



PREAMBLE

Field trips, whether directly related to the curriculum or not, are enriching activities that also enrich relationships. Whether students are studying rocks and minerals at a road cut or taking a boat trip down the Ottawa River as part of a year-end class trip, they need to marvel at God's creation and appreciate the company of others as they explore and reflect.

Field trips take place outside of the school building, and generally require careful and detailed planning, especially in terms of student safety. Obligations for supervisors and volunteers increase with the length of the field trip.

This Policy is intended to provide direction concerning important considerations when planning a field trip. An important resource is the *School Trip Information, Acknowledgement, and Permission Form* (Appendix A). This Policy stands alongside the *Supervision Standards Policy, Prevalent Medical Conditions Policy, and Volunteer Policy*.

Definitions

A **field trip** is typically defined as an off-site excursion for students. Such a trip enhances learning and is organized and primarily supervised by staff members. Transportation is usually required. There are two types of field trips:

- A **mandatory field trip** is directly related to the curriculum and eligible students are expected to attend. When possible there is no extra cost to the student, and transportation is provided by the school.
- A **non-mandatory field trip** usually does not relate directly to the curriculum, the benefits are more often social or physical rather than primarily academic. The main objective for such a trip is often to simply provide a fun experience while building community.

POLICY

Quinte Region Christian Schools (the "School") encourages its teachers to plan field trips so that students can be exposed to learning opportunities and resources outside of the classroom. The School emphasizes that student safety is the priority for each field trip. All field trips must be organized and supervised by School staff, be age appropriate, and meet School policies and values. The teachers will make every effort to accommodate students with special needs, ensuring equal access and supervision for all students in accordance with their individual education plans. Prior to the field trip, the School will provide, in writing:

- information about the field trip, including the objective of the trip and other particulars concerning travel, time, clothing, activities, etc.;
- behavioural expectations for students, and supervisory expectations, roles, and responsibilities for teachers and volunteers;
- all necessary resources, including directions, curriculum handouts, and a cost estimate and reimbursement protocol for the volunteers if applicable; and
- an explanation of the field trip cancellation protocol.

For safety reasons, the School will make every effort to provide school bus transportation or involve public transportation. In the event volunteer drivers are needed, these drivers must:

- (a) be 25 years of age or older;
- (b) have a valid driver's license;
- (c) have minimum \$2 million personal liability insurance coverage;



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- (d) have the appropriate number of seat belts or booster seats, where applicable (refer to Ontario's [Highway Traffic Act](#) for regulations).

While mandatory trips are viewed as extensions of the School's curriculum and student attendance is required, the parent must complete a school field trip permission form. This form is mainly intended for insurance compliance reasons.

Mandatory field trips may include assessment and evaluation. Teachers may provide comparable assessment and evaluation for those students who do not attend mandatory field trips. This possibility should be advised well in advance.

For any non-mandatory field trips, the School will ensure participants meet class and school requirements; costs and absence from school are minimized wherever possible, and the trip does not include assessment or evaluation.

Any overnight field trip will require separate approval from the Campus Principal. Paperwork, i.e., itinerary, fees (where applicable), emergency contact numbers, permission forms, criminal background checks of volunteers, insurance verification, etc., must all be obtained by the School well in advance of the trip. The School will seek to ensure proportionate gender representation of supervisors for overnight field trips.

Where parents are asked to serve as volunteers or chaperones for a field trip, they should refrain from bringing younger children or anyone else with them so they can assist the teacher supervisors without distraction. All supervisors and volunteers must be aware of students with anaphylaxis, asthma, diabetes, epilepsy, and other prevalent medical conditions. A briefing or review prior to the trip concerning intervention procedures is recommended.

The School will seek to meet the following minimum supervision ratios for most field trips:

- (a) Kindergarten: 1 adult to 5 students
- (b) Grades 1 – 3: 1 adult to 8 students
- (c) Grades 4 – 6: 1 adult to 10 students
- (d) Grades 7 – 8: 1 adult to 12 students
- (e) Grades 9 – 12: 1 adult to 15 students



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APPENDIX A – School Trip Information, Acknowledgement, and Permission Form

At Quinte Region Christian Schools (the “School”), we prioritize the safety of our students. All students require parent or guardian permission to participate in out-of-school trips, as evidenced by completing this form. For insurance liability compliance issues, we cannot accept verbal, telephone, or electronic permission from parents/guardians. ***Students without returned forms will not be permitted to attend.*** We have student OHIP numbers on file and will have them with us. All volunteers, chaperones, and drivers need to have a current police check on file at the office. Drivers need to have a current copy of their insurance slip on file at the office.

DATE OF EVENT	
DESTINATION(S)	
PARTICIPANTS	[Class(es)/Club/Group]
DESCRIPTION	[Curricular Connections/Purpose/Type of Event]
SUPERVISORS	
CONTACT # AT EVENT	[e.g. destination phone number; supervisory staff phone number(s)]
FEEs	
DEPARTURE TIME	
RETURN TIME	
MODE OF TRANSPORTATION	
ITEMS TO BRING	[Indicate student dress, items to bring and not bring, other information about logistics, etc. and any additional risks not included in the acknowledgement]
	[e.g. Show respect and support to all staff and supervisors. Understand they are to follow all school rules during the trip, and failure to do so may result in a parent/guardian being called to pick the student up from the activity.]

Please review, complete, sign, and return this **entire form** to your child’s teacher no later than **[Date]**. (Note: you will receive an electronic copy of the trip details for your future reference.)



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I, _____ (parent/guardian), acknowledge the existence of known hazards and the potential for unknown or unforeseeable hazards inherent in leaving school property for field trips. I understand that there are risks involved in my child's participation in the Activity, which may result in any manner of serious or fatal injury or illness. I understand that these risks include, but are not limited to, those relating to the following (please check that you have read each): **[List may be customized depending on the nature of the excursion]**

- Motor vehicle traffic and travel in motor vehicles
- Use of additional or specialized equipment
- Natural hazards (including inclement weather, terrain, and natural disasters)
- Environmental hazards (including allergies, heat and cold-related ailments, insect and animal encounters)
- Personal and general physical injuries (including slips, trips, falls, cuts and scrapes)
- Accessibility to public, retail, commercial, or institutional establishments (includes presence of strangers)
- Food-related hazards (including allergies and gastro-intestinal ailments)
- Negligence or criminal acts of others (including theft, vandalism, and loss or damage to personal property)
- Risks arising from interaction with others (including contracting illness or infection)

I also acknowledge and understand that despite all reasonable precautions, circumstances may arise which are not foreseeable, or which are beyond the control of the School.

Rules and Regulations (Check each)

- My child has been informed that he or she must comply with the rules and regulations, including directions and instructions from School teachers, instructors, and supervisors, as provided to students while participating in the Activity (this shall include his or her participation in all of the introductory sessions and meeting all prerequisites prior to participation in the Activity, if applicable). Failure to do so may result in my being called to pick the student up from the Activity.
- I agree to counsel my child to follow all instructions given by School staff, to act safely and responsibly at all times, and to follow all safety policies and procedures of the Activity.
- I agree to supply suitable equipment and clothing for my child's participation in the Activity and to take all precautions that the School, in its sole discretion, deems advisable.

Release, Waiver, and Indemnity (Check each)

In consideration for the School permitting my child to participate in the Activity, I agree that:

- To the best of my knowledge, my child is physically, mentally, and emotionally capable of participating in all aspects of the Activity. I have provided the School with complete and current medical information and agree that should my child require medical attention beyond that furnished by the Activity, I will be responsible for any expenses incurred. I recognize that, if warranted, the School will transport my child to the hospital.
- My choice to permit my child to participate in the Activity brings with it the assumption of risk and results which are part of this Activity. I also understand and acknowledge that all of the potential risks cannot be listed in this form, and some circumstances may arise that are not foreseeable or are beyond the control of the School.
- I will not commence or participate in any type of claim or lawsuit, will waive any and all claims I may have, and release from all liability the School and its officers, employees, agents, and representatives, for any loss, injury, or damage sustained as a result of my child's participation in the Activity.
- I understand, acknowledge and assume all of the potential risks and responsibilities involved in this Activity as outlined above in accordance with this permission form. I further acknowledge that I have been informed of my right to obtain as much information about the Activity as I feel is necessary.

I hereby give my full, voluntary, and informed consent for my child to participate in the Activity. I understand that by signing below, I am acknowledging the risk of the participation of my child in the Activity as described above, and my agreement to the above provisions.

Student Name		Student Grade	
Parent Signature		Date	



APPENDIX B - Field Trip Planning Checklist for Staff

Information

- Check school calendar for conflicts or collaborative opportunities
- Prepare Permission Form including description details
- Confirm event/destination booking and costs
- Office has a copy of the finalized field trip details

Volunteers

- Number Students: ____
- Number of Staff Supervisors: ____
- Number of Other Supervisors: ____
- Ratio of Supervisors to Students: 1 : ____
- Volunteers have completed Police Checks (Confirm with office)

Transportation

Drivers (if applicable)

- Number of Drivers: ____
- Completed Police Checks
- Proof of a valid class G drivers licence
- Proof of a current valid insurance policy (minimum \$2 million liability)
- Drivers must be 25 years of age

Bus Rental (if applicable)

- Provide bus company details of the trip
- Arrange pricing and confirm booking
- Acknowledgement that discipline on the bus is the responsibility of school staff

Safety Issues - Check and update permission form

- Confirm destination and supervisor phone numbers
- Obtain class list with Health Numbers
- In emergency call 911, school, parents/guardians

Special Instructions

- Outline items to bring
- Include details for special logistics to/from and at the destination
- Are there any special rules/expectations for students and/or supervisors

Rules and Expectations

- Parents and supervisors are provided expectations in advance
- Supervisors should be provided with maps, group lists, expectations, etc.

Student Behaviour

- School rules apply - at all times for students
- Students are expected to respect and listen to the adults
- Review general and specific expected behaviours before the trip
- Begin the trip with prayer and/or devotions