-tips-and-resources/swimming-boating-and-water-safety-tips/ice-safety ; Bluewater District School Board Field Trips/Activity Risk Chart (Administrators' Handbook)			

RATIONALE

- i. In accordance with board policy, and to allow sufficient time to consider proposals for field trips, excursions and exchanges, requests must be submitted in accordance with the following approval procedure. Criteria related to student safety and learning expectations are among the necessary components to be considered during the approval process.
- ii. A field trip is defined as an out-of-school experience which directly enhances and is in support of instructional and co-instructional programs.
- iii. An excursion is defined as an out-of-school activity, which may not relate directly to the Ontario Curriculum, but is approved by the principal. For example: sporting events, clubs, initiatives, etc., that are connected to board priorities.

1.0 APPROVAL

- 1.1 When field trips/excursions are planned as a whole class activity, a student's ability to pay and/or special education needs shall not be barriers to full participation. Measures must be undertaken to ensure all students who wish to participate have equity of access to these experiences. Such measures may include, but are not limited to:
 - 1.1.1 providing students with 'lead time' (appropriate school-based planning);
 - 1.1.2 minimizing cost through selection of destination;
 - 1.1.3 school subsidizing cost;

1.1.4 fundraising.

- 1.2 The principal must approve all field trips/excursions before additional permissions are sought (AF 5601 and AF 5602).
- 1.3 Field trips/excursions are for Bluewater District School Board students, staff, and approved chaperones only.
- 1.4 The Board of Trustees must approve all field trips/excursions that:
- i. involve international border crossings;
 - ii. are identified as level three or four field trip/excursion (as defined in sections 2.3 and 2.4);
 - iii. in the opinion of the superintendent require further approval.

Level three field trip/excursions requests must be submitted to the appropriate superintendent for review and approval, in principle, four (4) months in advance of the departure date so that approved requests can then be considered by the Board of Trustees at least three (3) months prior to departure.

Level four field trip/excursions requests must be submitted to the appropriate superintendent for review and approval at least five (5) months in advance of the departure date so that approved requests can then be considered by the Board of Trustees at least four (4) months prior to departure. International field trips/excursions must be submitted for approval at least nine (9) months in advance for the purpose of fundraising, financial planning, and overall trip management.

- 1.5 The deadlines for approval request may be waived by decision of the Board of Trustees in extenuating circumstances.
- 1.6 All field trips must be directly linked to the overall expectations of the Ontario Curriculum and its related opportunities for experiential and cultural learning. Excursions may not directly relate to the Ontario Curriculum but will be connected to board priorities.
- i. The curriculum is defined by the Ministry of Education. Experiential learning opportunities connected to various aspects of the curriculum help broaden students' knowledge of themselves and of a range.
 - ii. Valuable learning experiences are also social interaction in the classroom, the school, and the community at large. Peer relationships and informal interactions with school staff and community members have an important bearing on students' attitudes and values. Such interactions occur in a variety of settings, including the classroom, halls, lunchroom, playground, school bus, and during co-instructional activities.
 - iii. Field trips enhance school curriculum/instructional and co-instructional programs, and the benefits to the participants must mitigate any disadvantages of missing other aspects of the school program. Field trips are extensions of the school program. In order to allow time for curriculum follow-up, field trips should be completed by the second week of June, when possible. Graduation ceremonies, school proms, dances off school property, and other sanctioned formal and semiformal events are not considered to be a field trip under this policy.
- 1.7 Preference for field trip/excursion destinations is given to locations in Canada. International locations shall only be considered when it can be demonstrated that the objectives cannot be met in Canada. Preference is given to field trips/excursions that are financially accessible to all students and have lesser environmental impact.
- 1.8 When planning Level 2, 3, or 4 field trips, the supervising teacher will demonstrate consideration of the guiding questions outlined in Appendix H.
- 1.9 All field trips must adhere to relevant Bluewater District School Board policies and the Ontario Physical Activity Safety Standards in Education (OPASSE), as managed by Ontario Physical and Health Education Association (OPHEA)). It is strongly recommended that all staff discard previously printed versions of the curricular, interschool, and intramural guidelines to ensure that they are adhering to the most current revisions, which can be found at <https://safety.ophea.net>.
- 1.10 Parents/guardians must receive all relevant trip/excursion information before consent is requested. Appropriate parental consent forms must be received in advance of all field trips/excursions. (AF 5603).

- 1.11 A copy of the Student Health Information form (AF 6813) and the Parent Information and Informed Consent form (AF 5603) for each student must accompany each field trip/excursion as part of the Trip File described in 3.2 of this procedure.
- 1.12 All field trips/excursions follow supervisor student ratios as outlined for each field trip level. Additional supervision will be included where necessary to support special needs students.
- 1.13 All field trips/excursions must follow purchasing guidelines, AP 3501-D "Purchasing – Guiding Principles and Roles".

1.14 Interschool Athletic Field Trips

Where field trips are part of the athletic (co-instructional) program, teachers are to follow requirements outlined in the OPASSE (OPHEA) Elementary Interschool Athletics Guidelines, and the OPASSE (OPHEA) Secondary Interschool Athletics Guidelines in coordination with this procedure. The appropriate permission forms for participating in physical activity (i.e., AF 5605, AF 5606 where applicable) must be completed. A schedule of events must accompany AF 5605 with a disclaimer outlining possible changes of date, time, or location due to unforeseen circumstances within Bruce/Grey Counties. Any changes must be communicated to parents/guardians.

1.14.1 Out-of-board athletic events require AF 5601 and AF 5602.

2.0 Field Trip/Excursion Levels
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2.1 Level 1 Field Trips/Excursions - Principal Approval Required

- 2.1.1 Level 1 field trips/excursions involve brief educational visits to local or provincial points of interest such as:
 - i. one school day or less;
 - ii. community visits to the local fire hall, police station, bakery, local museum, local library etc.;
 - iii. travelling by school bus to local destinations - local landfill site, sugar bush, other schools for athletic, drama or music activities, theatre, local day hiking;
 - iv. day or overnight trips to the Institute for Outdoor Education and Environmental Studies/Outdoor Education Centre (IOEES/OEC) and OUTREACH programs in the Bluewater district that are facilitated by IOEES/OEC staff, and do not involve the use of the wilderness facilities;
 - v. supervised swimming instruction: Lifeguard/Instructor supervision is present for a recognized instructional swimming program (e.g., aquatic centres, municipal and institutional pools); and/or
 - vi. recreational activities that meet OPASSE (OPHEA) guidelines.
- 2.1.2 The principal and the teacher in charge will ensure that:
 - i. any vendor forms, contracts, and/or service agreements are reviewed prior to field trip/excursion approval – this will ensure that the school board is not assuming the vendor's negligence via contractual risk transfer;
 - ii. field trip/excursion forms AF 5601 and AF 5602 are completed by the teacher in charge of the trip and submitted to the principal of the school(s) involved for approval at least one week prior to the trip;
 - iii. the 'inherent risks' listed on AF 5602 should be duplicated on AF 5603 (page 2) (which is sent to parents/guardians);
 - iv. AF 5604 will be completed for all out-of-school trips for winter sports education programs (supervising teachers and principals will reference the OSBIE 'School Board/Snow Resort Safety Guidelines for Out-of-School Trips for Winter Sports Education Programs', most current version, otherwise referred to as the OSBIE Ski Package)
 - v. AF 5608 is completed for all trips involving water-based activities;
 - vi. the principal has a copy of the School Trip File, described in 3.2 of this procedure, available at all times;
 - vii. the supervising teacher has a copy of the School Trip File, described in 3.2 of this procedure, in their possession;

- viii. if any aspect of a Level 1 field trip/excursion, in the opinion of the principal, falls under a level two definition, those procedures are followed;
- ix. consideration should be given to how the office will be communicated with in the event of an emergency;
- x. the school code of conduct is reviewed with participants and complied with; and
- xi. supervisor to student ratios are as follows ^{see footnotes 1 and 2} :

Grade Level	Ratio
Kindergarten (Years 1 and 2)	Minimum one (1) adult supervisor per 10 students
Grades 1 - 6	Minimum two (2) adult supervisors per class
Grades 7 - 8	Minimum one (1) adult supervisor per class
Grades 9 - 12	Minimum one (1) adult supervisor per class

2.2 Level 2 Field Trips/Excursions - Principal Approval Required, with Superintendent Consultation at the Discretion of the Principal

2.2.1 Level 2 field trips/excursions include:

- i. Field trips/excursions outside the province (but within Canada);
- ii. Field trips/excursions of two (2) to five (5) calendar days within and outside the province, in a non-wilderness setting; and/or
- iii. Field trips/excursions to the IOEES/OEC that involve the use of the wilderness facilities (i.e., water training). Combination field trips/excursions that begin with skills training at the IOEES/OEC and culminate with a field trip/excursion at a higher level will default to the higher-level trip rating for approval purposes.

2.2.2 The principal and supervising teacher will ensure that:

- i. any vendor forms, contracts, and/or service agreements are reviewed prior to field trip/excursion approval – this will ensure that the school board is not assuming the vendor's negligence via contractual risk transfer;
- ii. field trip/excursion forms AF 5601 and AF 5602 are completed by the supervising teacher of the trip and submitted to the principal of the school(s) involved for approval at least six weeks prior to the trip;
- iii. the 'inherent risks' listed on AF 5602 should be duplicated on AF 5603 (page 2) (which is sent to parents/guardians);
- iv. If consultation with the superintendent is required, the principal will contact the superintendent upon receipt of the trip request;
- v. AF 5608 is completed for all trips involving water-based activities;
- vi. the principal has a copy of the School Trip File, described in 3.2 of this procedure, available at all times;
- vii. the supervising teacher has a copy of the School Trip File, described in 3.2 of this procedure, in their possession;
- viii. if any aspect of a Level 2 Field Trip, in the opinion of the superintendent, falls under a level three or four definition, those procedures are followed;
- ix. consideration will be given to how the school office will be communicated with in the event of an emergency;
- x. a Parent/Guardian Information Meeting is held as per 4.2.13 of this procedure;
- xi. the school code of conduct is reviewed with participants and complied with; and
- xii. supervisor to student ratios are as follows ^{see footnotes 3 and 4} :

Grade Level	Ratio
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¹ unless stated otherwise based on nature of activity, e.g., OPASSE (OPHEA) guidelines related to skiing/snowboarding

² changes in ratio must be pre-approved by administrator

³ unless stated otherwise based on nature of activity, e.g., OPASSE (OPHEA) guidelines related to skiing/snowboarding

⁴ changes in ratio must be pre-approved by administrator

Kindergarten (Years 1 and 2) – Grade 3	N/A
Grades 4 – 8	Minimum one (1) adult per 10 students
Grades 9 –12	Minimum one (1) adult per 15 students

2.3 Level 3 Field Trips/Excursions - Board Approval Required

2.3.1 Level 3 field trips/excursions include: wilderness trips of any duration anywhere in Canada. Wilderness is defined as remote, uninhabited, undeveloped areas of Ontario that have no structures, no roads and infrequent human visitation. Wildlife habitat is undisturbed, industrial resource extraction is absent. Human visitation is moderate and seasonal.

2.3.2 The principal and supervising teacher will ensure that:

- i. any vendor forms, contracts, and/or service agreements are reviewed prior to field trip/excursion approval – this will ensure that the school board is not assuming the vendor's negligence via contractual risk transfer;
- ii. all field trips/excursions for consideration must complete all the requirements outlined in Appendix C - Level 3/4 Trip Checklist;
- iii. field trip/excursions forms AF 5601 and AF 5602 are completed by the supervising teacher of the trip and submitted to the principal of the school (s) involved for approval at least five (5) months prior to the trip;
- iv. the 'inherent risks' listed on AF 5602 should be duplicated on AF 5603 (page 2) (which is sent to parents/guardians);
- v. all Level 3 field trips/excursions have first received principal permission prior to being submitted to the superintendent;
- vi. when the sharing of equipment/resources is required, schools are encouraged to coordinate trip applications prior to submitting for approval;
- vii. the completed request forms (AF 5601 and AF 5602) have been forwarded to the appropriate superintendent (four (4) months in advance) for review and approval prior to being presented to the board for approval;
- viii. all Level 3 field trips/excursions receive approval from the Board of Trustees;
- ix. supervising teachers are aware that they may be asked to attend board meetings to answer questions pertaining to the field trip/excursions;
- x. AF 5608 is completed for all trips involving water-based activities;
- xi. the principal has a copy of the School Trip File, described in 3.2 of this procedure, available at all times;
- xii. the supervising teacher has a copy of the School Trip File, described in 3.2 of this procedure, in their possession;
- xiii. the appropriate Superintendent has a Superintendent Trip file, described in 3.4 of this procedure;
- xiv. communication and locating technology must be available at each location/site.
- xv. a Safety Management Plan as per 3.1 of this procedure;
- xvi. a Parent/Guardian Information Meeting is held as per 4.2.13 of this procedure;
- xvii. AP 6822-D "Code of Conduct", the school code of conduct, and the Behaviour Contract (Appendix E) are reviewed and complied with; and
- xviii. supervisor to student ratio is as follows ^{5/6} (unless stated otherwise based on nature of activity, e.g., OPHEA guidelines related to skiing/snowboarding):

Grade Level	Ratio
Kindergarten (Years 1 and 2) – Grade 8	N/A
Grade 9 - 12	Minimum one (1) adult supervisor for every 10 students for trips within North America.

2.3.3 The appropriate superintendent will:

⁵ unless stated otherwise based on nature of activity, e.g., OPASSE (OPHEA) guidelines related to skiing/snowboarding

⁶ changes in ratio must be pre-approved by administrator

- i. seek out expert advice concerning the Safety Management Plan (See Section 3.1) from certified instructors or organizations. The superintendent would then consider the recommendations when deciding to submit the request to the Board of Trustees for approval or returning it to the teacher for revisions; and
- ii. prepare the request for Board of Trustees approval.

2.4 Level 4 Field Trips/Excursions - Board Approval Required

2.4.1 Level 4 field trips/excursions Include:

- i. international travel; and/or
- ii. field trips/excursions of five (5) calendar days or greater in duration.

Field trips/excursions will not exceed four (4) instructional days in duration, unless required for a credit program, and with superintendent approval. Consideration must be given to including weekends and school breaks/holidays to reduce the impact on instructional periods not related to the field trip/excursion (where applicable).

2.4.2 The principal and supervising teacher will ensure that:

- i. any vendor forms, contracts, and/or service agreements are reviewed prior to field trip/excursion approval – this will ensure that the school board is not assuming the vendor's negligence via contractual risk transfer;
- ii. all field trips/excursions for consideration must complete all the requirements outlined in Appendix E- Level 3/4 Trip Checklist at least 10 months prior to the trip;
- iii. Appendix C - Level 4 International Field Trips/Excursions Protocol is utilized, when appropriate;
- iv. field trip/excursions forms AF 5601 and AF 5602 are completed by the supervising teacher of the trip and submitted to the principal of the school (s) involved for approval;
- v. the 'inherent risks' listed on AF 5602 should be duplicated on AF 5603 (page 2) (which is sent to parents/guardians);
- vi. all Level 4 field trips/excursions have first received principal permission;
- vii. when the sharing of equipment/resources is required, schools are encouraged to coordinate trip applications prior to submitting for approval;
- xix. the completed request forms (AF 5601 and AF 5602) have been forwarded to the appropriate superintendent five (5) months in advance for all level four (4) trips) for review and approval prior to being presented to the board for approval;
- viii. all Level 4 field trips/excursions receive board approval;
- ix. supervising teachers are aware that they may be asked to attend board meetings to answer questions pertaining to the field trip;
- x. AF 5608 is completed for all trips involving water-based activities;
- xi. the principal has a copy of the School Trip File, described in 3.2 of this procedure, available in the school office;
- xii. the supervising teacher has a copy of the School Trip File, described in 3.2 of this procedure, in their possession;
- xiii. the appropriate superintendent has a Superintendent Trip file, described in 3.4 of this procedure;
- xiv. communication and, as required, locating technology that must be available at the destination;
- xv. parent/guardian information meeting is held as per 4.2.13 of this procedure;
- xvi. AP 6822-D "Code of Conduct", the school code of conduct, and the Behaviour Contract (appendix E) are reviewed and complied with; and
- xvii. supervisor to student ratio is as follows ^{7/8} (unless stated otherwise based on nature of activity, e.g., OPHEA guidelines related to skiing/snowboarding):

⁷ unless stated otherwise based on nature of activity, e.g., OPASSE (OPHEA) guidelines related to skiing/snowboarding

⁸ changes in ratio must be pre-approved by administrator

Grade Level	Ratio
Kindergarten (Years 1 and 2) – Grade 8	N/A
Grade 9 - 12	Minimum one (1) adult supervisor for every 10 students. Minimum three (3) supervisors recommended for international trips/flights.

2.4.3 The appropriate superintendent will:

- i. seek out expert advice concerning the Safety Management Plan (See Section 3.1) from certified instructors or organizations. The superintendent would then consider the recommendations when deciding to submit the request to the Board of Trustees for approval or returning it to the teacher for revisions; and
- ii. prepare the request for Board of Trustees approval.

3.0 Safety Management Plan and Trip Files

3.1 Safety Management Plan (see Appendix F for checklist)

The supervising teacher(s) will ensure that the Safety Management Plan for Level 1 trips includes the following (in their field trip/excursion folder that accompanies them on the trip): itinerary and route map, a communication method, local emergency numbers in the trip area, a contingency plan; a first aid plan, field trip/excursion permission forms, student health forms (AF 6813) along with required medications, and principal and school contact numbers.

The Safety Management Plan is required for Level 2, 3 and 4 trips, and will include:

- i. itinerary and a route map (including risks, counter measures, and escape plans);
- ii. a phone "check-in" schedule that is mutually acceptable between the school administrator and the supervising teacher;
- iii. where trip group can be reached at times other than the arranged phone "check-in" schedule (see item 3.1 (ii));
- iv. local emergency numbers in the trip area (one month in advance);
- v. contingency plans;
- vi. an equipment list that includes appropriate safety, first aid and communication devices (cell or satellite phone, as required by available service);
- vii. complete list of all modes of transportation, including AF 4705 "Volunteer Driver Authorization to Transport Students", if volunteers are being utilized to transport students;
- viii. a full participant list that includes volunteers and the supervising teacher;
- ix. home or emergency contact numbers for all trip participants;
- x. copies of student health information; and
- xi. copies of passports for all participants (for international trips) and verification of passport expiration date being more than six (6) months from return date of travel; and
- xii. Copies of parent/guardian consent letters for students under the age of 16 to travel outside of Canada.

For field trips/excursions involving water-based and/or wilderness-based activities, the following additional requirements must be satisfied, and documented:

- xiii. the minimum requirements of Transport Canada's Safe Boating Guide, are followed, and required equipment is used, where applicable.
- xiv. proof of pre-trip skills/qualifications of each trip leader/chaperone is submitted, along with the field trip/excursions request.
 - a. Instructors or coaches overseeing water-based activities must have current certifications as per OPASSE (OPHEA) guidelines. A copy of certification will be provided to the principal prior to the excursion.
 - b. certified lifeguards must be present per OPASSE (OPHEA) guidelines.
- xv. students must satisfy OPASSE (OPHEA) swim test requirements, in order to participate.

- a. all students involved in water-based activities must be wearing a personal floatation device (PFD) at all times that they are outside designated, supervised, swim areas – no exceptions will be made.
- xvi. administrative form AF 5608 “Water Activity Compliance” is completed and signed by the principal.
- xvii. participants wear correctly fitting/fastened, Transport Canada approved, PFD/lifejackets (when approaching and on the water), as identified by OPHEA;

3.2 School Trip File (Levels 1, 2, 3 and 4)

The School Trip File is to be located in a visible and published location in the school office. This file is to include the following documents:

- i. overall educational rationale for the trip;
- ii. rationale for major activities and trip components;
- iii. Safety Management Plan (for Level 2, 3 and 4 Field Trips) – please see section 3.1;
- iv. trip itinerary (AF 5601 and AF 5602), or the itinerary part of the correspondence that was sent home to parents;
- v. AF 5603 ‘Parent Information and Consent for Field Trips’ with Emergency Numbers for each student;
- vi. Parent/Guardian Information Meeting sign-in sheet which documents that parent(s)/guardian(s) with students attending the field trip/excursions have participated in the meeting and/or have been provided with the information from this meeting (required for Level 2-4; Principal’s discretion for Level 1).
- vii. directions to location of Provision of Medical Assistance Binder;
- viii. AF 5601 “Field Trips/Excursions – Approval Form”;
- ix. AF 5602 “Field Trips/Excursions – Supporting Information”;
- x. AF 5604 “Special Winter Out-of-School Trip Form/Parental Consent” (where applicable);
- xi. AF 5608 “Field Trips/Excursions – Water Activity Compliance” (where applicable); and
- xii. Administrator/designate and Superintendent's contact numbers.

The supervising teacher will keep a copy of the School Trip File with them at all times during the trip.

3.3 Request for Approval File (Level 3 and 4)

The Request for Approval file will be submitted to the appropriate superintendent at least four (4) months in advance for Level 3 trips, and at least five (5) months in advance for Level 4 trips, and nine (9) months for international trips.

This file will include:

- i. Safety Management Plan (Section 3.1 excluding items viii-xi);
- ii. AF 5601 “Field Trips/Excursions – Approval Form”; and
- iii. AF 5602 “Field Trips/Excursions – Supporting Information”.

3.4 Superintendent Trip File (Level 3 and 4)

The Superintendent’s Trip File will include:

- i. Request for Approval File (Section 3.3)
 - a. Safety Management Plan (Section 3.1 excluding items ix-xi)
 - i. Item 3.1 (viii) will be provided to the superintendent at least 2 weeks before trip departure

4.0 Responsibilities

4.1 Principals will ensure that:

- 4.1.1 all requirements of the policy/procedure have been adhered to;
- 4.1.2 the field trip/excursion is planned jointly by the principal and the teachers and other adults who will conduct the trip;
- 4.1.3 the activity has good educational value, relates to learning expectations of the curriculum, and is appropriate for the students’ age, physical and mental abilities;

- 4.1.4 compliance with the Purchasing Travel and Tour catalogue of pre-approved vendors, available on SharePoint;
- 4.1.5 the following documentation has been received, and is on file at the school for any travel agency (licensed, third party) who sets up a field trip/excursion:
 - i. a copy of the agent/agency's Ministry of Consumer and Commercial relations current registration form;
 - ii. a *Certificate of Insurance* outlining the agent/agency's current comprehensive general liability coverage of at least two million dollars;
- 4.1.6 the following documentation has been received and is on file at the school or board office for any outside organization contracted to provide services such as transportation, housing, specialized instruction, provision of rental equipment:
 - i. proof of adequate commercial general liability insurance is required through a Certificate of Insurance from venues and service providers who are privately owned and operated independently, including and not limited to rock climbing, zip lining, summer camps, and family farms. Large established public venues, such as Canada's Wonderland, Rogers Centre, Royal Ontario Museum, Maid of the Mist, CN Tower, Canadian War Plane Heritage Museum, Toronto Zoo, and Ontario Science Centre would not be required to provide proof of insurance, but the school must confirm with the organization that it is in place.
 - ii. Evidence of comprehensive general liability insurance in the amount of \$2 million dollars must be provided in advance of the trip.
- 4.1.7 an Excursion Only Visa Purchase Card Package is completed and submitted to the appropriate plan administrator from the Purchasing Department if an excursion credit card is required. This package can be found on SharePoint → Staff Resources → Purchasing Information → Visa Purchase Cards;
- 4.1.8 prior to approval, all water-based activities meet OPASSE (OPHEA) and board safety recommendations;
- 4.1.9 parents/guardians receive all relevant trip information, including the Safety Management Plan (with the exclusion of section 3.1 ix, x, xi, xii), before consent is requested. Appropriate parental consent forms must be received in advance of all field trips/excursions (AF 5603);
- 4.1.10 each student submits a completed and signed Parental Information and Informed Consent for Field Trips/Excursions form (AF 5603), and Behaviour Contract (where applicable) for every field trip/excursion that they participate in (AF 5604 will be completed, where applicable). Note that all students must have adequate health and hospital insurance for the duration of the trip.
 - i. Whenever a student is expected to participate in Level One ongoing trips for a particular curricular or co-instructional activity (e.g., sport team trip), AF 5603 'Parent Information and Informed Consent for Field Trips' is completed for each student, only once at the beginning of the season or school year;
- 4.1.11 the appropriate superintendent signs the Field Trips/Excursions - Approval, form AF 5601, at least four (4) months in advance for Level 3 Trips and at least five (5) months in advance for Level 4 Trips;
- 4.1.12 copies of forms AF 5601 and AF 5602 will be forwarded to the appropriate Superintendent for all level 2 trips;
- 4.1.13 a parent/guardian meeting takes place for Level 2, 3 and 4 field trips/excursions, or at the principal's discretion for Level 1 (see section 4.2.13);
- 4.1.14 teacher coverage is arranged for any teacher involved in a trip;
- 4.1.15 adequate supervision is provided for pupils on the field trip/excursions (see supervision charts throughout procedure). The selection of appropriate supervisors will take into account the number of students, their age, their abilities, their experience level, and the nature of the activity as per Appendix A and D. The principal has authority to delegate responsibility to adults who are not

teachers, and should retain on file the names of all adult supervisors and resource persons assisting in field trip/excursion management;

- 4.1.16 principals have approved the participation of each volunteer (See Appendix D), that volunteers are familiar with AP 6822-D "Code of Conduct" and the School Code of Conduct, and volunteers have completed their Criminal Background Check (which includes Police Reference Check and Vulnerable Sector Screening);
- 4.1.17 all fundraising activities comply with board policy (BP 4655-D) "Fundraising in Schools";
- 4.1.18 any exceptional or extenuating circumstances are referred to the appropriate superintendent for approval;
- 4.1.19 prior to departure, the principal has received a list of student names and emergency contact phone numbers, and that this list is maintained in the School Trip File, ready for timely use in the event of emergency. The principal will ensure that this information is also provided to the appropriate superintendent two (2) weeks before departure, to be included in the Superintendent Trip File; and
- 4.1.20 all consent forms for the trip are kept on file for one year; and
- 4.1.21 principal will insure that consent (Appendix D) is obtained for any students under the age of 16 travelling abroad.

4.2 Teachers will ensure that:

- 4.2.1 learning expectations for the trip are established early in the planning process. In-class discussions will also be held to address any potential hazards and risks, and appropriate strategies to deal with them;
- 4.2.2 principal approval is secured before any commitments are made, and teacher-principal communication about the trip is continuous and on-going;
- 4.2.3 superintendent and Board of Trustees approval is secured according to board policy;
- 4.2.4 formal bookings or reservations are arranged well in advance to secure use of facilities, resources, or accommodations;
- 4.2.5 whenever possible, a pre-trip visit to the trip site is conducted to become familiar with the physical lay-out and curricular opportunities. If a pre-trip visit cannot be conducted, then venue/vendor references will be checked;
- 4.2.6 a simulation exercise or special training is considered for use as preparation for the trip;
- 4.2.7 all equipment and supplies required for trip activities have been listed, located, secured, and are in good working condition;
- 4.2.8 trip cancellation insurance is discussed with parents/guardians/students and purchased if applicable;
- 4.2.9 all safety rules and rules of conduct are reviewed with the students. Where applicable, the guidelines set out by the Ontario Safety Guidelines (OPHEA) are reviewed and followed, as a minimum safety requirement. Appropriate safety instruction and emergency preparedness are reviewed, and plans are communicated and implemented to address student fitness and skill levels, as required for the trip.
- 4.2.10 when a field trip/excursion involves water-based and/or wilderness-based activities:
 - i. the minimum requirements of Transport Canada's Safe Boating Guide, are followed, and required equipment is used, where applicable.
 - ii. proof of pre-trip skills/qualifications of each trip leader/chaperone is submitted, along with the field trip request.
 - a. Instructors or coaches overseeing water-based activities must have current certifications as per OPASSE (OPHEA) guidelines. A copy of certification will be provided to the principal prior to the excursion.
 - b. certified lifeguards must be present per OPASSE (OPHEA) guidelines.

- iii. students must satisfy OPASSE (OPHEA) swim test requirements, in order to participate.
 - a. all students involved in water-based activities must be wearing a personal floatation device (PFD) at all times that they are outside designated, supervised, swim areas – no exceptions will be made.
 - iii. administrative form AF 5608 “Water Activity Compliance” is completed and signed by the principal.
 - iv. results of swim tests must be communicated to parent(s)/guardian(s) and principal for review;
 - v. participants wear correctly fitting/fastened, Transport Canada approved, personal floatation devices (PFD)/lifejackets (when approaching and on the water), as identified by OPHEA;
- 4.2.11 appropriate forms are used to communicate with parents/guardians. Written consent and appropriate health and emergency numbers are obtained;
- 4.2.12 final trip details, including copies of Student Health Information forms, copies of passports (for international field trips), a full participant list that includes volunteers and supervising teachers and applicable emergency contact numbers are updated in the School Trip File;
- 4.2.13 a parent/guardian meeting takes place for all Level 2, 3 and 4 field trips/excursions, or at the principal's discretion for Level 1 field trips/excursions. At this meeting, the principal will ensure that parents/guardians and students are provided with:
- i) the tentative itinerary;
 - ii) an explanation of the nature of the activity
 - iii) the Safety Management Plan (sections i-ii);
 - iv) an outline of the risks and possible contingency plans;
 - v) information regarding who will be supervising the students
 - vi) an explanation of costs to students (known and potential) and the total cost of the field trip/excursion;
 - vii) the number of complimentary trips or incentives provided by the excursion company;
 - viii) a question-and-answer period;
 - ix) the recommendation that families purchase travel, cancellation, and out of country medical insurance for various school trips. In these cases, the trip cancellation is between the family and the travel company, and the school board is not involved in this part of the transaction;
 - x) clear notice that Bluewater District School Board reserves the right to cancel field trips/excursions in the event of sudden, unstable political environments, threat of war or terrorism, natural disaster, or any other dangerous condition, safety concern, or increased risk, and will not be held legally liable for any cancellation fees, penalties, fees, loss deposits or forfeiture of any pre-paid costs incurred by students and/or their families (this information must be conveyed (preferably in writing) prior to the collection of any fees); and
 - xi) an opportunity to discuss trip details with teachers, and any concerns with the trip organizers.
- NOTE: There will be a sign-in sheet for this meeting to document that parent(s)/guardian(s) with students attending the field trip/excursion have participated in the meeting and/or have been provided with the information from this meeting.
- 4.2.14 appropriate adult supervision will be adhered to as outlined in Appendix A and D. Additional supervision will be included where necessary to support special needs students. All volunteers are properly informed in advance about their duties and responsibilities throughout the trip;
- 4.2.15 volunteers have adequate experience and training to ensure the safety and well being of the students involved;
- 4.2.16 when students are taken on field trips/excursions, the supervisor is aware of individual differences and health concerns. Provision must be made for emergencies;
- 4.2.17 students are responsible for carrying their Ontario Health Cards or the Health Card Number with them when going outside their local school community;
- 4.2.18 a system of grouping students for supervision appropriate to the trip is in place;

- 4.2.19 for non-participating students, programming is provided;
- 4.2.20 students are given safety instructions by designated transport personnel, as appropriate (if travelling by public conveyance); and
- 4.2.21 students will not be assigned supervisory duties.

4.3 The appropriate Superintendent will:

- 4.3.1 ensure that the *Request for Approval* file submitted to them by the principal contains the appropriate information, and if it does not, will contact the principal to notify them of any discrepancies;
- 4.3.2 present the *Request for Approval* report and package to the Board of Trustees; and
- 4.3.3 ensure that changes in circumstances which may potentially pose serious safety concerns for an already approved field trip are investigated by senior staff followed by a formal report to the Board of Trustees to ensure that board members are formally apprised of these changes.

4.4 Students will ensure that:

- 4.4.1 all relevant forms and financial arrangements have been completed and submitted by the dates set out;
- 4.4.2 academic responsibilities are met prior to, during and after the trip;
- 4.4.3 they read, understand, and sign a written Behaviour Contract for the specified field trip(s) /excursion(s). The Behaviour Contract will define the School Code of Conduct and any additional rules that they will be expected to follow on the field trip/excursion (e.g., AP 6822-D "Code of Conduct"). Please see Appendix E for a sample Behaviour Contract;
- 4.4.4 behaviour during, and prior to, the trip is consistent with AP 6822-D "Code of Conduct" and the school code of conduct;
- 4.4.5 preparations for the trip have been made, including appropriate clothing, sun protection, equipment, and supplies;
- 4.4.6 their behavior during the trip is consistent with OPHEA requirements as explained to them;
- 4.4.7 the system of student grouping for supervision purposes is clearly understood; and
- 4.4.8 students are responsible for carrying their Ontario Health Cards or the Health Card Number with them when going outside their local school community.

Failure to adhere to the above responsibilities, prior to or during the trip, may result in:

- i. **the exclusion of the student from the field trip/excursion;**
- ii. the requirement for the guardian/parent to pick up the child; or
- iii. **the requirement for the parent/guardian to arrange for the child to return home at the parent/guardian's expense.**

4.5 The Parent(s)/Guardian(s) will ensure that:

- 4.5.1 they are fully informed on all aspects of the trip, (e.g., have attended the Parent Information Meeting, have read and understands the itinerary);
- 4.5.2 all relevant forms and financial arrangements have been completed and submitted by the dates set out;
- 4.5.3 the school is informed of any changes to the medical profile of their child. If a medical condition exists that may/will require intervention during the trip, it is the responsibility of the parent to contact the supervising teacher to develop a Medical Emergency Plan - AF 6805 and/or Medication Assistance – Request For - AF6802;

- 4.5.4 preparations for the trip have been made, including provision of appropriate clothing, equipment, sun protection, and supplies;
- 4.5.5 they have read and understand the Behaviour Contract that their child is required to sign for the specific field trip. The Behaviour Contract will define the School Code of Conduct and any additional rules that students will be expected to follow on the field trip. Please see Appendix E for a sample Behaviour Contract; and
- 4.5.6 adequate health and hospital insurance coverage has been provided for the duration of the trip.

5.0 Risk Management

- 5.1 The principal will ensure that they have reviewed the [OSBIE Field Trip Risk Management Guideline](#).
- 5.2 All activities either on, or in, the water require a higher level of scrutiny. Field trips involving water related activities require the submission of administrative form AF 5608 "Water Activity Compliance" (see section 3.1).
- 5.3 The principal shall ensure that all safety guideline requirements prescribed by the board and outlined by the OPHEA Guidelines are known and implemented when planning high-risk activities. Principals should refer to the Field Trip/Activity Risk Chart available in the Administrators' Handbook (Field Trip folder) as a resource when planning activities.
- 5.4 Principals and educators will engage in ongoing post-excursion reflection at the school level to collect feedback on best practices and areas for improvement. This could include discussions between principals, outdoor education leads, parents/guardians, volunteers, participating students, and/or third-party organizations (e.g., trip vendors).
- 5.5 Bluewater District School Board reserves the right to cancel field trips/excursions in the event of sudden, unstable political environments, threat of war or terrorism, natural disaster or any other dangerous condition, and will not be held legally liable for any cancellation fees, penalties, fees, loss deposits or forfeiture of any pre-paid costs incurred by students and/or their families (this information must be conveyed prior to the collection of any fees).

6.0 Travel Agency Tours - General Information
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- 6.1 A list of approved Travel Industry Council of Ontario (TICO) registered travel agencies is available through the Bluewater District School Board Purchasing Department. It is requested that staff contact the Purchasing Department regarding appropriate travel agencies when planning their field trips.
- 6.2 Groups must follow the Broader Public Sector Directives, as outlined in AP 3501-D "Purchasing – Guiding Principles and Roles", when requesting quotations for field trips.
- 6.3 Principals shall ensure that all pertinent liability/insurance papers are on file and that travel agencies have provided information on optional cancellation insurance.
- 6.4 Educational Tours arranged by travel agencies may be accepted as valid educational experiences for students.
- 6.5 Ontario Agencies or companies shall be permitted to offer their services in schools preferably only if such agencies or companies have a proven record of providing successful educational trips for students and they meet the requirements of the board to become a vendor.
- 6.6 Required school board procedures on program planning and itinerary, supervision and insurance coverage for travel agency tours will be followed.
- 6.7 To avoid acting in the capacity of a "travel salesperson" as defined in the Travel Industry Act, S.O., 2002, all staff must refrain from accepting cash, taking cheques, or issuing receipts in their own name and accepting remuneration from the travel agency for services. There shall be no personal gain or reward from travel incentives; use of reward points must be used to the benefit of the school (e.g., purchase of equipment, offset transportation costs to and from the airport; used for financial accessibility issues).

- 6.8 The Travel Agency shall provide a responsible liaison person in Canada both prior to and during the tour, and this person's name, telephone number, and address will be made known to all parents/guardians of students on the tour and to the principal or their designate.
- 6.9 Funds raised for travel agency tours are non-board funds and should not be credited to a board budget account. Revenues (funds collected) and related trip expenditures must be tracked in a specific category within the school cash program according to Ministry of Education School Generated Funds Guidelines and the actual funds must be deposited to the school bank account.

APPENDIX A: Quick Reference Chart – Field Trips Level 1, 2, 3 and 4

TRIP LEVELS	EXAMPLES	POLICY AND PROCEDURES	GUIDELINES
<u>Level 1</u> <u>Field</u> <u>Trips/Excursions</u> Principal approval	Activities that include: <ul style="list-style-type: none"> athletic events musical performances professional theatre research destinations like R.O.M., Science Centre, Huronia local attractions (firehall, museum, library, etc.) recreational activities (skiing, snowboarding etc.) lifeguard/instructor supervised swimming instruction at aquatic facilities Outdoor Education Centre or OUTREACH locations within BWDSB (including Level 2 Activities when facilitated by qualified I.O.E.E.S. staff) 	<ul style="list-style-type: none"> BP 5602 –D and AP 5602-D Related Forms: <ul style="list-style-type: none"> AF 5601 – Approval Form AF 5602 – Supporting Information AF 5603 – parental consent AF 5604 – special winter out-of- school trip form AF 6813 – student health AF 5608 - Water Activity Compliance (where applicable) Appropriate Trip Files as per AP 5602-D-3.0 Appropriate supervision arrangements as per OPHEA and OSBIE guidelines BP 6820–D, AP 6820-D and AP 6822-D 	<ul style="list-style-type: none"> School Codes Of Conduct <u>Ontario Safety Guidelines</u> (OPASSE (OPHEA)) Ontario School Boards' Insurance Exchange Risk Management Guidelines OSBIE 'School Board/Snow Resort Safety Guidelines for Out-of-School Trips for Winter Sports Education Programs
<u>Level 2</u> <u>Field</u> <u>Trips/Excursions</u> Principal approval with superintendent consultation at the discretion of the principal	Activities that include: <ul style="list-style-type: none"> trips outside the province (within Canada) trips of two (2) to five (5) calendar days within the province, in a non-wilderness setting 	<ul style="list-style-type: none"> BP 5602 –D and AP 5602-D Related Forms: <ul style="list-style-type: none"> AF 5601 – Approval Form, AF 5602 – Supporting Information, AF 5603 – parental consent, AF 6813 – student health, AF 5608 - Water Activity Compliance (where applicable) Appropriate Trip Files as per AP 5602-D - 3.0 Appropriate supervision arrangements as per OPHEA and OSBIE guidelines Safety Management Plan as per AP 5602-D - 3.1 Parent/Guardian Mtg. as per AP 5602-D - 4.2.13 Confirmation of supervisor/ provider qualifications by superintendent, as required BP 6820–D, AP 6820-D and AP 6822-D 	<ul style="list-style-type: none"> School Codes of Conduct <u>Ontario Safety Guidelines</u> (OPHEA) Ontario School Boards' Insurance Exchange Risk Management Guidelines
<u>Level 3 and 4</u> <u>Field</u> <u>Trips/Excursions</u> Superintendent and Board of Trustees Approval	Level 3 - Activities that include: <ul style="list-style-type: none"> wilderness trips anywhere in Canada Level 4 - Activities that include: <ul style="list-style-type: none"> international travel trips that are greater than five (5) calendar days in duration All trips: <ul style="list-style-type: none"> any trip that involves circumstances which, in the opinion of the 	<ul style="list-style-type: none"> BP 5602 –D and AP 5602-D Related Forms: <ul style="list-style-type: none"> AF 5601 – Approval Form, AF 5602 – Supporting Information, AF 5603 – parental consent, AF 6813 – student health, AF 5608 - Water Activity Compliance (where applicable) Appropriate Trip Files as per AP 5602-D - 3.0 Appropriate supervision arrangements as per Appendix C and D Safety Management Plan as per AP 5602-D - 3.1 Parent/Guardian Mtg. as per AP 5602-D - 4.2.13 	<ul style="list-style-type: none"> School Codes of Conduct <u>Ontario Safety Guidelines</u> (OPHEA) Ontario School Boards' Insurance Exchange Risk Management Guidelines

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TRIP LEVELS	EXAMPLES	POLICY AND PROCEDURES	GUIDELINES
	Superintendent, need to be approved by the Board of Trustees	<ul style="list-style-type: none">• Confirmation of supervisor/ provider qualifications by superintendent, as required• Organizing teacher may be invited to the board meeting• BP 6820–D, AP 6820-D and AP 6822-D	

APPENDIX B: Ice Safety

(excerpt from <http://www.redcross.ca/training-and-certification/swimming-and-water-safety-tips-and-resources/swimming-boating-and-water-safety-tips/ice-safety> - more information regarding ice safety is available through this website)

Ice Factors

Many factors affect ice thickness including: type of water, location, the time of year and other environmental factors such as:

- water depth and size of body of water;
- currents, tides, and other moving water;
- chemicals including salt;
- fluctuations in water levels;
- logs, rocks, and docks absorbing heat from the sun;
- changing air temperature; and
- shock waves from vehicles traveling on the ice.

Ice Colour

- The colour of ice may be an indication of its strength.
- Clear blue ice is strongest.
- White opaque or snow ice is half as strong as blue ice. Opaque ice is formed by wet snow freezing on the ice.
- Grey ice is unsafe. The grayness indicates the presence of water.

Ice Thickness

Ice thickness should be:

- 15 cm for walking or skating alone;
- 20 cm for skating parties or games; and
- 25 cm for snowmobiles.

Always check with local authorities before heading out.

Avoid going out on ice at night.

APPENDIX C - Level 3/4 Trip Protocol (applies to levels 1 and 2 where applicable)

SUBJECT	ITEMS FOR CONSIDERATION
Accessibility to Trips	<ul style="list-style-type: none"> i. Depends on the purpose of the trip – program-based trips must be open for all students to participate; every student must have the opportunity to participate ii. Students with accessibility requirements (i.e., wheelchair) must be accommodated and provisions must be put in place to ensure a successful experience iii. If trip is assessment based – all students must attend; may not be excluded due to inability to pay for trip iv. Every effort must be made to not exclude a student based on financial inability to pay for a trip v. On open trips and those trips with a cap, preference would be given to senior students and/or students who have not travelled previously.
Chaperones (selection of)	<ul style="list-style-type: none"> i. Minimum 3 supervisors recommended for international trips/flights. When possible, gender of chaperones should be taken into consideration. ii. Experience with youth iii. Knowledge of First Aid / medical training iv. Travel experience v. Chaperone experience vi. Reliability vii. Teacher organizer selects chaperones in consultation with administrator to determine number of chaperones required, preference given to those with supervisory experience, knowledge viii. Partners/spouses of staff chaperones may be used as chaperones in cases where they have a particular expertise which would be of benefit to students <u>or</u> when no other chaperones meet the selection criteria. ix. Principals will ensure that there are no conflicts with current collective agreements when selecting staff chaperones. x. Parent / Community chaperones must complete Criminal Background Check (which includes Police Reference Check and Vulnerable Sector Screening) and CAS check xi. Staff must clearly articulate expectations with parents xii. Parent chaperones are bound by same rules as staff and must also abide by the School Code of Conduct and AP 6822-D “Code of Conduct” xiii. Chaperones must be twenty-one (21) years of age or older xiv. Staff and chaperones are not to consume, alcohol, cannabis, or other intoxicants at any point during the trip
Conflict of Interest	<ul style="list-style-type: none"> i. Staff / chaperones may not take their own child(ren) on a field trip unless the student is attending the school organizing the trip and is part of the eligible group.
Cost of Trips	<ul style="list-style-type: none"> i. Minimize cost per student and focus on quality of the experience in relation to learning goals (value for money) ii. Clearly communicate to parents/guardians/students all known and potential costs to students iii. Focus on equity for all students, concern regarding financial issues of families iv. Secondary Schools MUST arrange coverage for teacher(s) through the use of on-calls. Occasional teacher coverage may be used after on-calls are exhausted as long as there is no cost student. v. Elementary Schools MUST arrange coverage for teacher(s) and develop alternate learning plans for those students not attending the field trip. vi. Fundraising should be conducted in accordance with BP 4655-D “Fundraising in Schools” vii. Incentives from travel vendor should always be applied to the cost of the overall trip. viii. any excess money collected should be reimbursed to students on trip or it may be used to offset expenses related to transportation to and from airport / entrance fees not originally covered by trip plan etc. ix. Plan well ahead of the departure date (long lead time is positive approach for making it financially possible for families) to allow families to budget. x. Approach local service clubs for financial support. xi. Clearly communicate payment dates to students/parents xii. Utilize monthly payment plans or multiple equal payments to help families manage payments. xiii. Establish clear deadlines with flexibility built in for special circumstances. xiv. Follow AP 3501-D when requesting quotes for field trips. xv. Provide contingency plans in case a student drops out of trip.

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SUBJECT	ITEMS FOR CONSIDERATION
Incentives from Travel Vendors	<ul style="list-style-type: none"> i. Funds raised for travel agency tours are non-board funds and should not be credited to a Board budget account. Revenues (funds collected) and related trip expenditures must be tracked in a specific category within the School Cash program according to Ministry of Education School Generated Funds Guidelines and the actual funds must be deposited to the School Bank account. ii. Full disclosure of incentives must be made to students and parents and how they will be used. iii. There shall be no personal gain or reward from travel incentives; use of reward points must be used to the benefit of the school – e.g., purchase of equipment, offset transportation costs to and from the airport; used for financial accessibility issues. iv. Costs covered for the teacher organizer(s) are not considered to be a form of personal gain.
Number of International Trips Per School, Per Year	<ul style="list-style-type: none"> i. No limit will be placed on the number of trips, but administration and staff must consider the following: student interest, financial impact on students; impact on the operations of the school; time of the year; number of school days missed. ii. Teachers interested in beginning plans for a trip are advised to consult with their colleagues and administration to determine if a trip is viable / if school community can support the trip.
Covering Teacher Absences	<ul style="list-style-type: none"> i. Expectation that there is limited cost to the school and no cost to students. ii. Travel incentives may be used to cover cost of occasional teacher, if required.
Procuring an Educational Excursion Vendor	<ul style="list-style-type: none"> i. Quotes are obtained according to procedures defined in AP 3501-D “Purchasing - Guiding Principles and Roles” by contacting the Purchasing Department. ii. Follow board purchasing practices.
Safety	<ul style="list-style-type: none"> i. Board permission is for Bluewater District School Board students, staff, and approved chaperones only. ii. Student and staff safety is paramount; trips may not be organized for any country where the safety of Bluewater District School Board students and staff would be placed in jeopardy. iii. Stay with published itinerary – parents need to know where students are in case of need to contact; permission by trustees is based on proposal itinerary. iv. Entire itinerary must be approved by the Board of Trustees, any alterations and changes must be re-presented to the Board of Trustees. v. Anticipate upsets, unexpected situations (metro tube shuts down) . vi. Travel alerts – monitor Government of Canada advisory website. vii. Ensure Cancellation insurance is included with travel vendors (in case of travel alert causing cancellation of trip). viii. Ensure adequate number of chaperones, appropriate selection of chaperones. ix. Inherent risk activities as defined by OPHEA Guidelines – i.e., water-based activities; hot air balloons; helicopter rides; must be highlighted in discussions with the Board of Trustees. x. For trips involving water-based activities, follow additional safety requirements, as outlined in section 3.1, in coordination with OPHEA Guidelines. xi. Field trips involving water-related and/or wilderness-based activities also require the submission of administrative form AF 5608 “Water Activity Compliance. xii. Safety Management Plan is in place. xiii. Appropriate insurance certificates must be provided.
Student Code of Conduct	<ul style="list-style-type: none"> i. Students must abide by school code of conduct and AP 6822-D “Code of Conduct.” ii. If it is determined a student does not meet code of conduct criteria the principal will communicate that decision to the appropriate superintendent. iii. Students must read and sign a Behaviour Contract, where appropriate (see Appendix E).

Appendix D Recommended Consent Letter for Children Under the Age of 16 Travelling Abroad

Street address, city, province/state, country of parent/guardian(s)
Telephone and email of parent/guardian(s)

To Whom it May Concern:

I / We, _____ (*full name(s) of guardian/parent(s) / person(s)*) give consent for _____ (*child's full name*) to travel to _____ (*name of destination country/countries*) between the dates of _____ (*date of departure to date of return*). I/we am/are the parent(s), legal guardian(s) or other authorized person(s) with custodial rights, access rights, or parental authority over the following child.

Information about travelling child:

Date and place of birth: _____ (*dd/mm/yyyy, city, province/territory*)
Number and date of issue of passport (if available): _____ (*number dd/mm/yyyy*)
Issuing authority of passport (if available): _____ (*country where passport was issued*)

This child has my/our consent to travel with:

Name of supervising teacher(s): _____
Full name of Bluewater District School Board secondary school: _____

Signature(s) of person(s) giving consent: _____
Full name of person(s) giving consent (printed): _____
Signature of witness: _____
Full name of witness (printed): _____

dd/mm/yyyy dd/mm/yyyy

city, province/territory: _____

Questions regarding information in this consent letter should be directed to the person(s) or organization giving consent.

APPENDIX E - Field Trip / Excursion Approval Checklist

Please ensure that all the following areas are complete **BEFORE** forwarding AF 5601 "Field Trips/Excursions - Approval Form" and AF 5602 "Field Trips/Excursions – Supporting Information" to the office of the superintendent of education responsible for your area of schools for Board of Trustees approval.

Supervising Teacher Signature: _____ Date _____

Principal or Designate Signature: _____ Date _____

Please include signed checklist in field trip/excursion folder

ALL field trips MUST (requirements noted with * apply to Level 3/4 trips ONLY):

1. include all **connections to the curriculum** expectations in the related course(s), with specific reference to student learning for the relevant programs by completing AF 5602. ☐
2. be inclusionary and financially accessible to students for whom the trip is planned. (Course trips – to any student registered in that course; Open school trips – to any student registered in the school). ☐
3. adhere to the five (5) months' notice in advance of the departure for Board of Trustees approval for Level ☐
- * 4 trips. Level 3 trips need to be submitted with a minimum of four (4) months' notice. ☐
4. have a **detailed itinerary**, beginning with departure and return details from school. **Note:** highlight any inherent high-risk activity; provide rationale for including activity in travel plans; provide evidence of OPHEA compliance. ☐
5. include a map outlining areas of travel destinations ☐
- * ☐
6. submit, **each time**, an up-to-date liability certificate from travel agency/vendor, along with any ☐
- * venue/vendor service contracts and required forms ☐
7. not include or be taken on a Professional Activity (PA) Day, unless under extraordinary circumstances ☐
8. ensure that a maximum 10:1 and a minimum of 15:1 student to teacher/chaperone ratio is covered (depending on the nature of the trip/special supervision requirements, a lower student to teacher ratio may be appropriate) ☐
9. (elementary schools) arrange coverage for teacher(s) and teachers will develop alternate learning plans for those students not attending the field trip. ☐
10. (secondary schools) arrange coverage for teacher(s) through the use of on-calls. Occasional teacher coverage may be used after on-calls are exhausted as long as there is no cost to the student. ☐
11. ensure that the 'inherent risks' listed on AF 5602 are duplicated on AF 5603 (page 2) (which is sent to parent(s)/guardian(s) for approval). ☐
12. list **cost breakdown** of the trip for the student and chaperones (known and potential), e.g., meals, transportation, incentives received etc. A cost breakdown will also be reviewed at the Parent Information Meeting. ☐
13. list proposed **fundraising activities** and amounts to be raised per student. It is an expectation that these trips be financially accessible to any student for whom the trip is planned ☐
14. submit a Safety Management Plan (see Section 3.1) (field trips involving water related activities also require the submission of administrative form AF 5608 "Water Activity Compliance"). ☐
15. All trip approval requests MUST be completed electronically, approved, and signed by the principal and ☐
- * forwarded by email (or fax if email is not available) to the executive assistant for your area superintendent ☐
16. ensure that the Broader Public Sector Directive, as outlined in AP 3501-D "Purchasing – Guiding Principles and Roles", is followed when requesting quotations for field trips. ☐
17. MUST ensure that students/parents have read, understood, and signed a Behaviour Contract for the specified trip(s). ☐

APPENDIX F - Sample Field Trip Behaviour Contract

Behaviour Contract

****Insert TRIP NAME/DATE** - **Insert School Name****

The purpose of this contract is to ensure that there is a common understanding between participants, their families, and staff, regarding appropriate and expected behaviour on field trips/excursions. Participation on a Bluewater District School Board field trip/excursion is a privilege. The manner in which you conduct yourself reflects upon Bluewater District School Board and others on the field trip/excursion.

The following standards of behaviour must be followed at all times during the field trip/excursion. Please read this contract carefully with your parent/guardian.

STANDARDS FOR BEHAVIOUR

1. Participants will conduct themselves in a safe and respectful manner at all times. They will follow the direction of the staff/instructor/chaperone/supervisor at all times.
2. Participants are bound by their School Code of Conduct and AP 6822-D "Code of Conduct" (attached).
3. Participants will not participate in any form of violent or harassing behaviour.
4. Participants are not to leave or separate themselves from the group at any time, unless approved to do so by a staff/instructor/chaperone/supervisor
5. Participants will not damage or deface any property. Parent(s)/Guardian(s) will be held responsible for any monetary reimbursements due to property owners.
6. Participants will be prompt for all itinerary events.
7. Participants will refrain from entering hotel rooms assigned to other participants without first receiving permission from a staff/instructor/chaperone/supervisor.
8. Participants will respect curfew.
9. The use of hand-held electronic devices is solely at the discretion of the staff/instructor/chaperone/supervisor.
10. Participants will not use verbally inappropriate, abusive language, or physically inappropriate or abusive actions at any time.
11. Participants will always behave in a manner that respects the rights of others and befits a representative of Bluewater District School Board.

Please note that these expectations are not intended to be all-inclusive, and any action deemed unsuitable or unsafe by staff/chaperones etc may be subject to disciplinary actions. The following consequence may be imposed depending upon the severity of the incident(s):

- a. Warning
- b. Further administrative action upon return to school
- c. Participant required to call home (at their own cost) to notify parent(s)/guardian(s) about the incident(s)
- d. Participant sent home at the expense of their parent(s) guardian(s)

-----Please sign and return entire contract-----

*Original Behaviour Contract will be kept in the School Trip File and a copy will be provided to student

**I have read the Behaviour Contract, attached School Code of Conduct,
and AP 6822-D "Code of Conduct" and agree to comply.**

Student Signature

Student Name (please print)

Date

Parent/Guardian signature

Parent/Guardian Name (please print)

Date

APPENDIX G - Safety Management Plan Checklist

The following seven items must be submitted to the area superintendent as part of the Request for Approval (General outline four months in advance for Level 3 trips, five months in advance for Level 4 trips). Updated list must be provided two weeks prior to the trip:

1. Itinerary and a route map (including risks, counter measures and escape plans) ☐
2. A phone "check-in" schedule that is mutually acceptable between the school administrator and the supervising teacher ☐
3. Where trip group can be reached at times other than the arranged phone "check-in" schedule ☐
4. Local emergency numbers in the trip area ☐
5. Contingency plans ☐
6. An equipment list that includes appropriate safety, first aid and communication devices (cell or satellite phone, as required by available service) ☐
7. Complete list of all modes of transportation, including Form AF 4705 "Volunteer Driver Authorization to Transport Students", if volunteers are being utilized to transport students ☐

For field trips involving water-based and/or wilderness-based activities, the following additional requirements must be satisfied, and documented in the Safety Management Plan:

8.
 - the minimum requirements of Transport Canada's Safe Boating Guide, are followed, and required equipment is used, where applicable. ☐
 - proof of pre-trip skills/qualifications of each trip leader/chaperone is submitted, along with the field trip request. ☐
 - students must satisfy OPASSE (OPHEA) swim test requirements in order to participate. ☐
 - trips involving water related activities also require the submission of administrative form AF 5608 "Water Activity Compliance. Results of swim tests are communicated to parent(s)/guardian(s), principal, and area superintendent (when required by trip level). ☐
 - participants wear correctly fitting/fastened, Transport Canada approved, personal floatation devices (PFD)/lifejackets (when approaching and on the water), as identified by OPHEA; ☐

The following item must be submitted the area superintendent at least two weeks before trip departure:

9. A full participant list that includes volunteers and the supervising teacher. ☐
10. Finalized itinerary with contact numbers and check-ins. ☐

The following should not be sent to the area superintendent, but are to be kept in the School Trip File:

11. Home or emergency contact numbers for all trip participants ☐
12. Copies of student health information ☐
13. Copies of passports for all participants (for international trips) ☐

APPENDIX H – Guiding Questions for Field Trip/Excursion Approval

These questions will guide the selection of equitable trips that provide inclusive and enriching experiences for all Bluewater District School Board (BWDSB) students. When choosing equitable Level 2, 3, and 4 field trips for students, please consider these guiding questions:

1. Does the trip experience offer inclusive opportunities for all students, regardless of their backgrounds, abilities, or identities?
2. Is the location accessible and inclusive for students with disabilities or mobility challenges?
3. Does the trip align with all students' diverse cultural, racial, and linguistic backgrounds?
4. Does the trip provide educational content that promotes understanding, empathy, and respect for different cultures, histories, and perspectives?
5. Are there opportunities for students to actively engage and participate in the trip experience, ensuring equitable learning opportunities for all?
6. What measures have been undertaken to ensure that all students, wishing to participate, have equity of access to the trip. Have measures such as fundraising, minimizing cost through the selection of destination, providing students will 'lead time' (appropriate school-based planning), affordable admission fees, transportation options, etc. been considered?
7. Does the field trip offer opportunities for students to connect their classroom learning with real-world experiences?
8. Does the field trip promote gender equity and inclusivity, ensuring equal participation and representation of all students? Please reference administrative procedure AP 6303-D "Equity and Inclusive Education".
9. Are there measures in place to accommodate the student's dietary restrictions, religious beliefs, or cultural practices during the field trip?