

APPENDIX A

School District #62 (Sooke) **LOW RISK FIELD TRIP APPROVAL FORM**

- The Leader must read the School District Field Trip Policy before completing this form.
- The Leader must take this completed form to the Principal for approval (and, when it is an out-of-province request, the Principal's recommendation for approval is to be forwarded to the Superintendent).
- Where Part B applies, the Principal should meet with the Leader and review the information prior to the parent/guardian meeting. After this meeting, Part B is to be returned to the Principal for final approval.

PART A - Required for all field trips

Teacher/Leader/Supervisor: _____

School: _____

Date of Application: _____ Date(s) of Field Trip: _____

Purpose/Activities: _____

Number of Students: _____ Grade(s): _____ Male _____ Female _____ Other _____

Number of Supervisors/Chaperones: _____ Male _____ Female _____ Other _____

Times & Locations (When & Where?):

Method(s) of Transportation: _____

Costs: _____ Source of Funds: _____

☐ I have read School District #62 Field Trip Policy C-329

Planned by: _____

Leader's signature

Approved by: _____

Principal's Signature

Date: _____

CHECK LIST FOR LOW RISK FIELD TRIPS

So, you want to go on a field trip! Please follow these steps to help make the process go smoothly.

PLEASE PREPARE AT LEAST **ONE WEEK** BEFORE THE TRIP:

- ☐ 1. Make sure you have money for the field trip. *PAC does give some money for field trips, but this money is not available until late fall. Also, you can charge students a small fee for trips.*
- ☐ 2. I have looked into funding options/alternatives for students who can't afford this.
- ☐ 3. Fill out the permission form (located _____) **at least three days before trip**. *NOTE: if using parent/guardian drivers, please see 10c. deadline.*
- ☐ 4. Give form to Principal for approval and signature. *On approval, office will put completed form in field trip book and a photocopy in your box so you know the trip is approved.*
- ☐ 5. Send out a form to parents/guardians describing trip and requesting their signed permission. *If you do not have a generic form, please check the District SharePoint site.*
- ☐ 6. Complete First Aid Risk Assessment on [Engage](#) at to determine;
 - Correct level of first aid kit and
 - Correct level of first aid attendant on the trip.
- ☐ 7. Complete Risk Assessment for Potential Violent Interactions with Public from the Task Based Procedures –Interactions with the Public on [Engage](#) before the field trip. Ensure a completed copy of this Assessment is brought on the field trip.
- ☐ 8. Cell Phone
- ☐ 9. If you require a bus:
 - Fill out bus request form and then give it to Principal for signature. *Form is located _____. The **form needs an account number** before it can be booked.*
 - The School Secretary will book the bus(es)
- ☐ 10. If you use Parent/Guardian drivers:
 - Request that insurance and license be presented to the office. *They will be photocopied and placed in binder.*
 - Check insurance for valid dates and minimum \$1,000,000.00 liability coverage (\$2,000,000.00 is preferred).
 - Send list of parent drivers to office **at least three days** before trip.

Teachers are responsible for checking binder to confirm parent/guardian drivers have filed license and insurance papers with the school.

- ☐ 11. If you use Staff drivers:
 - Complete Appendix D-Student Transportation in Employee Vehicle Risk Assessment Checklist from the Working Alone or From Home Safe Work Procedure on [Engage](#) prior to transporting student.
- ☐ 12. Write your trip in office calendar so office staff can inform parents/guardians when they call about field trips.

Have a great field trip!

SCHOOL
FIELD TRIP CONSENT FORM
FOR LOW RISK ACTIVITIES

WHEN: We are arranging a field trip for students in Grade _____ on _____ (dd/mm/yyyy).

WHERE: We will be going to _____ (location), and will be away from the school from _____ to _____ (times). We will be travelling by _____ (i.e. school bus, public transport, foot, etc).

WHAT: On this field trip, we will be: _____ (describe activities – a field trip to a park might include hiking, walking, using climbing apparatus, eating lunch, etc.).

Students will need to bring: _____.

WHY: The class will be supervised by _____
(a typical response might be “2 school employees and hopefully 2 – 4 volunteers”. It is important to indicate supervisory arrangements that will not be modified or reduced. For instance, consider whether the trip will proceed even if there are no parent volunteers, or if a specific teacher is sick, but a substitute is available. **With older grades, you should add a sentence saying: Your child will not necessarily be supervised by an adult at all times.)

COST: _____

If you do not wish your child to accompany his or her class on this trip, please contact _____, who will arrange alternate supervision.

Accidents can be the result of the nature of the activity and can occur with or without any fault on either the part of the student or the School Board or its employees or agents, or the facility where the activity is taking place. By allowing your child to participate in this activity, you are accepting the risk of an accident occurring, and agree that this activity, as described above, is suitable for your child.

I give _____ (name of student) permission to participate in the field trip to _____ on _____ (dd/mm/yyyy). I understand that my child may be exposed to certain risks while participating in this activity. Accidents and injuries may occur.

Signature of Parent/Guardian

Date

Address of Parent/Guardian

Printed name of Parent/Guardian