



PROCEDURE PR.673.SCO

TITLE: FIELD TRIPS - DAY

Date issued: 08 September 2015

Last revised: 23 June 2020

Authorization: Senior Staff: 08 September 2015

1.0 OBJECTIVE

To ensure the safety of students, staff and the Ottawa-Carleton District School Board, in matters relating to day field trips, including those which extend beyond the regular school day.

2.0 DEFINITIONS

- 2.1 **Athletic Day Trip** means an off-site athletic-oriented visit as part of an established competition schedule within Canada that does not require an overnight stay.
- 2.2 **Board** means the Board of Trustees.
- 2.3 **Day Field Trip** means an off-site curriculum-oriented visit to an established community or educational location(s) within Canada that does not require an overnight stay.
- 2.4 **District** means the Ottawa-Carleton District School Board.
- 2.5 **First Aid** means emergency help using readily available materials which is given to an injured or suddenly ill person. First aid is used to preserve life, prevent the injury or illness from becoming worse and to promote recovery.
- 2.6 **Lead Trip Supervisor** means a District employee, usually a teacher, who has assumed responsibility for organizing a field trip and assumes responsibility during the field trip.
- 2.7 **Ontario Physical Health Education Association (Ophea)** means the not-for-profit organization which works in partnership with school boards, public health, government and non-government organizations, and private organizations to develop programs and services that support healthy, active schools and communities.
- 2.8 **Ontario Physical Health Education Association (Ophea) Safety Guidelines** means the minimum standards for risk management practices for school boards to

focus the attention of teachers, intramural supervisors and coaches, and volunteers on safe practices in athletics (Ophea Safety Guidelines are accessible at: <http://safety.ophea.net/>).

- 2.9 **Trip Supervisor(s)** means other District employees or volunteers who may be assigned responsibilities as defined by the Lead Trip Supervisor in the organizing or execution of a field trip.
- 2.10 **Volunteer** means an unpaid individual who attends a field trip to assist the Lead Trip Supervisor in carrying out their duties.

3.0 RESPONSIBILITIES

- 3.1 The Superintendent of Instruction is responsible for ensuring principals follow procedures for safe, accessible, equitable and educational field trips.
- 3.2 The school principal is responsible for the following:
- a) ensuring that the proposed field trip will adhere to all District policies and procedures;
 - b) reviewing and approving all OCDSB 652 Out-of-School Activities Proposal Plan(s);
 - c) ensuring that activities planned are age-appropriate and suitably related to curricular expectations, or school sponsored extra-curricular activities, and learning outcomes;
 - d) ensuring appropriate transportation and supervision have been arranged; and
 - e) ensuring that any fundraising conforms to Ministry guidelines and District policies and procedures.
- 3.3 Lead Trip Supervisors are responsible for the plan development, communication and execution of the trip, including:
- a) ensuring that the proposed field trip will adhere to all District policies and procedures;
 - b) completing OCDSB 652 Out-of-School Activities Proposal Plan and seeking approval from the principal prior to communicating with students and parents;
 - c) preparing OCDSB 122 Parental Consent for Trip Participation Form;
 - d) making the arrangements for the trip, including transportation;
 - e) ensuring adequate supervision on the trip at all times;

- f) assigning responsibilities as required to trip supervisors and volunteers;
 - g) monitoring the behaviour of all participants; and
 - h) ensuring security of personal information collected about students.
- 3.4 Trip Supervisors are responsible for assisting the Lead Trip Supervisor in carrying out the responsibilities that have been assigned for the duration of the trip.
- 3.5 Volunteers are responsible for:
- a) assisting the Lead Trip Supervisor in carrying out the responsibilities they have been assigned for the duration of the trip; and
 - b) completing OCDSB 649 Field Trip Volunteer Acknowledgement and Disclaimer Waiver for approval by the school principal.
- 3.6 Parents/Guardians are responsible for:
- c) completing and submitting all required consent forms;
 - d) informing staff of any special individual needs of their child(ren);
 - e) supplying any necessary medication, equipment or supporting documentation needed to accommodate those special needs; and
 - f) making themselves aware of all details of the itinerary, contact numbers and travel arrangements as provided by the Lead Trip Supervisor.
- 3.7 Students are responsible for:
- a) following the District and School Codes of Conduct at all times during the trip.

4.0 PROCEDURES

General Planning

- 4.1 The Lead Trip Supervisor will submit OCDSB 652 Out-of-School Activities Proposal Plan at least 15 school days in advance of a day field trip, except for extenuating circumstances, such as a competition, when advance notice would not be possible.
- 4.2 With the commencement of the sports season, the Lead Trip Supervisor/lead coach will complete OCDSB 976 Inter-school Sport Consent form to obtain parental consent for their child(ren) to participate in tryouts and confirmation of the review of concussion codes of conduct and one of the Ministry approved concussion awareness resources.
- 4.3 All field trips must have clearly stated, reasonable, and attainable educational objectives which are curriculum related and/or may constitute part of an ongoing school activity.

- 4.4 Participation on a field trip is voluntary and requires written consent from the parent/guardian or, where a student is 18 years of age or older, the student's written consent.
- 4.5 Reasonable effort will be made to ensure that field trips are both equitable and accessible to encourage the participation of all eligible students.
- 4.6 Field trip costs are expected to be affordable to students and approved by the principal. Schools will make known the availability of and will provide financial assistance for students in need. Costs, including fundraising, will be reviewed annually with input from the school council.
- 4.7 Arrangements will be made to provide an appropriate program at the school for students who are not participating in a field trip.
- 4.8 Field trips begin and end at school unless arrangements have been specifically made.
- 4.9 Where a field trip plan includes arrangements for students to meet at a designated site other than the school, the Lead Trip Supervisor will ensure that information is clearly outlined on the consent form and that students are provided with detailed instructions about the meeting place prior to the trip.
- 4.10 No student will leave a field trip without the express permission of the Lead Trip Supervisor.
- 4.11 In the event that a student scheduled to participate in the trip is absent, the Lead Trip Supervisor will contact the school to advise of the absence.

Trip Planning and Authorization

- 4.12 The Lead Trip Supervisor will complete and submit to the principal for approval OCDSB 652 Out-of-School Activities Proposal Plan, outlining the purpose, curricular connection, estimated cost, number of students and safety procedures involved in the trip, including any inherent risks.
- 4.13 Before approving a field trip the principal will consider:
 - a) the curricular focus, the timing and impact of the proposed trip along with any loss of instructional time;
 - b) the Lead Trip Supervisors, Trip Supervisors, and Volunteers awareness of Board policies and procedures defining their responsibilities and liabilities;
 - c) whether the participants will receive adequate information about the trip; and,
 - d) how best arrangements can be put in place for covering all the safety, legal and financial obligations involved. This includes student safety plans and following Ophea guidelines for sports, where required.

- 4.14 The Lead Trip Supervisor will make all trip arrangements in consultation with the principal.

Parental Consent

- 4.15 The Lead Trip Supervisor will distribute OCDSB 122 Parental Consent for Trip Participation Form outlining the details of the trip, including planned activities, the date, time, travel costs and risks.
- 4.16 Written parental/guardian consent must be obtained prior to a student's participation. The form must clearly indicate what the activities are so that parents/guardians can make an informed decision whether to give their consent.
- 4.17 Parents/guardians, or where the student is 18 years of age or older, the student, must inform the school of any medical conditions of the student, including sufficient information to allow supervisors to address medical situations that may arise, and to provide current emergency information and contact numbers.
- 4.18 The Lead Trip Supervisor must have completed consent forms for all participating students prior to departure on the trip.
- 4.19 For field trips outside Ontario, parents/guardians of participating students, or students 18 years of age or older, will be informed that additional costs could be incurred in the event that medical treatment is required.
- 4.20 The Lead Trip Supervisor will develop a refund policy for participants in any trip. When field trips involve the collection of significant amounts of money in advance of the trip, arrangements must be in place to account for all expenditures.

Transportation

- 4.23 The Lead Trip Supervisor will arrange any required transportation in advance of a trip.
- 4.24 Generally, volunteers, students and staff are discouraged from transporting students to and from field trips in their own vehicles. Only a person holding a licence appropriate to the type of vehicle being driven may drive students.
- 4.25 When staff, parents or volunteers transport students, a form OCDSB 657 Authorization to Transport Students Participating in School Events, must be completed and signed by the principal, the driver, and the owner if the driver does not own the vehicle. These forms are to be kept by the principal.
- 4.26 Where volunteer(s) will be driving students, the Lead Trip Supervisor must ensure that there are an adequate number of seat belts for all occupants, including car seats, in accordance with current legal requirements.
- 4.27 Details regarding all transportation to be used throughout the trip will be listed in OCDSB 122 Parental Consent for Trip Participation Form.

Field Trip Supervision

- 4.28 The Lead Trip Supervisor will ensure that every supervisor is provided with information about the trip, the activities, any special needs and the assigned responsibilities of each supervisor before the start of the field trip.
- 4.29 The Lead Trip Supervisor will ensure that a manifest is prepared listing the students, volunteers and staff (by vehicle). One copy is to accompany the supervisor of each vehicle, one is to be held by the Lead Trip Supervisor, and one is to be held at the school.
- 4.30 The Lead Trip Supervisor is responsible for the supervision and safety of students at all times during a trip. An accurate attendance count must be taken by the supervisor(s) at all points of departure.
- 4.31 Lead Trip Supervisors must ensure that they have pertinent information and equipment in their possession at all times including but not limited to medical information, first aid kit, and home or other telephone numbers.
- 4.32 Supervisors assuming responsibility for supervising waterfront activities including swimming and canoeing must have, or be assisted by a person who has qualifications as stated in the most recent/current Ontario Physical Education Safety Guidelines.
- 4.33 The minimum ratio of adults to students for field trips is:

Grade	Field Trips	Special Education **
K-3	1 adult/8 students	1 adult/6 students
4-6	1 adult/10 students	1 adult/8 students
7-8	1 adult/12 students	1 adult/10 students
9-12	1 adult/class	1 adult/10 students

** applies to system classes but excludes Gifted program students (supervised according to their grade level).

- 4.34 Prior to departure, all supervisors and accompanying volunteers are expected to know the details of the field trip, and their specific responsibilities. Staff and volunteers are expected to adhere to the schedule/itinerary.

- 4.35 All board policies and procedures apply to students, staff and volunteers for the duration of the trip.
- 4.36 Supervisors and volunteers are expected to support the School District Code of Conduct and to report any inappropriate conduct to the Lead Trip Supervisor. Staff and volunteers are expected to adhere to the schedule/itinerary.
- 4.37 When a student's behaviour on a trip is so disruptive and/or inappropriate as to cause the immediate cancellation of their participation in the trip, the student will be returned to school/home immediately, at the parents' expense. This decision will be at the discretion of the Lead Trip Supervisor, in consultation with the principal. The parent will be notified of this decision. The student should be accompanied by a staff member. In special circumstances, a student may be accompanied by another adult or returned to the school or home unaccompanied taking into consideration such factors as the student's age, maturity, distance to be travelled, the method of transportation, and with the parent's knowledge and consent.

4.0 APPENDICES

(Please right-click on the links below to open appendices in new tabs)

- Appendix A – [Forms checklist and timelines – Field Trips – Day](#)
- Appendix B – [Planning Activities/Considerations Checklist](#)
- Appendix C – [OCDSB 652 Out-of-School Activities Proposal Plan](#)
- Appendix D – [OCDSB 122 Parental Consent for Trip Participation](#)
- Appendix E – [OCDSB 976 Inter-School Sport Consent Form](#) (Accessible [PDF Version](#))
- Appendix F – [OCDSB 657 Authorizations to Transport Students Participating in School Events](#)
- Appendix G – [OCDSB 649 Field Trip Volunteer Acknowledgements and Disclaimer Waiver](#)
- Appendix H – [Frequently Asked Questions and Answers](#)

6.0 REFERENCE DOCUMENTS

- Board Policy P.029.SCO: Field Trips, Excursions, Educational Tours and Student Exchanges
- Board Policy P.032.SCO: Safe Schools
- Board Policy P.108.SCO Care of Students with Severe or Life-threatening Medical Conditions
- Board Policy P.026.SCO: Student Suspension and Expulsion
- Board Policy P.034.SCO: Substance Abuse
- Board Policy P.067.SCO: Volunteers
- Board Policy P.137.SCO Concussion Management
- Board Procedure PR.547.SCO: Providing Emergency Medical Care for Students
- Board Procedure PR.548.SCO: Care of Students with Life-threatening Medical Conditions
- Board Policy P.540.SCO: Fund-raising in Schools
- Board Procedure PR.521.SCO: Safe Schools
- Board Procedure PR.515.SCO: Student Suspension/Investigation/Possible Expulsion

Board Procedure PR.523.SCO: Substance Abuse
Board Procedure PR.555.SCO: Volunteers
Board Procedure PR.525.SCO: Weapons
Board Procedure PR.561.SCO Concussion Management
Board Procedure PR 616 FIN - Accounting For School-Generated Funds
Board Procedure PR.674.SCO Field Trips-Overnight
Board Procedure PR.683.SCO Field Trips-International