



AP 260 FIELD TRIPS

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Background

Experiences beyond the classroom can play an important part in the education of students, and therefore, the school authorizes field studies and student excursions within Canada that complement the School curriculum. Purposeful, carefully planned field studies are valuable educational opportunities that promote student learning and personal development.

The school is committed to ensuring that a safe learning environment is provided to students, volunteers and staff while participating in field trips. The health, safety and welfare of students are of the utmost importance in all activities that occur away from school premises.

Each field trip shall have a teacher employed by the Calgary Girls Charter School designated as the lead teacher.

Definitions

Field Trip: shall mean any off-site instructional activity or a student activity that occurs at any place, and for any duration, away from the school/school grounds. In order of planning significance, off-site activities shall include categories as follows:

- A. Same-day, within city limits: Field Trips which occur during regular school hours (Category A Trip - Low Risk);
- B. Provincial, same-day, within city limits: Field Trips which occur within the same day, outside city limits, within the province of Alberta (Category B Trip - Low or Moderate Risk);
- C. Interprovincial and/or Overnight off-site activities: shall include multi-day activities that occur within and/or outside the province of Alberta, but within Canada. (Category C Trip -Moderate/Elevated Risk)
- D. International off-site activities: shall include multi-day activities that occur out of the country of Canada. (Category D Trip - Elevated Risk)

Lead Teacher shall mean a teacher employed by the CGCS who organizes an off-site activity and accompanies the student(s) on the activity. The Principal retains overall responsibility for designating the lead teacher and shall serve as the key supervisor of any activity where there is not a teacher.

Prohibited Activity	shall mean an activity that is excluded and not accepted in the Calgary Girls Charter Schools. These activities include, but are not limited to <i>Appendix I: Risk Management: Prohibited Activities</i> .
Considerable Risk Activity	involves and shall include any activity with a foreseeable potential for injury. These programs include, but are not limited to <i>Appendix I: Risk Management: Considerable Risk Activities</i> .
Safety Guidelines	shall mean the most recent version of the School Physical Activity Health & Education Resource for Safety (myspheres.ca)

Procedures

1. The lead teacher is to meet with the Principal for field trips categorized as Category B, C and D trips to discuss the timelines and requirements for submission of a proposed trip. Field trips are requested through the submission of Calgary Girls School Field Trip *Form AF260A - Field Trip Request* to the School Principal.

2. **Advance Planning Requirements**
 - 2.1. All field trip requests begin with the completion and submission of *Form AF260A – Field Trip Request Form* to the School Principal within the following advance notice timelines:

2.1.1.	Category A (City Limits - Same Day)	3 weeks
2.1.2.	Category B (Provincial - Same Day)	4 weeks
2.1.3.	Category C (Overnight/Interprovincial - Multi Day)	8 - 12 weeks
2.1.4.	Category D (International - Multi Day)	6 months

3. **Field Trip Approval Procedures**
 - 3.1. Prior to proceeding, each field trip must receive the appropriate level of approval as follows:
 - 3.1.1. Approval from the Principal for Local field trips or those within the Province of Alberta with notification to the Superintendent when the trip is outside the environs of the City of Calgary or involves an overnight stay.
 - 3.1.2. Approval from the Principal and Superintendent for out of province trips within Canada upon recommendation of the Principal to the Superintendent and with notification to the Charter Board.

4. **Student Accessibility**
 - 4.1. The Principal must ensure that eligibility criteria are established for all school field trips. This may include financial, behaviour, emotional, medical and physical fitness criteria.
 - 4.1.1. The Principal will ensure that every field trip is accessible to all learners, which includes removing financial barriers. A student may only be excluded from a field trip at the

Principal's discretion, and only after consultation with the parent/guardian.

- 4.2. Field trips are an important part of learning that is connected to the curriculum. Each activity shall have educational outcomes established for the activity that are in alignment with the Alberta curriculum and the school's educational program (co-curricular or extra-curricular). *Form AF260B - Alignment with Program of Studies and Intended Learner Outcomes* is to be submitted to the Principal as part of the field trip approval process.
- 4.3. Once approved, the lead teacher shall ensure that there is no substantial variance from the approved itinerary except in the case of an emergency situation. Should the original field trip proposal vary from the original submitted/approved plan, the field trip package must be updated and resubmitted, and if an acknowledgement of risk has been signed by a parent(s), a new acknowledgement of risk completed.

5. Resources to Support

- 5.1. School field trips are self-supporting which may involve fund raising, and may not create a deficit to the school. In special circumstances Alberta Education funds may be used. Teachers are responsible for considering all expenses associated with the field trip (ex. sub coverage, transportation, program fees), and submit a budget plan for supporting the field trip.
- 5.2. The demand for funds to support a field trip is balanced with the needs of the school.

6. Safety Assessment and Hazard Identification

- 6.1. The Principal is responsible for ensuring that a reasonable assessment of the risks involved is completed in cooperation with the Lead teacher.
 - 6.1.1. The Principal must ensure that the Lead Teacher is aware of Prohibited and considerable risk activities as outlined in **Appendix 260-A: Risk Management – Prohibited and Considerable Risk Activities**. Note: This is a partial listing of activities. Other activities being considered in the context of CGCS school programs must be assessed from a risk management perspective before being approved.
 - 6.1.2. The Principal must ensure that the Lead Teacher has completed a field trip risk assessment for the proposed field trip and has outlined strategies for reducing risks to participants.

Note: This form may need to be supplemented with additional information related to risk assessment at the Principal's or Superintendent's direction.

- 6.2. The Principal shall ensure that off-site activities that may involve considerable risk receive insurance verification through school authority insurance as prudent to do so.
- 6.3. The Principal, in consultation with the Lead teacher shall consider all foreseeable

risks; notably:

- 6.3.1. The activity proposed shall be suitable to the age, mental and physical condition of each student;
- 6.3.2. The students shall have previously been progressively taught and coached to perform expected activities properly and to avoid foreseeable dangers;
- 6.3.3. Where students must provide equipment for the field trip, each student's equipment shall be thoroughly checked and approved by the Lead teacher to ensure that all equipment is suitable to the activity prior to participation;
- 6.3.4. The safety assessment is to include a list of all activities and locations and the hazards for those activities and locations.
- 6.3.5. Each identified hazard must be managed by either:
 - 6.3.5.1. Avoiding the hazard.
 - 6.3.5.2. Altering the activity.
 - 6.3.5.3. Implementing safety precautions.
 - 6.3.5.4. Accepting the level of risk caused by the hazard.
- 6.3.6. The SPHEREs (School Physical Activity, Health & Education Resource for Safety, 2021) is endorsed by Alberta Education and is to be used as a guideline when planning school field trips. The document is available at [SPHEREs – School Physical Activity Health & Education Resource for Safety \(myspheres.ca\)](https://myspheres.ca)
- 6.3.7. When reasonably feasible, the safety assessment will include a site visit and otherwise, information will be gathered through other means.
- 6.3.8. An adequate contingency plan shall be predetermined and in place to respond to unforeseen severe weather emergencies.

7. Supervision Requirements

- 7.1. The Principal shall ensure adequate preparation and supervision for all field trips.
- 7.2. The supervisory arrangements will depend upon:
 - 7.2.1. Age, maturity, needs and ability levels of the students.
 - 7.2.2. The inherent risk of the activity.
 - 7.2.3. The circumstances of a particular activity.

7.3. Ratio Guidelines

Supervision ratios vary depending on the above-mentioned factors. The following guidelines should be considered when planning a school field trip.

- 7.3.1. Kindergarten (1 adult to every 5 students)
- 7.3.2. Gr. 1 - 4 (1 adult to every 8 students)
- 7.3.3. Gr. 5 & 6 (1 adult to every 8 students)
- 7.3.4. Gr. 7 to 9 (1 adult for every 12 students category A and B, 1 adult for every 10 student category C and D)

7.4. The Principal shall be satisfied that one or more supervisor(s) assigned to accompany students in any outdoor pursuit or considerable risk activities are sufficiently trained (eg wilderness first aid) for the activity and have been appropriately briefed on at least the following topics to make informed choices about participating:

- 7.4.1. Behaviour expectations/responsibilities for supervisors and students;
- 7.4.2. Foreseeable risks that may arise from participation in the activity;
- 7.4.3. Appropriate roles during the activity or in emergency circumstances;
- 7.4.4. Plans and strategies for any of the activities, e.g., site, conditions, routes, etc.;
- 7.4.5. Safety precautions and plans for responding to emergency situations/accidents;
- 7.4.6. Feasible contingency plans and emergency equipment/procedures have been established to address foreseeable emergencies, e.g., weather conditions, medical/health issues, accidents;
- 7.4.7. Cancellation implications; and
- 7.4.8. Sufficient numbers of supervisors who accompany groups for outdoor pursuits/considerable risk activities are selected on the basis of their ability to effectively support all participants through their knowledge, skill, fitness and experience to be a positive factor and minimize risks.
- 7.4.9. Staff who are part of the organization hosting the field trip may be considered in calculating student ratio, at the Principal's discretion.
- 7.4.10. The student to supervision ratio must be maintained throughout the duration of the field trip, including during transportation, night...

8. Parent Permission/Consent

Students may only participate on the field trip if a parent/guardian has signed the appropriate Acknowledgement of Risk form. No other form of permission may be provided for participation.

(Administrative Form Part C of Field Study Package - Consent of Parent or Guardian and Acknowledgement of Risk)

8.1. In order to ensure informed consent, parents shall be provided by the lead teacher, the following information:

- 8.1.1. Purpose or educational goal(s) of the field trip.

- 8.1.2. Proposed itinerary.
 - 8.1.3. Description of the activities or events proposed.
 - 8.1.4. A list of potential hazards that may be encountered on this field trip.
 - 8.1.5. Safety precautions that have been put into place to mitigate the risk.
 - 8.1.6. Emergency procedures to be followed in the event of an injury, illness or unusual circumstances.
 - 8.1.7. The need for additional medical coverage for out-of-province trips.
 - 8.1.8. Accommodation arrangements, if any.
 - 8.1.9. Method of transportation to be used.
 - 8.1.10. Arrangements for supervision.
 - 8.1.11. Cost to the student.
 - 8.1.12. Procedures during student emergency/evaluation/lockdown - consent to medical treatment (ie. calling 911, administering medications appropriate for the situation - field trip is an extension of the school environment)
- 8.2. In addition, parents need to be informed about other special circumstances related to the field trip:
- 8.2.1. Special equipment
 - 8.2.2. Special Protective clothing required
 - 8.2.3. Appropriate food (lunches/snacks)
 - 8.2.4. Style of supervision provided (ie. are there times where the student would be unsupervised?)
 - 8.2.5. Insurance coverage for instances where the schools insurance would not cover (ie. interprovincial/international travel)
- 8.3. The permission form shall be signed by the parent or guardian and secured prior to the occurrence of the activity.
- 8.4. A parent information meeting is required for any overnight field trip.
- 8.5. For school activities that involve more than one (1) trip outside the boundaries of the School such as swimming lessons, physical education classes, interschool sports, a one-time (single) parent permission form will suffice if the information includes a schedule of the activities.
- 8.5.1. Should any of these be for out of town or overnight trips, then separate field trip parent permission forms must be obtained for each trip.
- 8.6. The one-time (single) parent permission will suffice for scheduled and unscheduled walking field trips in the neighbourhood of the school.
- 8.7. Field trip supervisors are not to deviate from the proposed activities once parental

permission has been received.

- 8.8. The parent permission form shall:
 - 8.8.1. Include consent from the parents authorizing the supervisors to arrange for necessary medical treatment.
- 8.9. Specifically require parents to indicate a child's skill level for any high-risk activity such as swimming or skiing.
- 8.10. Following the completion of the field trip, the lead teacher must submit all consent forms associated with the field trip, along with relevant documentation, for storage and future reference.

9. Transportation

Each activity shall be organized in a manner that conforms to Charter Board policies and Administrative Procedures regarding student transportation and the use of private vehicles. The acceptable mode of transportation of students for school related field trips, excursions, and sports events is by commercial carrier. Parents and/or staff will not provide personal transportation to, during or from the field trip.

In an emergency the Principal may approve private vehicle transportation.

10. Role of the Lead teacher

- 10.1. Overview
 - 10.1.1. A lead teacher as designated by the Principal has the overall responsibility of the field trip.
 - 10.1.2. The lead teacher is responsible for initiating, planning, implementing and supervising the field trip.
 - 10.1.3. For all field trips the lead teacher is authorized by the Principal and has the authority to make decisions that will be supported and implemented by other staff and volunteers.
- 10.2. The Lead teacher must:
 - 10.2.1. Comply with the requirements of this Administrative Procedure.
 - 10.2.2. Consult with and obtain the approval of the Principal before and during the planning of any field trip.
 - 10.2.3. Have the training and knowledge necessary to competently plan and supervise the field trip.
 - 10.2.4. Ensure that training, preparation, orientation and expectations of all student participants and supervisors is provided.
 - 10.2.5. Be familiar with the site and conduct a safety assessment of the site of the proposed

field trip. In extenuating circumstances, preparation and assessments may be completed without a site visit.

- 10.2.6. Work collaboratively with the Principal to select and prepare volunteers for their role and advise them as to their responsibilities.
- 10.2.7. Ensure that the parent permission process has been completed.
- 10.2.8. Ensure that contingency plans must be in place in the event of cancellation, adverse weather and road conditions, or any other conditions that may require a change to the original itinerary.
- 10.2.9. Cancel the field trip either prior to or during the trip, if it is determined that the trip cannot proceed in a safe manner.
- 10.2.10. Inform students of the behavioural expectations for the field trip and take whatever precautions are necessary to ensure proper conduct, appropriate behaviour and safety of students.
- 10.2.11. Ensure that direct supervision is available at all times.
- 10.2.12. Supervise students and other supervisors to ensure that instructions and safe practices are carried out during the field trip.
- 10.2.13. During overnight field trips provide a daily update to the Principal.
- 10.2.14. Carry the following during a field trip:
 - 10.2.15. List of student participants.
 - 10.2.16. Student and supervisor medical information.
 - 10.2.17. Emergency contact phone numbers.
 - 10.2.18. Cell phone recommended.
 - 10.2.19. First aid kit, which includes an epipen
 - 10.2.20. Medical information about students (ensure that students with medical conditions are carrying on person the necessary supports ie. asthma inhaler/epipen etc)

11. Role of the Principal

- 11.1. The Principal shall ensure adequate preparation and supervision for all field trips occurs according to appropriate legislation and this Administrative Procedure.
- 11.2. The Principal has the authority to approve school field trips within the Province of Alberta. The Principal must ensure that:

- 11.2.1. The lead teacher is capable of leading the proposed field trip.
- 11.2.2. Eligibility criteria have been established for the field trip.
- 11.2.3. The destination is suitable for the age of the students and is suitable for the educational objectives of the trip.
- 11.2.4. A safety assessment has been completed and submitted.
- 11.2.5. S/he or a designate is available to the lead teacher during a field trip.
- 11.2.6. A method is established to contact a group on a field trip.
- 11.2.7. A sign-out and sign-in process is established and a group list and itinerary is at the school during the field trip.
- 11.2.8. The school has appropriate insurance for higher risk activities (horse back riding, zip lining etc)
- 11.2.9. A field trip is cancelled either prior to or during the trip, if it is determined that the trip cannot proceed in a safe manner.

12. Role of the Superintendent

- 12.1. The Superintendent is responsible for the overall administration of the Field Trip Administrative Procedure.
- 12.2. The Superintendent has the authority to approve school field trips that are outside of the Province of Alberta and within Canada.
- 12.3. Notwithstanding any of the guidelines set out in this Administrative Procedure, the Superintendent may cancel or interrupt any approved field trip at any time up to the point of return from that activity where the Superintendent considers the safety and well-being of students and supervisors to be at unusual risk, real or potential, due to emergent circumstances:
 - 12.3.1. Such a decision shall consider any emergent change in social, political, health, legal or physical environment that may have created risk(s) greater than that which existed when the off-site activity was originally given approval;
 - 12.3.2. Where time allows, the Superintendent shall consult with the Principal regarding the potential risks, and may consider input, either through the Principal or directly from the affected staff, volunteers and families, prior to making a decision regarding cancellation;
 - 12.3.3. Principals are expected to ensure that strategies are in place to address the financial implications of cancellation/interruption of off- site activities for emergent reasons, e.g., cancellation or interruption insurance, any refunds on payments, distribution or retention of fundraising monies; and
 - 12.3.4. Parents, students and staff shall be given written information about the potential for loss

of some or all of monies they pay or fundraise for each off-site activity, without any recourse to the School Authority for financial loss.

13. Emergency Procedures

In the event of an emergency during a school field trip:

13.1. The Lead teacher must:

- 13.1.1. Ensure the physical safety of the group.
- 13.1.2. Limit further injury.
- 13.1.3. Call appropriate emergency services (Police, Fire, Ambulance).
- 13.1.4. Communicate incidents to other leaders/supervisors.
- 13.1.5. When possible collect accurate information about the incident.
- 13.1.6. Discuss the incident with the group members and provide support.
- 13.1.7. Maintain contact with the Principal.
- 13.1.8. Complete an accident report form.

13.2. The Principal must:

- 13.2.1. Provide support to the teacher.
- 13.2.2. Work with the lead teacher to assess the situation and develop a plan.
- 13.2.3. Send additional supervision to the site.
- 13.2.4. Inform the Superintendent of the situation.
- 13.2.5. Notify and keep parents and family members informed.

14. Field Trip Records

14.1. The school shall keep a record of each field trip, as submitted following the field trip by the lead teacher, which will include:

- 14.1.1. Principal/Superintendent authorization.
- 14.1.2. Parental consent.
- 14.1.3. All correspondence with parents.
- 14.1.4. List of participating students.
- 14.1.5. List of supervisors.
- 14.1.6. Incident reports/anything unusual or unexpected

15. Field study debrief

- 15.1. At the Principal's discretion, a debrief may be held to review the field trip following the completion of the trip.

16. Athletics and Extra-curricular

- 16.1. All athletic and extracurricular events that occur within school hours but off campus, must follow the Administrative Procedure as outlined above. Should the athletic event and/or extra-curricular event fall after school hours and/or during the weekend, the Lead Teacher is responsible to ensure students have parent-provided transportation and supervision throughout the duration of the event; therefore, will not need to submit a field study package. Please note, parents/staff may not drive students outside of their legal guardianship.

Reference: Education Act, s. 11, 31-33, 52, 54,57 59, 196, 197, 222
School Fees Regulation (95/2019)
SPHEReS – School Physical Activity Health & Education Resource for Safety