School District #62 (Sooke)

FIELD TRIPS	No.: C-329
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ADMINISTRATIVE REGULATIONS

A. FIELD TRIP CATEGORIES:

1. **Curricular Field Trips**
   These comprise of activities that take place as extensions of the classroom learning situation and involve trips away from the school for as little as one period or as long as several days. Attendance is required for all students as part of the class or course and may reflect grades or assessment practice. All costs will be paid by the school or through fundraising. No fees may be charged.

2. **Extra-Curricular Activity Field Trips**
   While some activities may be part of the class or course, attendance is voluntary and so there is no grading or assessment associated with this type of field trip. Fees may be charged and paid by students/ parents/guardians.

   Optional curricular field trips, where attendance and grading do not constitute any part of the assessment in the class, have the same guidelines. Examples such as overnight music and sport trips that include curricular time because of an extended event can include student fees. Additionally, the students may fundraise, and the school may provide some funds to offset the cost of participation in the event.

3. **Out-of-Province Educational Travel Field Trips (requires approval of the Superintendent or designate)**
   These comprise of travel to other provinces within Canada for the purpose of broadening students' understanding of Canada. All out-of-province field trips require approval of the Superintendent or designate. If the Superintendent of Schools deems the trip unsafe, they can recall students back at any time or can cancel the trip prior to travel taking place.

4. International Educational Trips (requires approval of the Superintendent or designate)
   These trips are comprised of out of school activities in which the student travels outside of Canada. Examples include International Student Exchange Trips or International Sports-Based and student exchange trips. The examples attached to each category are intended to illustrate type of activity rather than to provide an exhaustive list.

B. COMMERCIAL OR INTEREST-BASED EXCURSIONS

The Board will not assume any responsibility for Commercial nor Interest-Based field trips nor excursions that have not been approved or endorsed by the Superintendent or designate. This includes but is not limited to companies specializing in student travel or individuals organizing trips for profit.

Individuals who organize and participate in student package tours for personal gain must make it clear to parents/guardians and students that neither the school nor the Board is involved. The Board's liability insurance does not apply to commercial or interest-based excursions.

The Principal shall ensure that no advertising or recruiting for these trips, will occur within the school, and must clearly indicate that there is no Board or Superintendent endorsement of the excursion.

Exemptions are not limited to but may include:
Career Preparation, Career Education, Career Apprenticeship Programs and Career Co-op Programs trips where individual students travel to attend a place of work, are not normally considered Field Trips.

C. DEFINITIONS

The Field Trip Policy Regulations are intended to be reflective of the degree of risk inherent in a variety of activities. To this end, three risk categories for field trips have been identified. The examples attached to each category are intended to illustrate the type of activity rather than to provide an exhaustive list. The leader of the activity must do a risk assessment based on the abilities of each child. Principals must consult with the Superintendent or designate if they are unsure about which category an activity falls under.

1. *Low Risk Field Trips* are characterized as those involving activities that have:

a. Little risk of injury because of the benign nature of the activity.
b. Possible risk of injuries such as those routinely associated with common athletic activities. These risks are generally limited to minor injuries such as sprains and bruises or, at worst, broken bones.
c. Medical attention within 30 minutes and accessible.

Examples may include:
- skating or swimming with direct adult supervision, depending on ability of students.
- trips to museums/libraries.
- school team games/tournaments.

N.B. This category may change based on the abilities of each participant.

2. *Moderate Risk Field Trips* are characterized as those involving activities that have:

a. Possibility for serious injury (which could result in loss of limbs, paralysis or death) that may be reduced with appropriate consideration to safety precautions and risk management procedures. This includes attention to supervisory ratios, equipment, instruction, and supervisors'/instructors' experience and training.
b. Medical attention may be more than 30 minutes and/or less accessible.

Examples include, but are not limited to, snow-based activities such as skiing, snowboarding, snowshoeing and tobogganing on reputable ski hills (e.g. Mt. Washington) or in backcountry, non-avalanche terrain.
- hiking, backpacking, cycling or mountaineering in gentle to moderate terrain and within the abilities of the participants.
- camping and associated activities such as campfires, wood-cutting, erecting shelters or building snow-caves.
- boating activities using canoe, kayak, raft, tube, sailboat and power boat equipment in Class 1 or 2 water (standard whitewater rating and sea kayak rating).
- rock climbing where top-roping and rappelling with instructor belaying.

N.B. This category may change based on the abilities of each participant.

3. *High Risk Field Trips* will not be permitted nor approved by the Superintendent or designate. They are characterized as those involving activities that have:

a. Significant risk for serious injury (which could result in paralysis or death) because of dangers such as the possibilities of an avalanche, powerfully moving water, jumping or falling from heights and the nature of racing.

b. Dangers that cannot be overlooked regardless of the attention to risk management considerations such as supervision ratios, equipment, instruction and supervisors'/instructors' experience and training.

Examples include, but are not limited to:

- backcountry activities in avalanche terrain.
- hiking, backpacking, cycling or mountaineering in extreme terrain or any terrain beyond the participants' abilities.
- downhill ski racing, bungee jumping, parachuting and hang gliding.
  boating activities in Class 3 or higher water (standard whitewater rating and sea kayak rating).
- free or lead climbing, and ice-climbing.

N.B. This category may change based on the abilities of each participant.

4. Definition of Roles:

Leader This is the adult (i.e. a lead teacher, employee or Principal approved non-employee) who is responsible for planning and decisions for any field trip. There is only one leader on any field trip. This person must report to the school Principal for consultation and direction on any critical issues arising on the trip.

Supervisor The supervisor(s) is a staff member or parent who is chosen and instructed by the leader to help achieve the goals of the activity and to help ensure the safety of the students.

Supervisors must be familiar with school and District rules along with basic safety precautions for the activity.

Supervision Supervision is the activity of ensuring that students are adequately instructed and supervised on skill and behaviour requirements necessary to participate in the activity in a safe manner. This includes anticipating potential problems.

Chaperone A Chaperone is a parent or other person who has made an accepted commitment to assist the school without expectation of compensation. This does not apply to students or school staff who volunteer.

Parent/Guardian A parent or guardian is an adult whose own child is participating in a field trip activity.

Instructor A qualified individual who delivers all or part of the program in consultation with the Leader.

Student Any child who is a registered student attending school regularly in a Sooke School District school.

Non-student Any child on a field trip who is not a registered student in the School District.

D. FIELD TRIP APPROVAL AND APPLICATION PROCESS AND CONDITIONS

1. For all field trips the Leader must complete Part A of the Field Trip Approval Form and obtain the Principal's signature. The Principal shall review the merits of the trip and ensure district and school policies are adhered to. Each school will have written procedures for field trips.

2. For all field trips, parents/guardians must be informed in writing of:
   a. the potential risks inherent in the activity.
   b. methods of travel.
   c. duration of activity including departure and return times.
   d. level of supervision and emergency contacts and accommodation arrangements planned if overnight.

e. if the Superintendent of Schools deems a trip unsafe and cancels prior to departure or during the event, the Board will not be responsible. Parents/guardians are responsible for ensuring that they have trip cancellation insurance as well as medical insurance.

3. For any "moderate risk" trips, overnight trips and all out-of-province trips**,** the Leader must complete Part B of the Approval Form and obtain the approval of the Principal. The Principal will, with the Leader, review the Approval Form based on expectations and requirements of this policy. If the Superintendent of Schools deems the trip unsafe, they can recall students back at any time.

4. After this review, the leader for any moderate trip, overnight trip, out-of-province trip or out-of-country trip shall meet with the parents/guardians well in advance of the proposed trip. Where a parent/guardian does not attend a meeting in person, the student shall not be permitted to attend the field trip until this requirement has been met. Informed consent by the parent/guardian can only be given after such meetings. Included in this meeting will be:

   a. the clear expectation that the school's Code of Conduct applies for all field trips, whether local, provincial or international. Students are expected to observe the same rules and regulations as if they were attending school.
   b. additionally, travel leaders will remind parents/guardians about health and cancellation insurance and any specific guidelines prior to the trip, either verbally or in writing.
   c. there will be no consumption of alcohol, even if the legislated rules, regulations or customs of the destination allow for such. (Reference Policy C-314 Substance Use Prevention and Intervention).
   d. If the Superintendent of Schools deems a trip unsafe and cancels prior to departure or during the event, the Board will not be responsible. Parents/guardians are responsible for ensuring that they have trip cancellation insurance as well as medical insurance**.**

5. After the parent/guardian meeting, the Principal will review and sign the Approval Form based on any necessary changes for moderate trips and overnight trips. For all out-of-province trips and out-of-country trips, the Principal will recommend approval and forward the form to the Superintendent or designate for consideration.

6. Principals will submit to the Superintendent by September 30 each year, a list of all overnight field trips for the year. Under special circumstances, additional activities may be given consideration.

7. Supervision ratios must be consistent with the type of activity and the age of the participants. At a minimum, there should be a supervision ratio of sixteen students per adult (16:1), except for activities requiring higher levels of supervision as determined by the Principal.

8. There must be a demonstrated match between the age and experience of the students relative to the activity. Additionally, student abilities, knowledge and experience with field trip activities must be assessed and accounted for so that appropriate instruction may be provided.

9. Planning and consideration must be provided for any students with disabilities or diverse abilities involved in any activity.

10. Parents/guardians must sign a consent form for each activity. However, parents/guardians may be asked to give blanket permission for a set of low-risk field trips that are of a continuing nature such as for an athletic season, library visits, community visits**.**

11. Teachers and students shall make provisions for missed course work because of participation in curricular or extra-curricular trips. Additionally, students must take responsibility for completing work/assignments as the result of a field trip.

12. Except for typical activities that are required for a course, such as excursions to business establishments, local sites and P.H.E., the leader must carry a copy of:

   - The district field trip policy and regulations.

- The school policy/school checklist and.
- Emergency contact list (phone numbers and designated person).
- Medical Care Card numbers and a list of students with identified medical concerns (i.e. anaphylactic reactions, seizures, etc.).

13. Field trips involving both male and female participants require supervisors of both genders if the field trip requires that the participants stay overnight. When necessary, the leader may arrange with the host school for a teacher-supervisor of the appropriate gender to help with supervision. The leader must be satisfied that the provisional teacher**-**supervisor is able to carry out the supervision adequately.

14. The Principal, in consultation with the Transportation Department, must be satisfied that commercial vehicles have valid permits and that appropriate transportation arrangements are completed, including conveyancing forms approved for private vehicle use. If a private vehicle is used for transportation or any overnight trip, a driver's abstract will be required and identified on the "Transportation Form". This abstract must be checked and affirmed as a safe record by the Principal prior to approving the trip.

15. Students shall not drive on field trips.

16. Students are to leave and return with the group under the supervision approved by the Principal.

17. Other children or adults who wish to accompany a sibling, chaperone or teacher on a trip must have prior approval from the Principal.

18. Students shall conform to the School Code of Conduct while on all and any field trips, whether local or outside the province. This particular item will have been reinforced at the parent meeting as required under section 4 of the "Field Trip Approval Process and Conditions". (Reference Policy C-314, Substance Use Prevention and Intervention.)

19. Foreign Travel
All participants travelling out of the country must have out-of-country medical insurance and the specific travel documents as identified by foreign customs offices. If the Superintendent of Schools deems a trip unsafe and cancels prior to departure or during the event, the Board will not be responsible. Parents/guardians are responsible for ensuring that they have trip cancellation insurance as well as medical insurance. International students registered with School District #62 (Sooke) must have passports/visas for all out of Canada trips. It is recommended that students travelling out of country have a consultation with one of the Region's Foreign Travel Clinics (found in the phone book and online). Parents**/**guardians will be made aware of the latest requirements and students can receive the necessary shots, prescriptions and travel information.

E. INCIDENT REPORTING

1. Serious injuries and infractions of District policies and/or school rules must be reported to the Principal immediately by the leader.

2. Where a student is in serious violation of the school code of conduct the leader must contact the Principal or the Superintendent/designate if the Principal is not available before taking disciplinary action. A student shall not be asked to return home on his or her own unless specific arrangements are approved by the Principal, nor shall the action taken by a leader deprive a student of appropriate supervision or safety.

3. For any student injured on a field trip, the Incident Report Form and the signed consent form must be kept for two years after a student reaches 19 years of age. These forms will be forwarded and maintained in the School Board Office.

F. SAFETY PROVISIONS

1. Prior to all field trips, the following must be completed;
   - First Aid Risk Assessment,

- Risk Assessment-Public Interactions, and
- If transporting a student in a worker's personal vehicle, the Student Transportation in Employee Vehicle Risk Assessment Checklist.

2. Any activities that take place in water require direct adult supervision and must have a certified lifeguard present.

3. All "moderate risk" activities shall take place with appropriate equipment and supervision ratios as well as under the leadership of teachers or instructors with experience and credentials that meet or exceed "industry standards" e.g. certified ocean kayak guides using ocean kayaks with proper flotation hatches and rescue equipment as well as industry-recognized guide-to-participant ratios.

   Specific requirements:
   a. Safety helmets meeting CSA or Snell Standards must be worn by all participants, including supervisors/chaperones involved in cycling, skating, downhill skiing, tobogganing, snowboarding, tubing, rock climbing, skateboarding, rollerblading, and whitewater activities.
   b. All snowboarders must wear wrist guards.
   c. Safety vests meeting class 2 or 3 CSA standards must be worn by all participants cycling on any public road.
   d. For boating activities, students and staff must wear a life jacket meeting CGBS or British Safety Standards and/or following the specific rules for competition (e.g. rowing).
   e. For boating activities utilizing vessels that are registered through Transport Canada (i.e. BC Ferries, whale watching vessels) student and staff will follow the safety protocols outlined by the service provider as required by their insurance).

G. SKI TRIP/WINTER ACTIVITY GUIDELINES FOR SCHOOLS

1. Trips that occur during instructional time are an extension of the P.H.E. curriculum. As such, all necessary preplanning and preparation is to be made prior to departure such as safety instruction, sizing and dry land lessons. Pre-checks of required equipment and supplies by the teacher are required before departure.

2. Two adults, one of whom must be a teacher, must be responsible for each bus. Students must only embark or debark at school or the ski hill except where the Principal has made specific other arrangements. In such a case, the teacher must ensure suitable attendance records are maintained. Additionally, the leader and other supervisors shall have a cell phone for use throughout the trip.

3. Attendance must be taken prior to departure and made available to the school office. A copy is to be carried on the trip by the teacher.

4. Upon arrival, all students must remain together while ski hill personnel provide instructions, lessons and designate appropriate ski areas based on skill level observed. The teachers in charge of the ski activity shall be responsible for co-ordinating with ski personnel.

5. Supervisors/chaperones shall provide designated "on hill" minimum supervisory ratios of 1:6 for elementary and 1:10 for middle/secondary students as established by the leader.

   a. Supervision shall involve movement around different slopes at set times designated by the leader.
   b. Each supervisor/chaperone shall have responsibility for a specific group of students and shall take attendance at designated times throughout the day.
   c. Supervisors/chaperones will actively monitor and enforce areas of use on the hill re out-of-bounds areas, and ensure runs are appropriate for the level of the skier.
   d. There must be one supervisor in the chalet at all times.

6. At the end of the day, students shall return to the same bus on which they arrived. Attendance must be taken before departing from the ski area. No student shall return to school on a different vehicle, private or otherwise, except for emergencies, in which case the leader shall determine the new travelling arrangement. Should a parent/guardian provide written authorization for different travel arrangements,

the leader may permit alternate arrangements if deemed appropriate. All records must reflect this arrangement.

7. The leader must check with ski hill personnel for messages or complaints before allowing the buses to leave.

8. Once all students are accounted for, the leader shall give approval for the buses to return to the school.

H. INTERNATIONAL EDUCATIONAL TRIPS

School District 62 (Sooke) believes that International Educational Trips for students can be of great learning value. Organizers will review field trip costs through the lens of equity and inclusion to reduce costs as much as possible and to provide financial support where possible.

The district endorses-in-principle International Educational Trips for students during school time provided:

a. advantage is taken whenever possible of weekends and holiday periods.
b. the trip has curricular or extra-curricular relevance for participating students.
c. the trip is initiated by school staff and approved by the Principal and the Superintendent or designate.
d. the trip is appropriately supervised.
e. that all financial transactions associated with the trip meet school district requirements.

Guiding Principles

1. It is the Principal's responsibility to ensure the appropriateness of all International Educational Trips and the planning for safety of students.
2. Supervisors and chaperones are a valued resource in the school community and during International Educational Trips. Efforts will be made wherever possible to locate volunteer supervisors who are employees of the school district. When this is not possible, outside volunteers may be recruited and must provide background references and Criminal Record Checks and may be required to provide a Driver's Abstract. (Refer to Policy E-118 for Criminal Record Checks). All volunteer supervisors will take direction from the sponsor teacher and/or Principal.
3. All International Educational Trips must be planned to ensure that changes in travel plans, on short notice, to ensure the safety of students are possible without significant costs to participating students and/or their parents/guardians. Trip cancellation insurance, travel and medical insurance plans and/or alternate destination plans are essential to International Educational Trips proposals. If the Superintendent of Schools deems a trip unsafe and must be cancelled the parents/guardians will be responsible for covering all appropriate costs. Parents/guardians must ensure that they have all appropriate trip cancellation insurance as well as medical insurance.
4. At all times the use of alcohol, tobacco, misuse of prescription drugs or illegal substances by student participants, volunteers, supervisors or staff is strictly prohibited during International Educational Trips, regardless of the circumstances, the age of the participants, or local laws, customs and culture.

Procedures

1. Application for Approval Conditions of Participation

   1.1 A sponsor teacher proposing an International Educational Trip must submit an application to the Principal and Superintendent or designate for approval prior to any communication to students or parents/guardians about the proposed trip.

   1.2 Once approval is obtained from the Principal and Superintendent or designate, the sponsor teacher MUST communicate the proposed International Educational Trip to parents/guardians and students (as per Section C-4 of the Administrative Regulations).

1.3 For International Educational Trips, approval from the Superintendent or designate must be obtained at least six months prior to departure. Exceptions to this include championships and challenges which teams and clubs may qualify for.

1.4 An application for a proposed International Educational Trip submitted by a sponsor teacher must:

a. demonstrate the curricular or extra-curricular relevance of the proposed trip and that it is appropriate for the proposed group of student participants.

b. include a supervision plan appropriate to the nature of the trip, the age and the development of the students, and the activities being undertaken.

c. provide details of any fundraising activities to be undertaken in support of the proposed trip.

d. provide a plan for any special training necessary for participation in the International Educational Trip.

1.5 In considering whether to approve an International Educational Trip, the Principal and Superintendent or designate will consider all relevant facts and, in particular, will consider:

a. the substantive educational rationale for the proposed trip.

b. the reasonableness of the length of the proposed trip, having regard to the number of school days that will be used and the age of the students.

c. the risks associated with the trip and whether the application for approval provides an appropriate safety management plan.

d. the destination and the risks of travel to that destination (the Principal and Superintendent or designate will not approve travel to a destination where the Department of Foreign Affairs has published a travel warning which indicates "avoid non-essential travel" or "avoid all travel").

e. equity of opportunity.

f. the activities to be undertaken on the trip.

g. the affordability of the proposed trip for its intended participants.

h. how the proposed trip co-ordinates with overall school plans.

i. contingency and emergency planning included in the application.

j. the impact of the absence of attending school staff from the school.

k. the supervision plan.

1.6 Students are not permitted to participate in field trips where the service providers require a waiver to be signed as a condition of participation in the event or activity (Exceptions may be granted by Superintendent or designate). Acknowledgment of Risk forms may be used by service providers to gather informed consent from parents/guardians by indicating the risks associated with the field trip activity. Acknowledgment of Risk forms must accompany the initial application for the International Educational Trip.

2. Conditions of Participation

2.1 All participants on an International Educational Trip must comply with the school and District Student Codes of Conduct, abide by all laws and customs of the destination, and act as ambassador of the school district. When the behaviour of a student on a trip, in the opinion of the sponsor teacher, compromises safety of self or others and does not adhere to previously established expectations, that student will be returned home at the expense of the parents/guardians. If it is necessary for the student to be accompanied by a supervisor on the return trip, the parents/guardians of the student will be responsible for the travel costs of that supervisor. Parents/guardians will be advised of this possibility as part of the trip conditions. Prior to the student being sent home, parents/guardians will be notified.

2.2 Cancellation insurance or an alternate destination plan must be in place for the field trip. For reasons of student safety, an International Educational Trip may need to be changed, postponed or canceled (i.e. - global catastrophic events such as hurricane, pandemic, war or other military conflict). The cost for such a decision will not be covered by the school district. If the Superintendent of Schools deems a trip unsafe

and cancels prior to departure or during the event, the Board will not be responsible. Parents/guardians are responsible for ensuring that they have trip cancellation insurance as well as medical insurance.

2.3 Should the school or school district require the field trip to change or return home, all field trip participants will be required to comply with this directive.

3. Volunteers and Supervision

3.1 At least one of the volunteer supervisors, the sponsor teacher or a trip director must have knowledge of the customs and culture of the region, province or state being visited.

3.2 The minimum adult/student ratio for all trips is 1 to 10.

3.3 Staff and volunteer supervisors must be available to respond to the supervisory needs of the student twenty-four hours a day for each day of the event. All participants travelling on an International Educational Trip must be in the role of supervisor or student. This includes all attending staff's spouses. Staff and volunteer supervisor's children are not permitted on the trip unless they are legitimately part of the curricular or extra-curricular program. In the case of extra-curricular trips where students' family members wish to be present to encourage the team, all travellers organized through the auspices of the school/school district must comply with the guiding principles and conditions of participation.

3.4 Volunteer supervisors must be informed of their responsibilities in writing. Volunteer supervisors must be screened for suitability and advised of the expectations of their role as outlined by Administrative Regulations D-111 Volunteers in Schools. The Principal will approve the participation of each volunteer supervisor. Volunteer supervisors must have the appropriate skills and knowledge to participate in the field trip. It is required that a meeting of the sponsor teacher, volunteer supervisors and the Principal be held to review the expectations and standard of conduct expected of volunteer supervisors on the International Educational Trip.

3.5 Any CUPE employee who attends and is outside of their classification is considered to be a volunteer; therefore, they will not receive pay for the activity.

4. Financial Arrangements

4.1 Teachers will need to consider equity and inclusion when planning international field trips that have significant financial costs. Every effort should be made to reduce costs and to explore financial supports. For example, planning trips in advance to allow fundraising opportunities, working with travel companies to mitigate costs, and seeking any discounts or contributions. All financing arrangements for an International Educational Trip must be transparent, including the use of any "free" or discounted tickets associated with the selection of an organizing company, or the accrual of rewards benefits such as travel points, free trips or any other items related to the group travel. Sponsor teachers shall not place themselves in a financially compromising position or a conflict of interest with their students or with commercial agencies as a result of trips. A summary of costs associated with the trip shall be completed by the sponsor teacher and submitted to the Principal within two weeks of the completion of the field trip.

4.2 International Educational Trips are assumed by the teacher and any supervisor on a voluntary basis. There shall be no compensation for the provision of extracurricular activities (Article D.17 STA Collective Agreement: Extra-Curricular Activities).

4.2 If a teacher-on-call is required as a result of the International Educational Trip, the cost of the teacher-on-call will be included in the students' cost of the trip.

4.4 The school district will not be responsible for the costs of any International Educational Trip. Parents/guardians must be advised in writing before any funds are collected from parents/guardians or students, that should the travel have to be cancelled for any reason the school district is not responsible for any costs incurred. If the Superintendent of Schools deems a trip unsafe and must be cancelled the parents/guardians will be responsible for covering all appropriate costs. Parents/guardians must ensure that they have all appropriate trip cancellation insurance as well as medical insurance.

I STUDENT EXCHANGE, SISTER SCHOOL OR HUMANITARIAN PROGRAMS

1. School District 62 (Sooke) recognizes the educational merit and supports the objectives of Student Exchange, Sister School and Humanitarian Programs which promote learning, foster international understanding and cultural appreciation and provide educational advancement for all participants. Student Exchange, Sister School and Humanitarian Programs are also an important component of the district's International Education program. For the purposes of this Administrative Procedure, the following definitions are provided:
   a. Student Exchange Programs provide students with affordable and practical opportunities to experience new and diverse settings in which to study and learn about other cultures and countries. Students will gain inter-cultural communications skills, develop lasting friendships and experience another way of life. Students will exchange educational experiences by both visiting and hosting students from another culture.
   b. Sister School Programs provide opportunities to develop positive associations between two countries through the establishment of links between students, staff, schools and school communities. The opportunity to participate in a sister school relationship is open to any school with a desire to learn more about the languages and culture of countries other than their own. Sister school relations are agreements formed for the purpose of strengthening educational exchange, to enhance students' language skills and to promote mutual friendship.
   c. Humanitarian Programs provide students with an opportunity to gain awareness of the developing world and its complex issues, with the goal of developing reflective, action-oriented, global-minded citizens. The intention of the program is to support student learning in this area through an interdisciplinary academic learning program, focusing on global education with hands on experiences both locally and internationally.

2. The district endorses in principle Student Exchange, Sister School and Humanitarian Programs for students during school time provided:

   a. advantage is taken whenever possible of weekends and holiday periods.
   b. the program has curricular relevance for participating students and is mutually beneficial to all groups.
   c. the program is initiated by school staff and approved by the Principal and District Leadership Team.
   d. the program is appropriately supervised.

Guiding Principles

1. It is the Principal's responsibility to ensure the appropriateness of all programs and the planning for safety of students.

2. All Student Exchange, Sister School and Humanitarian Program proposals will be brought forward to the attention of the District Leadership team for discussion. The Associate Superintendent for the school has the responsibility to approve proposed programs.

3. Programs offered through the school or school district must be under the general supervision of school district staff. Planning and supervision for the program are the shared responsibility of the Principal and the sponsor teacher.

4. The safety and welfare of students and staff is the primary consideration in planning and implementing the program. The supervisors of each such program must incorporate appropriate safety practices that consider factors such as the location to which the students are travelling, the nature of the activity in which the students are participating, the skill level of the students, the number of students and the age and development of the students.

5. Parents and guardians must provide informed consent for their child's participation in a program, including informed consent for activities undertaken in that program. Parents and guardians must be provided with all appropriate information regarding the date, location, arrangements, levels of supervision and known inherent risks specific to the program in order to give informed consent.

6. Volunteer supervisors are a valued resource in the school community and in assisting with programs. Volunteers will take direction from the sponsor teacher or Principal. Volunteers must provide background, reference, and Criminal Record Checks and may be required to provide a Driver's Abstract. (Refer to Policy/Regulations D-111 Volunteers in the Schools).
7. All Student Exchange, Sister School or Humanitarian Programs must be planned to ensure that changes in travel plans, on short notice, to ensure the safety of students are possible without significant costs to participating students and/or their parents/guardians. Travel insurance plans and/or alternate destination plans are essential to Student Exchange, Sister School or Humanitarian Programs Trips proposals. If the Superintendent of Schools deems a trip unsafe and must be cancelled the parents/guardians will be responsible for covering all appropriate costs. Parents/guardians must ensure that they have all appropriate trip cancellation insurance as well as medical insurance.
8. At all times the use of alcohol, tobacco or illegal substances by student participants, volunteers, supervisors or staff is strictly prohibited during all program activities and travel, regardless of the circumstances, the age of the participants, or local laws, customs and culture.

Procedures

1. <u>Application for Approval</u>

1.1 A sponsor teacher proposing a program must submit an application to the Principal and Associate Superintendent for approval prior to any communication to students or parents/guardians about the proposed program.

1.2 Once approval is obtained from the Principal, Associate Superintendent and District Leadership Team, the sponsor teacher may communicate the proposed program to parents/guardians and students.

1.3 For programs outside British Columbia but inside Canada or the United States, approval from the Associate Superintendent must be obtained at least <u>six months</u> prior to departure.

1.4 For programs involving international travel, approval from the District Leadership Team must be obtained at least <u>six months</u> prior to departure.

1.5 An application for a proposed program submitted by a sponsor teacher must:

a. demonstrate the curricular relevance, which would include the reciprocal cultural exchange benefits and details of the proposed program.
b. include a supervision plan appropriate to the nature of the program, the age and the development of the students, and the activities being undertaken.
c. provide details of any fundraising activities to be undertaken in support of the proposed program.
d. provide a plan for any special training necessary for participation in the program.

1.6 In considering whether to approve a program, the Principal and District Leadership Team will consider all relevant facts and in particular, will consider:

a. the substantive educational rationale for the proposed program.
b. the reasonableness of the length of the proposed program, having regard to the number of school days that will be used and the age of the students.
c. the risks associated with the program and whether the application for approval provides an appropriate safety management plan.
d. the destination and the risks of travel to that destination (the Principal and Associate Superintendent will not approve travel to a destination where the Department of Foreign Affairs has published a travel warning which indicates "avoid non-essential travel" or "avoid all travel").
e. the activities to be undertaken in the program.
f. the affordability of the proposed program for its intended participants.
g. how the proposed program co-ordinates with overall school plans.
h. contingency and emergency planning included in the application.
i. the impact of the absence of attending school staff from the school.

j. the supervision plan.

1.7 Students are not permitted to participate in field trips where the service providers require a waiver to be signed as a condition of participation in the event or activity (Exceptions may be granted by Superintendent or designate). Acknowledgment of Risk forms may be used by service providers to gather informed consent from parents/guardians by indicating the risks associated with the field trip activity. Acknowledgment of Risk forms must accompany the initial application for the Student Exchange, Sister School or Humanitarian Program.

2. Conditions of Participation

2.1 Any School District No. 62 student in good standing is eligible to take part in a Student Exchange, Sister School or Humanitarian Program, subject to the criteria and guidelines of the program. Students who participate in a program must be currently enrolled in the school and must be known by the teacher undertaking the planning of the program.

2.2 Participation in a program is not a right. The Principal may determine whether a student may participate. Non-participation will not affect a student's standing or grade. As necessary, an appropriate educational program must be provided to students not participating in the program.

2.3 All participants in a program must comply with the school and district Student Codes of Conduct, abide by all laws and customs of the destination, and act as ambassador of the school district. When the behaviour of a student in a program, in the opinion of the sponsor teacher, compromises safety of self or others and does not adhere to previously established expectations, that student will be returned home at the expense of the parents/guardians. If it is necessary for the student to be accompanied by a supervisor on the return home, the parents/guardians of the student will be responsible for the travel costs of that supervisor. Parents/guardians will be advised of this possibility as part of the program conditions. Prior to the student being sent home, parents/guardians will be notified.

2.4 Student participants in a program must attend pre-program meetings at which the activities to be undertaken in the program, the risks associated with the program, and the expected standards of conduct and consequences of noncompliance with that standard of conduct are reviewed. No student may participate in a program without attending such a meeting and agreeing to comply with that expected standard of behaviour. Student participants must satisfy any academic responsibilities prior to and during a program.

2.5 A sponsor teacher must provide detailed information to the parents/guardians of proposed student participants outlining the proposed activities to be undertaken in the program, including any known risks or dangers associated with that program, the educational purpose behind the program, the supervision to be provided in the program, and must obtain informed parental consent for each student participating in the program. The sponsor teacher will also communicate expectations to parents/guardians of responsibilities and expectations of student and adult participants and the consequences of failure to comply with the expected standards of conduct. A pre-program meeting must be held to provide parents/guardians information about the program, and parental attendance must be documented.

2.6 Cancellation insurance or an alternate destination plan must be in place for the field trip. For reasons of student safety, a Student Exchange, Sister School or Humanitarian Program may need to be changed, postponed or cancelled. The cost for such a decision will not be covered by the school district. If the Superintendent of Schools deems a trip unsafe and must be cancelled the parents/guardians will be responsible for covering all appropriate costs. Parents/guardians must ensure that they have all appropriate trip cancellation insurance as well as medical insurance.

2.7 Should the school or school district require the field trip to change or return home, all field trip participants will be required to comply with this directive.

3. Volunteers and Supervision

3.1 At least one of the volunteer supervisors, the sponsor teacher or a program director must have knowledge of the customs and culture of the country being visited.

3.2 The minimum adult/student ratio for all trips is 1 to 10.

3.3 If the students in the program are either male or female students, there must be at least one supervisor of the same sex. If the program includes both male and female students, then there must be at least one supervisor of each sex.

3.4 Staff and volunteer supervisors must be available to respond to the supervisory needs of the student twenty-four hours a day for each day of the event. All participants in a program must be in the role of supervisor or student. This includes all attending staff's spouses. Staff and volunteer supervisor's children are not permitted on the trip unless they are legitimately part of the curricular or extra-curricular program. In the case of extra-curricular trips where family members wish to be present to encourage the team, all travellers organized through the auspices of the school/school district must comply with the guiding principles and conditions of participation.

3.5 Volunteer supervisors must be informed of their responsibilities in writing. Volunteer supervisors must be screened for suitability and advised of the expectations of their role as outlined by Policy and Regulations D-111 Volunteers in Schools. The Principal will approve the participation of each volunteer supervisor. Volunteer supervisors must have the appropriate skills and knowledge to participate in the program. It is required that a meeting of the sponsor teacher, volunteer supervisors and the Principal is held to review the expectations and standard of conduct expected of volunteer supervisors in the program.

3.6 Any attending district CUPE employee is attending outside of their classification and is considered to be a volunteer and will not receive pay for the activity.

4. **Financial Arrangements**

4.1 Fundraising activities to support a program must comply with school district procedures and be approved by the Principal (refer to Policy and Regulations D-205 Fund Raising).

4.2 Teachers will need to consider equity and inclusion when planning international field trips that have significant financial costs. Every effort should be made to reduce costs and to explore financial supports. For example, planning trips in advance to allow fundraising opportunities, working with travel companies to mitigate costs, and seeking any discounts or contributions.

4.3 All financing arrangements for a program must be transparent, including the use of any "free" or discounted tickets associated with the selection of an organizing company, or the accrual of travel rewards benefits such as Air Miles related to the group travel. Sponsor teachers shall not place themselves in a financially compromising position or a conflict of interest with their students or with commercial agencies as a result of Student Exchange, Sister School or Humanitarian Programs. A summary of costs associated with the program shall be completed by the sponsor teacher and submitted to the Principal within two weeks of the completion of the program.

4.4 Programs are assumed by the teacher on a voluntary basis. There shall be no compensation for the provision of extra-curricular activities (Article D.17 STA Collective Agreement – Extra-Curricular Activities).

4.5 If a teacher-on-call is required as a result of the program, the cost of the teacher-on-call will be included in the students' cost of the program.

4.6 The school district will not be responsible for the costs of any Student Exchange, Sister School or Humanitarian Program. Parents/guardians must be advised, in writing, before any funds are collected from parents/guardians or students, that should the travel have to be cancelled for any reason the school district is not responsible for any costs incurred.

LIST OF APPENDICES FOR ALL TRIP FORMS

Appendix A – Low Risk Trip Forms

Appendix B – Moderate Risk Trip Forms – for Day Trips

Appendix C – Moderate Risk Trip Forms – Overnight Within Province Trips

Appendix D – Moderate Risk Trip Forms – Overnight Out-of-Province, Within Canada Trips

Appendix E – International Educational Trip Forms

Appendix F – International Student Exchange, Sister School, Humanitarian Programs or Sports-Based Trip Forms

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: _____ **Approved by:**_____
Leader's signature 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 <u>ONE WEEK</u> 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 with photocopy to 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**:

☐ a. Fill out bus request form and then give it to Principal for signature. *Form is located* _____. *The **<u>form needs an account number</u>** before it can be booked.*

b. The School Secretary will book the bus(es).

10. **If you use Parent/Guardian drivers**:

☐ a. Request that insurance and licence be presented to the office. *They will be photocopied and place in binder.*

☐ b. Check insurance for valid dates and minimum $1,000,000.00 liability coverage ($2,000,000.00 is preferred).

☐ c. 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:
- a. 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).

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

_____
Printed name of Parent/Guardian

_____
Address of Parent/Guardian

APPENDIX B

School District #62 (Sooke)

MODERATE RISK FIELD TRIP (DAY) 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:_____

PART B (to be submitted **to the Principal at least** 30 days prior to trip)
Required only for field trips that are overnight, within province,
and/or involve "moderate risk" activities.

Date of Parent/Guardian Information Meeting(s) (required by policy):_____

Section 1 – Required for all Overnight Field Trips

Itinerary (attach detailed itinerary, including educational and logistical activities prior to, during, and after the trip as well as names of chaperones and/or supervisors).

Lodging Arrangements_____

Meal Arrangements_____

Section 2 - Required if Field Trip involves any "Moderate Risk" Activities

List "Moderate Risk" Activities (see Field Trip Policy for definitions): _____
_____

Location of Activities (terrain, potential hazards, remoteness/access to medical care, etc.): _____
_____
_____
_____

Leader's and/or Instructors' Local Knowledge: _____
_____

Type & Quality of Safety Equipment: _____
_____

Ratio of Students-to-Instructors (qualified to lead activities): _____/ 1

Ratio of Students-to-Adults (including teachers/supervisors/chaperones/etc.): _____/ 1

Details of Student Preparation for Activities: _____
_____

Details of Leader's, Supervisor's, and/or Instructor's Experience and Qualifications: _____
_____
_____
_____

First Aid requirements: (e.g. level of first aid attendant and first aid kit): _____

Contingency Plans for Emergencies: _____
_____
_____

Section 3 – Any Relevant Additional Information

_____
_____
_____
_____

Planned By: **Approved/Recommended by:** **Date:**

_____ _____ _____
Leader's Signature Principal's Signature

School District No. 62 (Sooke)

MODERATE RISK FIELD TRIP
SCHOOL TRAVEL/ACTIVITY CHECKLIST

This checklist is designed to ensure that trips are given proper planning and adequate supervision. All students shall be under the supervision and direction of school personnel during the activity, during associated "free time" and while being transported. (School district policies regarding student travel, student behaviour and the teachers' duty of care are applicable and should be referred to.) They may be found in the District Policy Manual in Section C - Students.

Please ensure that all relevant documents are on file in the school office.

*Items marked **(*)** are related to all trips.*

SCHOOL: _____ DATE OF TRIP:_____

DESTINATION: _____ PURPOSE: _____

_____

_____

SUPERVISORS: _____ _____ _____

_____ _____ _____

_____ _____ _____

First Aid Attendant with valid certificate (if applicable): _____

NOTE: NAMES OF NON-TEACHING SUPERVISORS MUST BE REGISTERED WITH THE PRINCIPAL.

NUMBER OF STUDENTS: _____ LENGTH OF TRIP: _____ DAYS

NOTE: NAMES AND PHONE NUMBERS OF STUDENTS AND SUPERVISORS MUST BE REGISTERED IN SCHOOL OFFICES, SEPARATED BY TRANSPORTING VEHICLE.

DEPARTURE FROM: _____ (AM) (PM) _____ 20___

ARRIVAL AT: _____ (AM) (PM) _____ 20___

LEAVE FROM: _____ (AM) (PM) _____ 20___

ARRIVE AT: _____ (AM) (PM) _____ 20___

TEACHER'S SIGNATURE _____

PRINCIPAL'S SIGNATURE INDICATING PLANNING COMPLETE _____

DATE _____

CHECK ✓ WHEN COMPLETE; N/A IF NOT APPLICABLE.

SAFETY KIT – TO BE BROUGHT BY TRIP LEADER

*1. First Aid Kit ☐

*2. Charged cell phone ☐

*3. Emergency contact numbers on a separate sheet of paper ☐

*4 Medical information for each student ☐

*5. Emergency Plan for trip (what to do in the event of an emergency) ☐

COMMUNICATION WITH PARENTSGUARDIANS

*1. a) Date of Parent/Guardian Information Meeting (*for Moderate risk*) _____

b) Are parental/guardian permission slips on file for participating student? ☐

*2. Have a detailed trip itinerary been:

a) filed at school? ☐

b) sent home? ☐

*3. Are behavioural expectations made clear to students and parents/guardians well before the time of the trip? ☐

*4. Have arrangements been made to cope with known individual medical situations? ☐

5. Have destination contact persons, addresses and phone numbers been

a) carried on trip? ☐

b) filed at school? ☐

c) given to parents/guardians? ☐

6. Have students/parents/guardians been provided with equipment list? ☐

7. Have provisions been made to check student preparation before trip date? ☐

8. For lone or extended trips has the supervisor a list of medical numbers and insurance coverage? ☐

9. Have procedures for serious behaviour problems been communicated to the parent/guardian? ☐

Moderate Risk Field Trip - School Travel Activity Checklist,

SAFETY

1. To the best of your knowledge, do teacher supervisors and adult helpers have adequate qualifications and experience for this trip? ☐
2. Have potential hazards been considered in your planning? ☐

*3. Complete First Aid Risk Assessment on Engage at to determine;

   a. Correct level of first aid kit and ☐
   b. Correct level of First Aid Attendant on the trip. ☐

*4. 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.

6. Is the Supervisor familiar with the route/destination? ☐

FUNDING

*1. Has funding been organized and reviewed with the Principal? ☐

2. I have looked into funding options/alternatives for students who can't afford this. ☐

TRANSPORTATION

1. If you require a bus: ☐
   a. Fill out bus request form and then give it to Principal for signature. *Form is located _____.*
   b. *The form needs an account number before it can be booked.*
   c. The School Secretary will book the bus(es).

2. If you use Parent/Guardian drivers:
   a. Request that insurance and licence be presented to the office. *They will be photocopied and placed in binder.* ☐
   b. Check insurance for valid dates and minimum $1,000,000.00 liability coverage ($2,000,000.00 is preferred). ☐
   c. 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.

*3. If you use Staff drivers:
   a. Complete Student Transportation in Employee Vehicle Risk Assessment Checklist from the Working Alone or From Home Safe Work Procedure on Engage prior to transporting student. ☐

*4. Has adequate supervision been provided? ☐

SCHOOL
CONSENT FORM
FOR CHILD PARTICIPATING IN
MODERATE RISK ACTIVITY

Date:

Dear:

I hereby give my consent and acknowledge by my signature that:

Students will be going to (location) and will be away from the school from to (times). They will be travelling by (i.e. school bus, public transport, foot). _____ Initial

On this field trip, up to (number) students will be: (describe all activities – i.e. skiing, hiking, walking, using climbing apparatus, cooking meals on camp stoves, tenting.) _____ Initial

The students will be supervised by (a typical response might be "school employees and hopefully 2 – 4 parent/guardian 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.") _____ Initial

My child has no illnesses, allergies or disabilities that may require special attention, except as described here: _____ Initial

I am aware of the usual risks and dangers inherent in participation in all of the activities associated with this trip and of the possibility of personal injury, death, property damage or loss resulting from the activities. The dangers and risks may include, but are not limited to: (provide specific and comprehensive information on any risks that are applicable. Some examples follow.) _____ Initial

- Unorthodox or high-risk travel arrangements.
- Program locations.
- Rugged terrain.
- Rock fall and avalanches.
- Weather.
- Equipment breakage, failures.
- Delayed rescue, accessibility.
- Conduct of the guide, chaperone or other group members.
- The possibility that your child may not heed safety instructions or restrictions given to the group.

I acknowledge that if the Superintendent of Schools deems the trip unsafe, they can recall students back at any time. _____ Initial

I will supply suitable equipment and clothing for my child's participation in all activities associated with the field trip, including: _____ Initial

I am aware that I should contact the school for further information if I am unaware what clothing and equipment is required for the activities or possible weather conditions of this field trip. My child and I understand that it is our responsibility to ensure my child has all necessary equipment and clothing. _____ Initial

My child and I understand that the school's Code of Conduct applies during this field trip. I will be responsible for any costs caused by my child's failure to abide by the Code of Conduct, including any costs to send my child home. _____ Initial

Accidents can be the result of the nature of the activity and can occur with or without any fault on either 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.

_____ Initial

In signing this Consent, I am not relying on any oral or written representation or statements made by the School Board and its servants, agents, employees, or authorized volunteers, or the Ministry of Education, to induce me to permit my child to take the trip, other than those set out in this Consent.

_____ Initial

I am 19 years of age or more and have read and understand the terms of this Consent and understand that it is binding upon me, my heirs, executors and administrators. executors and administrators.

_____ Initial

Date:

_____	_____
Signature of Witness	Signature of Parent/Guardian
_____	_____
Printed Name of Witness	Printed Name of Parent/Guardian
_____	_____
Address	Address

NOTE: This Consent must be signed by ALL custodial parents or guardians of a child who is under the age of 19 years.

APPENDIX C

School District #62 (Sooke)

MODERATE RISK FIELD TRIP APPROVAL FORM FOR OVERNIGHT WITHIN PROVINCE TRIPS

- 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: _____ **Approved by:**_____
Leader's signature Principal's Signature

_____ _____
Print name Print name

Date:_____

PART B (to be submitted **to the Principal at least** 30 days prior to trip)
Required only for field trips that are overnight, within province,
and/or involve "moderate risk" activities.

Date of Parent/Guardian Information Meeting(s) (required by policy):_____

Section 1 – Required for all Overnight Field Trips

Itinerary (attach detailed itinerary, including educational and logistical activities prior to, during, and after the trip as well as names of chaperones and/or supervisors).

Lodging Arrangements_____

Meal Arrangements_____

Section 2 - Required if Field Trip involves any "Moderate Risk" Activities

List "Moderate Risk" Activities (see Field Trip Policy for definitions): _____
_____

Location of Activities (terrain, potential hazards, remoteness/access to medical care, etc.): _____
_____
_____
_____

Leader's and/or Instructors' Local Knowledge: _____
_____

Type & Quality of Safety Equipment: _____
_____

Ratio of Students-to-Instructors (qualified to lead activities): _____/ 1

Ratio of Students-to-Adults (including teachers/supervisors/chaperones/etc.): _____/ 1

Details of Student Preparation for Activities: _____
_____

Details of Leader's, Supervisor's, and/or Instructor's Experience and Qualifications: _____
_____
_____
_____

First Aid requirements: (e.g. level of first aid attendant and first aid kit): _____

Contingency Plans for Emergencies: _____
_____
_____

Section 3 – Any Relevant Additional Information

_____
_____
_____
_____

Planned By:_____ **Approved/Recommended by:**_____ **Date:**_____
Print name **Print name**

_____ _____
Leader's Signature Principal's Signature

School District No. 62 (Sooke)

MODERATE RISK FIELD TRIP – OVERNIGHT WITHIN PROVINCE SCHOOL TRAVEL/ACTIVITY CHECKLIST

This checklist is designed to ensure that trips are given proper planning and adequate supervision. All students shall be under the supervision and direction of school personnel during the activity, during associated "free time" and while being transported. (School district policies regarding student travel, student behaviour and the teachers' duty of care are applicable and should be referred to.) They may be found in the District Policy Manual in Section C — Students.

Please ensure that all relevant documents are on file in the school office.

SCHOOL: _____ DATE OF TRIP: _____

DESTINATION:_____ PURPOSE: _____

SUPERVISORS: _____ _____ _____

_____ _____ _____

_____ _____ _____

NOTE: NAMES OF NON-TEACHING SUPERVISORS MUST BE REGISTERED WITH THE PRINCIPAL.

NUMBER OF STUDENTS: _____ LENGTH OF TRIP: _____ DAYS

NOTE: NAMES AND PHONE NUMBERS OF STUDENTS AND SUPERVISORS MUST BE REGISTERED IN SCHOOL OFFICES, SEPARATED BY TRANSPORTING VEHICLE.

DEPARTURE FROM: _____ (AM) (PM) _____ 20___

ARRIVAL AT: _____ (AM) (PM) _____ 20___

LEAVE FROM: _____ (AM) (PM) _____ 20___

ARRIVE AT: _____ (AM) (PM) _____ 20___

First Aid Attendant with valid certificate (if applicable): _____

TEACHER'S SIGNATURE:_____

PRINCIPAL'S SIGNATURE INDICATING PLANNING COMPLETE:_____

DATE:_____

CHECK ✓ WHEN COMPLETE; N/A IF NOT APPLICABLE.

RATIONALE

1. Is trip consistent with Board policy? ☐
2. Has appropriate permission been received? (e.g. Principal) ☐
3. Have provisions been made for non-participating students who remain at school? ☐

SAFETY KIT – TO BE BROUGHT BY TRIP LEADER

1. First Aid Kit ☐
3. Charged cell phone Cell Number_____ ☐
4. Emergency contact numbers for school & emergency services on a separate sheet of paper ☐
5. Medical information and contacts for each student ☐
6. Emergency Plan for trip (what to do in the event of an emergency) ☐
7. Have destination contact persons, addresses and phone numbers been:

   a) carried on trip? ☐

   b) filed at school? ☐

   c) given to parents/guardians? ☐

COMMUNICATION WITH PARENTS/GUARDIANS

1. a) Date of Parent/Guardian Information Meeting: _____

   b) Are parental/guardian permission slips on file for participating students? ☐
2. Has a detailed trip itinerary been:

   a) filed at school? ☐

   b) sent home? ☐
3. Are behavioural expectations made clear to students and parents/guardians well before the time of the trip? ☐
4. Have arrangements been made to cope with known individual medical situations? ☐
5. Have students/parents/guardians been provided with equipment list? ☐
6. Have provisions been made to check student preparation before trip date? ☐
7. For lone or extended trips has the supervisor a list of medical numbers and insurance coverage? ☐
8. Have procedures for serious behaviour problems been communicated to the parent/guardian? ☐

TEACHER-ON-CALL

1. Is a TTOC needed? Yes_____ No_____ ☐
2. Has a TTOC been booked? Yes_____ No_____ ☐
3. Has funding been approved by the Principal? Yes_____ No_____ ☐

SUPERVISION

1. Have all supervisors been briefed on their responsibilities and trip details? ☐
2. Are supervisors provided with student/billet accommodation lists? ☐
3. Have provisions been made for supervision during structured and unstructured time? ☐
4. Curfew times/billets detailed? ☐
5. Are supervisors of both sexes required? (sports constitution requirement) ☐
6. Do supervisors have Criminal Record Checks? ☐

SAFETY

1. To the best of your knowledge, do teacher supervisors and adult helpers have adequate qualifications and experience for this trip? ☐
2. Have potential hazards been considered in your planning? ☐
3. Complete First Aid Risk Assessment on Engage at to determine;
    a. Correct level of first aid kit and ☐
    b. Correct level of First Aid Attendant on the trip. ☐

*4. 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.

5. Is the Supervisor familiar with the route/destination? ☐

FUNDING

1. Has funding for the trip been obtained in accordance with Board policy? ☐
2. Are payment methods organized for the trip? ☐
3. Has an itemized budget been filed? ☐
4. Ensure all receipts are turned into the office. ☐
5. I have looked into funding options/alternatives for students who can't afford this. ☐

School Travel Activity Checklist – Moderate Risk – Overnight, Within Province

TRANSPORTATION

1. If you require a bus: ☐
   a. Fill out bus request form and then give it to Principal for signature.
      Form is located _____.
   b. *The form needs an account number before it can be booked.*
   c. The School Secretary will book the bus(es).

2. If you use Parent/Guardian drivers:
   a. Request that insurance and licence be presented to the office. ☐
      They will be photocopied and placed in binder.
   b. Check insurance for valid dates and minimum $1,000,000.00 liability coverage ($2,000,000.00 is preferred). ☐
   c. 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.

3. If you use Staff drivers:
   a. Complete Student Transportation in Employee Vehicle Risk Assessment Checklist from the Working Alone or From Home Safe Work Procedure on Engage prior to transporting student. ☐

4. Has adequate supervision been provided? ☐

5. Are drivers given clear directions regarding routes and stops? ☐

6. If using Charter Buses/rental vehicles, have safety inspection for school bus been approved and on file with SBO? ☐

7 a. If more than one vehicle is being used, is list on file showing who is in which vehicle? ☐

   b. If any student changes vehicles, a record of this change must be made and communicated to each supervisor. ☐

8. Is list of students going, and home telephone numbers been filed in school office? ☐

9. Does means of transport have adequate luggage/equipment storage? ☐

10. Are arrangements made well in advance for meals enroute? ☐

11. Will there be access to the school on departure or return? ☐

12. Have provisions been made to deal with the
    a. alarm system? ☐
    b. fire gates? ☐

SCHOOL CONSENT FORM
FOR CHILD PARTICIPATING IN MODERATE RISK
– OVERNIGHT, WITHIN PROVINCE ACTIVITY

Date:

Dear:

I hereby give my consent and acknowledge by my signature that:

Students will be going to (location) and will be away from the school from to (times). They will be travelling by (i.e. school bus, public transport, foot). _____ Initial

On this field trip, up to (number) students will be: (describe all activities – i.e. skiing, hiking, walking, using climbing apparatus, cooking meals on camp stoves, tenting.) _____ Initial

The students will be supervised by (a typical response might be "school employees and hopefully 2 – 4 parent 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.") _____ Initial

My child has no illnesses, allergies or disabilities that may require special attention, except as described here: _____ Initial

I am aware of the usual risks and dangers inherent in participation in all of the activities associated with this trip and of the possibility of personal injury, death, property damage or loss resulting from the activities. The dangers and risks may include, but are not limited to: (provide specific and comprehensive information on any risks that are applicable. Some examples follow.) _____ Initial

- Unorthodox or high-risk travel arrangements.
- Program locations.
- Rugged terrain.
- Rock fall and avalanches.
- Weather.
- Equipment breakage, failures.
- Delayed rescue, accessibility.
- Conduct of the guide, chaperone or other group members.
- The possibility that your child may not heed safety instructions or restrictions given to the group.

I acknowledge that if the Superintendent of Schools deems the trip unsafe, they can recall students back at any time. _____ Initial

I will supply suitable equipment and clothing for my child's participation in all activities associated with the field trip, including: _____ Initial

I am aware that I should contact the school for further information if I am unaware what clothing and equipment is required for the activities or possible weather conditions of this field trip. My child and I understand that it is our responsibility to ensure my child has all necessary equipment and clothing. _____ Initial

My child and I understand that the school's Code of Conduct applies during this field trip. I will be responsible for any costs caused by my child's failure to abide by the Code of Conduct, including any costs to send my child home. _____ Initial

Accidents can be the result of the nature of the activity and can occur with or without any fault on either 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. _____ Initial

In signing this Consent, I am not relying on any oral or written representation or statements made by the School Board and its servants, agents, employees, or authorized volunteers, or the Ministry of Education, to induce me to permit my child to take the trip, other than those set out in this Consent. _____ Initial

I am 19 years of age or more and have read and understand the terms of this Consent and understand that it is binding upon me, my heirs, executors and administrators. executors and administrators. _____ Initial

Date:

_____	_____
Signature of Witness	Signature of Parent/Guardian
_____	_____
Printed Name of Witness	Printed Name of Parent/Guardian
_____	_____
Address	Address

NOTE: This Consent must be signed by ALL custodial parents or guardians of a child who is under the age of 19 years.

APPENDIX D

School District #62 (Sooke)

MODERATE RISK FIELD TRIP APPROVAL FORM FOR OVERNIGHT OUT-OF-PROVINCE/WITHIN CANADA TRIPS

- 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: _____ **Approved by:**_____
Leader's signature Principal's Signature

_____ _____
Print name Print name

Date:_____

PART B (to be submitted 45 days prior to trip)
Required only for field trips that are overnight, out-of-province/within Canada,
and/or involve "moderate risk" activities.

Date of Parent/Guardian Information Meeting(s) (required by policy):_____

Section 1 – Required for all Overnight Field Trips

Itinerary (attach detailed itinerary, including educational and logistical activities prior to, during, and after the trip as well as names of chaperones and/or supervisors).

Lodging Arrangements_____

Meal Arrangements_____

Section 2 - Required if Field Trip involves any "Moderate Risk" Activities

List "Moderate Risk" Activities (see Field Trip Policy for definitions): _____
_____

Location of Activities (terrain, potential hazards, remoteness/access to medical care, etc.): _____
_____
_____
_____

Leader's and/or Instructors' Local Knowledge: _____
_____

Type & Quality of Safety Equipment: _____
_____

Ratio of Students-to-Instructors (qualified to lead activities): _____/ 1

Ratio of Students-to-Adults (including teachers/supervisors/chaperones/etc.): _____/ 1

Details of Student Preparation for Activities: _____
_____

Details of Leader's, Supervisor's, and/or Instructor's Experience and Qualifications: _____
_____
_____
_____

First Aid requirements: (e.g. level of first aid attendant and first aid kit):
_____

Contingency Plans for Emergencies: _____
_____
_____

Section 3 – Any Relevant Additional Information

_____
_____
_____
_____

Planned By:_____ **Approved/Recommended by:**_____
Print name **Print name**

_____ _____ Date:_____
Leader's Signature Principal's Signature

School District No. 62 (Sooke)

MODERATE RISK FIELD TRIP – OVERNIGHT OUT-OF-PROVINCE/WITHIN CANADA
SCHOOL TRAVEL/ACTIVITY CHECKLIST

This checklist is designed to ensure that trips are given proper planning and adequate supervision. All students shall be under the supervision and direction of school personnel during the activity, during associated "free time" and while being transported. (School district policies regarding student travel, student behaviour and the teachers' duty of care are applicable and should be referred to.) They may be found in the District Policy Manual in Section C - Students.

Please ensure that all relevant documents are on file in the school office.

SCHOOL:_____ DATE OF TRIP:_____

DESTINATION:_____ PURPOSE: _____

SUPERVISORS: _____ _____ _____

_____ _____ _____

_____ _____ _____

NOTE: NAMES OF NON-TEACHING SUPERVISORS MUST BE REGISTERED WITH THE PRINCIPAL.

NUMBER OF STUDENTS: _____ LENGTH OF TRIP: _____ DAYS

NOTE: NAMES AND PHONE NUMBERS OF STUDENTS AND SUPERVISORS MUST BE REGISTERED IN SCHOOL OFFICES, SEPARATED BY TRANSPORTING VEHICLE.

DEPARTURE FROM: _____ (AM) (PM) _____ 20___

ARRIVAL AT: _____ (AM) (PM) _____ 20___

LEAVE FROM: _____ (AM) (PM) _____ 20___

ARRIVE AT: _____ (AM) (PM) _____ 20___

First Aid Attendant with valid certificate (if applicable): _____

TEACHER'S SIGNATURE:_____

PRINCIPAL'S SIGNATURE INDICATING PLANNING COMPLETE:_____

DATE:_____

CHECK ✓ WHEN COMPLETE; N/A IF NOT APPLICABLE.

RATIONALE

1. Is trip consistent with Board policy? ☐
2. Has appropriate permission been received? (1. Principal; 2. Superintendent/designate approval; 3. Parent/guardian consent) ☐
3. Have provisions been made for non-participating students who remain at school? ☐

SAFETY KIT – TO BE BROUGHT BY TRIP LEADER

1. First Aid Kit ☐
2. Charged cell phone Cell Number_____ ☐
3. Emergency contact numbers for school & emergency services on a separate sheet of paper ☐
4. Medical information and contacts for each student ☐
5. Emergency Plan for trip (what to do in the event of an emergency) ☐
6. Have destination contact persons, addresses and phone numbers been:
   a) carried on trip? ☐
   b) filed at school? ☐
   c) given to parents/guardians? ☐

COMMUNICATION WITH PARENTS/GUARDIANS

1. a) Date of Parent/Guardian Information Meeting: _____
   b) Are parental/guardian permission slips on file for participating students? ☐
2. Has a detailed trip itinerary been:
   a) filed at school? ☐
   b) sent home? ☐
3. Are behavioural expectations made clear to students and parents/guardians well before the time of the trip? ☐
4. Have arrangements been made to cope with known individual medical situations? ☐
5. Have students/parents/guardians been provided with equipment list? ☐
6. Have provisions been made to check student preparation before trip date? ☐
7. For lone or extended trips has the supervisor a list of medical numbers and insurance coverage? ☐
8. Have procedures for serious behaviour problems been communicated to the parent/guardian? ☐

TEACHER-ON-CALL

1. Is a TTOC needed? Yes_____ No_____ ☐
2. Has a TTOC been booked? Yes_____ No_____ ☐
3. Has funding been approved by the Principal? Yes_____ No_____ ☐

SUPERVISION

1. Have all supervisors been briefed on their responsibilities and trip details? ☐
2. Are supervisors provided with student/billet accommodation lists? ☐
3. Have provisions been made for supervision during structured and unstructured time? ☐
4. Curfew times/billets detailed? ☐
5. Are supervisors of both sexes required? (sports constitution requirement) ☐
6. Do supervisors have Criminal Record Checks? ☐

SAFETY

1. To the best of your knowledge, do teacher supervisors and adult helpers have adequate qualifications and experience for this trip? ☐
2. Have potential hazards been considered in your planning? ☐
3. Complete First Aid Risk Assessment on Engage at to determine;
    a. Correct level of first aid kit and ☐
    b. Correct level of First Aid Attendant on the trip. ☐

*4. 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. ☐

5. Is the Supervisor familiar with the route/destination? ☐

FUNDING

1. Has funding for the trip been obtained in accordance with Board policy? ☐
2. Are payment methods organized for the trip? ☐
3. Has an itemized budget been filed? ☐
4. Ensure all receipts are turned into the office. ☐
5. I have looked into funding options/alternatives for students who can't afford this. ☐

TRANSPORTATION

1. If you require a bus:
   a. Fill out bus request form and then give it to Principal for signature. ☐
      Form is located _____.
   b. *The form needs an account number before it can be booked.*
   c. The School Secretary will book the bus(es).

2. If you use Parent/Guardian drivers:
   a. Request that insurance and licence be presented to the office. ☐
      They will be photocopied and placed in binder.
   b. Check insurance for valid dates and minimum $1,000,000.00 liability coverage ($2,000,000.00 is preferred). ☐
   c. 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.

3. If you use Staff drivers:
   a. Complete Student Transportation in Employee Vehicle Risk Assessment Checklist from the Working Alone or From Home Safe Work Procedure on Engage prior to transporting student. ☐

4. Has adequate supervision been provided? ☐

5. Are drivers given clear directions regarding routes and stops? ☐

6. If using Charter Buses/rental vehicles, have safety inspection for school bus been approved and on file with SBO? ☐

7. a. If more than one vehicle is being used, is list on file showing who is in which vehicle? ☐

   b. If any student changes vehicles, a record of this change must be made and communicated to each supervisor. ☐

8. Is list of students going, and home telephone numbers been filed in school office? ☐

9. Does means of transport have adequate luggage/equipment storage? ☐

10. Are arrangements made well in advance for meals enroute? ☐

11. Will there be access to the school on departure or return? ☐

12. Have provisions been made to deal with the:
    a. alarm system? ☐
    b. fire gates? ☐

SCHOOL CONSENT FORM
FOR CHILD PARTICIPATING IN MODERATE RISK
– OVERNIGHT, OUT-OF-PROVINCE/WITHIN CANADA ACTIVITY

Date:

Dear:

I hereby give my consent and acknowledge by my signature that:

Students will be going to (location) and will be away from the school from to (times). They will be travelling by (i.e. school bus, public transport, foot). _____ Initial

On this field trip, up to (number) students will be: (describe all activities – i.e. skiing, hiking, walking, using climbing apparatus, cooking meals on camp stoves, tenting.) _____ Initial

The students will be supervised by (a typical response might be "school employees and hopefully 2 – 4 parent 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.") _____ Initial

My child has no illnesses, allergies or disabilities that may require special attention, except as described here: _____ Initial

I am aware of the usual risks and dangers inherent in participation in all of the activities associated with this trip and of the possibility of personal injury, death, property damage or loss resulting from the activities. The dangers and risks may include, but are not limited to: (provide specific and comprehensive information on any risks that are applicable. Some examples follow.) _____ Initial

- Unorthodox or high-risk travel arrangements.
- Program locations.
- Rugged terrain.
- Rock fall and avalanches.
- Weather.
- Equipment breakage, failures.
- Delayed rescue, accessibility.
- Conduct of the guide, chaperone or other group members.
- The possibility that your child may not heed safety instructions or restrictions given to the group.

I acknowledge that if the Superintendent of Schools deems the trip unsafe, they can recall students back at any time. _____ Initial

I will supply suitable equipment and clothing for my child's participation in all activities associated with the field trip, including: _____ Initial

I am aware that I should contact the school for further information if I am unaware what clothing and equipment is required for the activities or possible weather conditions of this field trip. My child and I understand that it is our responsibility to ensure my child has all necessary equipment and clothing. _____ Initial

My child and I understand that the school's Code of Conduct applies during this field trip. I will be responsible for any costs caused by my child's failure to abide by the Code of Conduct, including any costs to send my child home. _____ Initial

Accidents can be the result of the nature of the activity and can occur with or without any fault on either 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, _____ Initial

you are accepting the risk of an accident occurring, and agree that this activity, as described above, is suitable for your child.

In signing this Consent, I am not relying on any oral or written representation or statements made by the School Board and its servants, agents, employees, or authorized volunteers, or the Ministry of Education, to induce me to permit my child to take the trip, other than those set out in this Consent. _____ Initial

I am 19 years of age or more and have read and understand the terms of this Consent and understand that it is binding upon me, my heirs, executors and administrators. executors and administrators. _____ Initial

Date:

_____	_____
Signature of Witness	Signature of Parent/Guardian
_____	_____
Printed Name of Witness	Printed Name of Parent/Guardian
_____	_____
Address	Address

NOTE: This Consent must be signed by ALL custodial parents or guardians of a child who is under the age of 19 years.

APPENDIX E

International Educational Trips

1. Pre-Trip Review

1.1 Not less than one month prior to departure on an Out of Province or International Educational Trip, the sponsor teacher will meet with the Principal to review and revise, as appropriate:

a. the critical incident plan to deal with health, financial or discipline emergencies, that includes a telephone tree and arrangements for two-way communication.
b. the supervision plan.
c. the list of student participants and volunteers.
d. the detailed itinerary.
e. the general state of readiness and preparedness for the trip.

2. Documentation

2.1 Prior to embarking upon the International Educational Trip, the sponsor teacher will provide the school administration a copy of all relevant documents for the trip (the "Trip File"), and specifically:

a. a list of all participants and volunteers, with medical and emergency contact information.
b. a copy of the informed consent form signed by the parent/guardian of each participating student.
c. a detailed itinerary, including transportation arrangements, accommodation, activities, with contact numbers and addresses.
d. emergency contact numbers for sponsor teacher and supervisors.
e. a copy of each student's valid passport and, if necessary, travel visa.
f. information about travel insurance and alternate destination planning.

2.2 A copy of the Trip File will be kept by the Principal and provided to the Associate Superintendent at least one week prior to the departure of the trip.

3. Health and Safety

3.1 All participants on an International Educational Trip, including students, volunteers and the sponsor teacher, must provide confirmation of adequate cancellation, health and hospital insurance coverage prior to departure.

3.2 All participants on an International Educational Trip must provide the sponsor teacher with information concerning any known medical or health condition that may require emergency attention on the trip.

3.3 The sponsor teacher must carry with them on the trip a copy of the relevant health information for students, including emergency contact information for parents/guardians and school district administration.

INTERNATIONAL EDUCATIONAL TRIPS
APPLICATION INFORMATION
STEP ONE

This form must be completed as part of a detailed approval process. It must be reviewed and approved by the Principal and Superintendent or designate (for trips outside of Canada and continental USA) at least six months prior to date of departure. Once the field trip has been approved, trip details may be confirmed and communication to students and parents/guardians can commence.

Part A:

School: _____ Date Submitted: _____

Principal:_____

Supervisor (Educator in charge): _____

Destination of Trip: _____

Departure Date: _____ Return Date: _____

Grade level(s): _____ No. of students involved: _____

Part B:

SUPERVISION:

1 a) Name of Lead Supervisor:_____

b) Names of Supervisors (indicate male/female/other, teacher, parent/guardian, volunteer, etc.):

_____

_____

_____

_____

(*Note: Volunteers have obtained Criminal Record Checks (as per Policy E-118). Copies filed with school principal prior to trip departure.)*

c) Names of Supervisor or tour company representative with firsthand knowledge of customs and culture of country being visited:

_____

_____

TRAVEL:

2. Method of travel/transportation:

_____

_____

ITINERARY:

3. Brief Itinerary and Details (attach a detailed itinerary):

Destination	Accommodation	Contact Person	Phone Number	Date

PLANNING DETAILS:

4 Educational Objectives:

a. Describe the curricular and/or extra-curricular relevance students will receive from the International Education trip.

_____

_____

b. Follow-up activities for students.

_____

_____

5. Supervision:
   a. Proposed adult/gender/student ratio: _____ (minimum 1:10)
   b. Evidence of experience for supervising staff:

_____

_____

   c. Arrangements or coverage of supervising staff's assignment (if necessary):

_____

_____

   d. First Aid requirements: (e.g. level of first aid attendant and first aid kit):

_____

6. Accommodation Arrangements:
   ☐ Billet ☐ Hotel/Motel ☐ Camping ☐ Other:_____

7. Student Participation
   Selection process for participating students:

   _____

   _____

   _____

   (Parents/guardians have been notified that if a student compromises safety of self or others and does not adhere to previously established expectations, that student and possibly a supervisor may be returned home at the expense of the parent/guardian.)

FINANCES

8. Total per student cost for the International Education trip: _____
9. Total per student cost to be paid by each student: _____
10. Source of funds (include amounts when there is a difference between total cost and amount paid per student): _____
11. TTOC time required? ☐ Yes ☐ No
12. Total per staff cost for International Field Trip: _____
13. Total per staff cost to be paid by each staff member: _____
14. Total overall cost of the International Educational trip: _____
15. Commercial tour company assisting with arrangements (if applicable):
    a. Company name: _____
    b. Contact person: _____
       - Phone: _____
       - E-mail: _____

LIABILITY COVERAGE

16. Describe the arrangements that have been made to ensure that all applications have adequate health and cancellation insurance for travelling out of the country:

    _____

    _____

17. What provisions have been made regarding proof of citizenship or immigration status and/or required vaccinations?

    _____

    _____

18. Unique Risk/Safety Considerations: _____

    _____

(Parents/guardians have been notified in writing that should the tour/program be cancelled for any reason; the district is not responsible for any costs involved.)

INSURANCE AND ALTERNATE DESTINATION PLANS

Cancellation Insurance Options Communicated to Parents and Students ☐ Yes
Medical and Trip Insurance Options Communicated to Parents and Students ☐ Yes
Details (attach documentation):

_____

_____

Information to Parents/Guardians:
Please include a sample of proposed letter or notices to parents/guardians.

Parental Consent Forms:
Please include a sample of proposed parental/guardian consent forms.

_____ _____
Supervisor's Signature & Print Name Date

_____ _____
Principal's Signature & Print Name Date

_____ _____
Associate Superintendent's Signature & Print Name Date

INTERNATIONAL EDUCATIONAL TRIPS
PLANNING UPDATE
STEP TWO

NOTE: Planning for International Educational Trips is a two-step process which includes approval and detailed planning. This form must be completed as an update and is to be provided to the Principal and Superintendent or designate one month before the departure of the trip.

_____ _____
School **Date Final Form Submitted**

<u>GENERAL DESCRIPTION</u> (complete items 1 – 6 and update any other information that has changed from the original application)

1. Supervisor (Educator in Charge:_____
2. Destination of Trip: _____
3. Departure Date:_____ Return Date:_____
4. Number of school days missed (recommended 3 days max.): _____
5. Names and grade levels of students participating. Please indicate male/female/other. Attach list current to (insert date here _____).
6. Final list of participants (names & phone numbers) must be submitted to the Associate Superintendent prior to departure.

   Date submitted: _____
7. a) Name of Lead Supervisor: _____
   b) Names of supervisors (indicate male/female/other, teacher, parent/guardian, volunteer, etc.)

   _____ _____

   _____ _____

   _____ _____

   Note: All volunteers must have obtained Criminal Record Checks (as per Policy E-118). Copies attached.

   c) Names of supervisor or tour company representative with firsthand knowledge of customs and culture of country being visited.

   _____ _____

   _____ _____
8. Brief Itinerary and Details: Please attach a detailed itinerary that contains the following information. Please highlight any changes from original application.

Destination	Accommodation	Contact Person	Phone Number	Date

FINANCES

Costs:

1. What is the total per student cost for the International Educational trip? _____
2. Of the total per student cost, how much is each student required to pay? _____
3. What is the source of funds and amounts when there is a difference between 1 and 2?

   _____
4. How much is the staff required to pay? _____
5. What is the total cost of the International Educational trip? _____
6. Commercial tour company used to assist in the arrangements: ☐ Yes ☐ No
   a. Agency Name: _____
   b. Contact Person:
      - Name: _____
      - Telephone Number: _____
      - E-Mail: _____

LIABILITY COVERAGE

1. Explain the arrangements that have been made to ensure that all applications have **adequate health and cancellation insurance for travelling out of the country**.

   _____

   _____
2. What provisions have been made regarding **proof of citizenship** or immigration status, and/or required vaccinations? _____

   _____
3. Parents/guardians have been notified in writing that should the tour/program be cancelled for any reason; the district is not responsible for any costs involved. ☐ Yes ☐ No

INSURANCE AND ALTERNATE DESTINATION PLANS

_____

_____

RETENTION OF KEY DOCUMENTATION

Prior to departure, it is expected the Principal will retain on file all pertinent documentation. The Trip File will be available to the Superintendent or designate should it be required.

Included Trip File Information:

a. Information to Parents/Guardians – include actual letter or notices to parents/guardians.
b. Parental Consent Forms – include all signed parental/consent forms.

FINAL SIGN OFF FOR INTERNATIONAL EDUCATIONAL TRIP

_____	_____	_____
School	**Supervising Teacher**	**Travel Date**

Destination: _____

Purpose: _____

Date Plan and Update Signed Off: _____

Superintendent's or Designate's Signature: _____

INTERNATIONAL EDUCATIONAL TRIP FILE
FINAL CHECKLIST

<u>This checklist must be submitted to School Administrator at least one week prior to departure</u>. Label folder/binder with school name, location and dates of travel.

- ☐ Copy of signed informed consent forms
- ☐ Detailed trip Itinerary – includes name of accommodation and contact numbers
- ☐ List and phone numbers of accommodations
- ☐ Transportation schedules, including any flight numbers, bus and/or train schedules. Please also include company names
- ☐ Insurance and Alternate Destination Plans
- ☐ List of students, gender, grade levels and home/cell contact phone numbers for time of travel
- ☐ List of all supervisors and chaperones
- ☐ If using a travel company, include name and contact numbers of tour guides.
- ☐ Confirm with students/parents/guardians all medical and necessary trip insurance.
- ☐ Acknowledgement of Risk/Consent form for outdoor or indoor activities that involve significant risk (if applicable).
- ☐ Understanding of travel insurance and parent/guardian responsibility
- ☐ Completed First aid risk Assessment
- ☐ Completed Risk Assessment for Potential Violent Interactions with Public
- ☐ Completed Student Transportation in Employee Vehicle Risk Assessment Checklist, if applicable

School District No. 62 (Sooke)

MODERATE RISK FIELD TRIP – INTERNATIONAL EDUCATIONAL TRIPS SCHOOL TRAVEL/ACTIVITY CHECKLIST

This checklist is designed to ensure that trips are given proper planning and adequate supervision. All students shall be under the supervision and direction of school personnel during the activity, during associated "free time" and while being transported. (School district policies regarding student travel, student behaviour and the teachers' duty of care are applicable and should be referred to.) They may be found in the District Policy Manual in Section C - Students.

Please ensure that all relevant documents are on file in the school office.

SCHOOL:_____ DATE OF TRIP: _____

DESTINATION:_____ PURPOSE: _____

SUPERVISORS: _____ _____ _____

_____ _____ _____

_____ _____ _____

NOTE: NAMES OF NON-TEACHING SUPERVISORS MUST BE REGISTERED WITH THE PRINCIPAL.

NUMBER OF STUDENTS: _____ LENGTH OF TRIP: _____ DAYS

NOTE: NAMES AND PHONE NUMBERS OF STUDENTS AND SUPERVISORS MUST BE REGISTERED IN SCHOOL OFFICES, SEPARATED BY TRANSPORTING VEHICLE.

DEPARTURE FROM: _____ (AM) (PM) _____

ARRIVAL AT: _____ (AM) (PM) _____

LEAVE FROM: _____ (AM) (PM) _____

ARRIVE AT: _____ (AM) (PM) _____

First Aid Attendant with valid certificate (if applicable): _____

TEACHER'S SIGNATURE: _____

PRINCIPAL'S SIGNATURE INDICATING PLANNING COMPLETE: _____

DATE: _____

CHECK ✓ WHEN COMPLETE; N/A IF NOT APPLICABLE.

RATIONALE

1. Is trip consistent with Board policy? ☐
2. Has appropriate permission been received? (1. Principal 2. Board approval 3. Parent/guardian consent) ☐
3. Have provisions been made for non-participating students who remain at school? ☐

SAFETY KIT – TO BE BROUGHT BY TRIP LEADER

1. First Aid Kit ☐
2. Charged cell phone Cell Number_____ ☐
3 Emergency contact numbers for school & emergency services on a separate sheet of paper ☐
4 Medical information and contacts for each student ☐
5. Emergency Plan for trip (what to do in the event of an emergency) ☐
6. Have destination contact persons, addresses and phone numbers been:
   a) carried on trip? ☐
   b) filed at school? ☐
   c) given to parents/guardians? ☐

COMMUNICATION WITH PARENTS/GUARDIANS

1. a) Date of Parent Information Meeting: _____
   b) Are parental permission slips on file for participating students? ☐
2. Has a detailed trip itinerary been:
   a) filed at school? ☐
   b) sent home? ☐
3. Are behavioural expectations made clear to students and parents/guardians well before the time of the trip? ☐
4. Have arrangements been made to cope with known individual medical situations? ☐
5. Have students/parents/guardians been provided with equipment list? ☐
6. Have provisions been made to check student preparation before trip date? ☐
7. For lone or extended trips, has the supervisor a list of medical numbers and insurance coverage? ☐
8. Have procedures for serious behaviour problems been communicated to the parent/guardian? ☐

School Travel Activity Checklist – Moderate Risk – Int'l Educational trips

TEACHER-ON-CALL

1. Is a TTOC needed? Yes_____ No_____ ☐
2. Has a TTOC been booked? Yes_____ No_____ ☐
3. Has funding been approved by the Principal? Yes_____ No_____ ☐

SUPERVISION

1. Have all supervisors been briefed on their responsibilities and trip details? ☐
2. Are supervisors provided with student/billet accommodation lists? ☐
3. Have provisions been made for supervision during structured and unstructured time? ☐
4. Curfew times/billets detailed? ☐
5. Are supervisors of both sexes required? (sports constitution requirement) ☐
6. Do supervisors have Criminal Record Checks? ☐

SAFETY

1. To the best of your knowledge, do teacher supervisors and adult helpers have adequate qualifications and experience for this trip? ☐
2. Have potential hazards been considered in your planning? ☐
3. Complete First Aid Risk Assessment on Engage at to determine;
   a. Correct level of first aid kit and ☐
   b. Correct level of First Aid Attendant on the trip. ☐
4. 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. ☐
5. Is the Supervisor familiar with the route/destination? ☐

FUNDING

1. Has funding for the trip been obtained in accordance with Board policy? ☐
2. Are payment methods organized for the trip? ☐
3. Has an itemized budget been filed? ☐
4. Ensure all receipts are turned into the office. ☐
5. I have looked into funding options/alternatives for students who can't afford this. ☐

TRANSPORTATION

1. If you require a bus: ☐
   a. Fill out bus request form and then give it to Principal for signature.
      Form is located _____.
   b. *The form needs an account number before it can be booked.*
   c. The School Secretary will book the bus(es).

2. If you use Parent/Guardian drivers:
   a. Request that insurance and licence be presented to the office. ☐
      They will be photocopied and placed in binder.
   b. Check insurance for valid dates and minimum $1,000,000.00 liability coverage ($2,000,000.00 is preferred). ☐
   c. 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.

3. If you use Staff drivers:
   a. Complete Student Transportation in Employee Vehicle Risk Assessment Checklist from the Working Alone or From Home Safe Work Procedure on Engage prior to transporting student. ☐

4. Has adequate supervision been provided? ☐

5. Are drivers given clear directions regarding routes and stops? ☐

6. If using Charter Buses/rental vehicles, have safety inspection for school bus been approved and on file with SBO? ☐

7. a. If more than one vehicle is being used, is list on file showing who is in which vehicle? ☐

   b. If any student changes vehicles, a record of this change must be made and communicated to each supervisor. ☐

8. Is list of students going, and home telephone numbers been filed in school office? ☐

9. Does means of transport have adequate luggage/equipment storage? ☐

10. Are arrangements made well in advance for meals enroute? ☐

11. Will there be access to the school on departure or return? ☐

12. Have provisions been made to deal with the:
    a. alarm system? ☐
    b. fire gates? ☐

SCHOOL CONSENT FORM
FOR CHILD PARTICIPATING IN MODERATE RISK
INTERNATIONAL EDUCATIONAL TRIP

Date:

Dear:

I hereby give my consent and acknowledge by my signature that:

Students will be going to (location) and will be away from the school from to (times). They will be travelling by (i.e. school bus, public transport, foot). _____ Initial

On this field trip, up to (number) students will be:
(describe all activities – i.e. skiing, hiking, walking, using climbing apparatus, cooking meals on camp stoves, tenting.) _____ Initial

The students will be supervised by (a typical response might be "school employees and hopefully 2 – 4 parent 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.") _____ Initial

My child has no illnesses, allergies or disabilities that may require special attention, except as described here: _____ Initial

I am aware of the usual risks and dangers inherent in participation in all of the activities associated with this trip and of the possibility of personal injury, death, property damage or loss resulting from the activities. The dangers and risks may include, but are not limited to: (provide specific and comprehensive information on any risks that are applicable. Some examples follow.) _____ Initial

- Unorthodox or high-risk travel arrangements.
- Program locations.
- Rugged terrain.
- Rock fall and avalanches.
- Weather.
- Equipment breakage, failures.
- Delayed rescue, accessibility.
- Conduct of the guide, chaperone or other group members.
- The possibility that your child may not heed safety instructions or restrictions given to the group.

I acknowledge that if the Superintendent of Schools deems the trip unsafe, they can recall students back at any time. _____ Initial

I will supply suitable equipment and clothing for my child's participation in all activities associated with the field trip, including: _____ Initial

I am aware that I should contact the school for further information if I am unaware what clothing and equipment is required for the activities or possible weather conditions of this field trip. My child and I understand that it is our responsibility to ensure my child has all necessary equipment and clothing. _____ Initial

My child and I understand that the school's Code of Conduct applies during this field trip. I will be responsible for any costs caused by my child's failure to abide by the Code of Conduct, including any costs to send my child home. _____ Initial

Accidents can be the result of the nature of the activity and can occur with or without any fault on either 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. _____ Initial

In signing this Consent, I am not relying on any oral or written representation or statements made by the School Board and its servants, agents, employees, or authorized volunteers, or the Ministry of Education, to induce me to permit my child to take the trip, other than those set out in this Consent. _____ Initial

I am 19 years of age or more and have read and understand the terms of this Consent and understand that it is binding upon me, my heirs, executors and administrators. executors and administrators. _____ Initial

Date:

_____	_____
Signature of Witness	Signature of Parent/Guardian
_____	_____
Printed Name of Witness	Printed Name of Parent/Guardian
_____	_____
Address	Address

NOTE: This Consent must be signed by ALL custodial parents or guardians of a child who is under the age of 19 years.

APPENDIX F

INTERNATIONAL STUDENT EXCHANGE, SISTER SCHOOL, HUMANITARIAN PROGRAMS OR SPORTS-BASED TRIPS

1. Pre-Program Review

1.1 Not less than one month prior to departure on a program, the sponsor teacher will meet with the Principal to review and revise, as appropriate:

a. the critical incident plan to deal with health, financial or discipline emergencies, that includes a telephone tree and arrangements for two-way communication.
b. the supervision plan.
c. the list of student participants and volunteers.
d. the detailed itinerary.
e. the general state of readiness and preparedness for the Student Exchange, Sister School or Humanitarian Program.

2. Documentation

2.1 Prior to embarking upon the program, the sponsor teacher will provide the school administration a copy of all relevant documents for the program (the "Program File"), and specifically:

a. a list of all participants and volunteers, with medical and emergency contact information.
b. a copy of the informed consent form signed by the parent/guardian of each participating student.
c. a detailed itinerary, including transportation arrangements, accommodation, activities, with contact numbers and addresses.
d. emergency contact numbers for sponsor teacher and supervisors.
e. a copy of each student's valid passport and, if necessary, travel visa, if international travel is involved.
f. information about travel insurance and alternate destination planning.
g. A copy of the Program File will be kept by the Principal and provided to the Superintendent at least one week prior to departure.

3. Health and Safety

3.1 All participants in a program, including students, volunteers and the sponsor teacher, must provide confirmation of adequate health and hospital insurance coverage prior to departure.

3.2 All participants in a program must provide the sponsor teacher with information concerning any known medical or health condition that may require emergency attention during the program.

3.3 The sponsor teacher must carry with them during the program a copy of the relevant health information for students, including emergency contact information for parents/guardians and school district administration.

3.4 Prior to any international travel, the Department of Foreign Affairs and International Trade must be consulted to determine if any travel warning has been issued. Should conditions require it, the sponsor teacher should register with DFAIT (www.voyage.gc.ca) prior to departure and activate the registration with the local Canadian Consulate upon arrival.

INTERNATIONAL STUDENT EXCHANGE, SISTER SCHOOL, HUMANITARIAN PROGRAMS OR SPORTS-BASED TRIPS
PRELIMINARY APPLICATION
STEP ONE

This form must be completed as Step One of an approval process. Approval from the Superintendent or designate must be received six months before the date of departure. Once this completed form has been approved, the program details may be confirmed and communication to student and parents/guardians can commence.

Part A:

School: _____ Date Submitted: _____

Principal: _____

Supervisor (Educator in charge): _____

Destination of Program: _____

Departure Date: _____ Return Date: _____

Grade level(s): _____ No. of students involved: _____

Approx. cost of tour: $_____ Approx. cost to students: $_____

Transportation: _____

No. of school days missed (recommended 3 days max.): _____

Source of funding: _____

_____

Accommodation Arrangements: _____ Billet _____ Hotel/Motel _____ Camping _____ Other

- Has the proposed program been included in the overall plan for the year? _____
- Unique Risk/Safety Considerations: _____

Part B:

Please provide a detailed attachment with the following information:

1. Educational objectives/purpose of the program.
2. Proposed draft itinerary.
3. Method of financing the program.
4. Plan for supervision (include number of supervisors and names – minimum 1:10)
5. Any other pertinent information.

Permission is requested to plan the above International Student Exchange, Sister School, Humanitarian Program or Sports-Based Trip. I have read all applicable documents and addressed the responsibility of the supervisor. The preliminary International Student Exchange, Sister School, Humanitarian Program or Sports-Based Trip application form has been reviewed and parent/ legal guardian approval for student participation will be obtained. Volunteers as defined by Policy and Regulations D-111 Volunteers in Schools will obtain criminal record checks.

_____ _____

Supervisor's Signature & Print Name Date

PERMISSION GRANTED TO PLAN THE PROPOSED INTERNATIONAL STUDENT EXCHANGE TRIP

_____

Principal's Signature & Print Name Date

_____ _____

Superintendent's or Designate's Signature & Print Name Date

INTERNATIONAL STUDENT EXCHANGE, SISTER SCHOOL,
HUMANITARIAN PROGRAMS OR SPORTS-BASED TRIPS
PLANNING UPDATE
STEP TWO

NOTE: Approval for a Program is a two-step process. This form must be completed as an update and is to be provided to the Principal and Superintendent or designate one month before the departure of the trip.

Please attach a copy of the approved Preliminary Application Form (Step One)

_____ _____
School **Date Final Form Submitted**

GENERAL DESCRIPTION

1. Destination _____
   _____

2. Dates of Student Exchange, Sister School or Humanitarian Program _____
3. Number of school days missed (recommended 3 days max.) _____
4. Names and grade levels of students participating. Please indicate male/female/other. (Attach list if necessary)
   _____
   _____
   _____
   _____
   _____
   _____

   Final list of participants (names & phone numbers) must be submitted to the Associate Superintendent prior to departure.

5. a) Name of Lead Supervisor: _____
   b) Names of supervisors (indicate male/female, teacher, parent/guardian, volunteer, etc.)

   _____ _____
   _____ _____
   _____ _____

   Note: Volunteers have obtained Criminal Record Checks (as per Policy E-118). Copies attached.

   c) Names of supervisor or tour company representative with firsthand knowledge of customs and culture of country being visited.

   _____
   _____

6. Method of travel/transportation: _____

_____

7. Brief Itinerary and Details: Please attach a detailed itinerary that contains the following information:

Destination	Accommodation	Contact Person	Phone Number	Date

PLANNING DETAILS

1. **Educational Objectives**
   a) Describe the curricular and/or extra-curricular relevance students will receive from the Student Exchange or Sister School program.

   _____

   _____

   b) What follow-up activities are planned for the students?

   _____

   _____

2. **Supervision**
   a) Proposed adult/gender/student ratio: _____ (minimum 1:10)
   b) What evidence is there that the supervising staff has the experience to assist the students in the intended outcome?

   _____

   _____

   c) What arrangements are in place to cover supervising staff's teaching assignment?

   _____

   _____

3. **Student Participation**
   What are the qualifying factors (if any) required of participating students? How were students selected?

   _____

   _____

   **Parents/guardians have been notified that if a student compromises safety of self or others and does not adhere to previously established expectations, that student and possibly a supervisor may be returned home at the expense of the parent/guardian.*

FINANCES

1. What is the total per student cost for the International Education trip? _____
2. Of the total per student cost, how much is each student required to pay? _____
3. What is the source of funds and amounts when there is a difference between 1 and 2? _____

   _____

4. How much is the staff required to pay? _____

5. What is the total cost of the program? _____
6. If a commercial tour company has been used to assist in the arrangements, what is the name of the agency? _____. Identify the contact person and their telephone number and e-mail address. _____
7. If TTOC time is required, how will the cost be borne? _____

LIABILITY COVERAGE

1. Explain the arrangements that have been made to ensure that all participants have **adequate health insurance for travelling out of the country**._____

   _____

2. What provisions have been made regarding **proof of citizenship** or immigration status, and/or required vaccinations? _____

   _____

   **Parents/guardians have been notified in writing that should the tour/program be cancelled for any reason; the district is not responsible for any costs involved.*

INSURANCE AND ALTERNATE DESTINATION PLANS

_____

_____

Information to Parents/Guardians:

- Please include a sample of proposed letter or notices to parents/guardians.

Parental Consent Forms:

- Please include a sample of proposed parental consent forms.

RETENTION OF KEY DOCUMENTATION

Following approval from the Associate Superintendent, it is expected the Principal will retain on file all pertinent documentation. The sponsor teacher will complete all necessary forms. The Program File will be sent to the Associate Superintendent just prior to trip departure.

PRINCIPAL'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

OTHER EDUCATORS' SIGNATURES: _____

_____

_____

Upon receiving the update, the Principal will submit to the Superintendent or Designate. Once signed by the Superintendent or Designate, it will be returned to the Principal.

FINAL SIGN OFF FOR INT'L STUDENT EXCHANGE, SISTER SCHOOL, HUMANITARIAN PROGRAM OR SPORTS-BASED TRIP

_____	_____	_____
School	**Supervising Teacher**	**Travel Date**

Destination: _____

Purpose: _____

Date Plan and Update Signed Off: _____

Superintendent's or Designate's Signature: _____

INTERNATIONAL STUDENT EXCHANGE, SISTER SCHOOL, HUMANITARIAN PROGRAM OR SPORTS-BASED TRIP
FINAL CHECKLIST

This checklist must be submitted to School Administrator at least one week prior to departure. Label folder/binder with school name, location and dates of travel.

- ☐ Copy of signed informed consent forms
- ☐ Detailed trip Itinerary – includes name of accommodation and contact numbers
- ☐ List and phone numbers of accommodations
- ☐ Transportation schedules, including any flight numbers, bus and/or train schedules. Please also include company names
- ☐ Insurance and Alternate Destination Plans
- ☐ List of students, gender, grade levels and home/cell contact phone numbers for time of travel
- ☐ List of all supervisors and chaperones
- ☐ If using a travel company, include name and contact numbers of tour guides.
- ☐ Confirm with students/parents/guardians all medical and necessary trip insurance.
- ☐ Acknowledgement of Risk/Consent form for outdoor or indoor activities that involve significant risk (if applicable).
- ☐ Understanding of travel insurance and parent responsibility.
- ☐ Completed First aid risk Assessment
- ☐ Completed Risk Assessment for Potential Violent Interactions with Public
- ☐ Completed Student Transportation in Employee Vehicle Risk Assessment

School District #62 (Sooke)

MODERATE RISK FIELD TRIP APPROVAL FORM FOR INTERNATIONAL STUDENT EXCHANGE, SISTER SCHOOL, HUMANITARIAN PROGRAM OR SPORTS-BASED TRIPS

- 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 or designate).
- 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 & Print Name

Approved by:_____
Principal's signature & Print Name

Date:_____

PART B (to be submitted 45 days prior to trip)
Required only for field trips that are International Student Exchange, Sister School, Humanitarian or Sports-Based, and/or involve "moderate risk" activities.

Date of Parent/Guardian Information Meeting(s) (required by policy):_____

Section 1 – Required for all Overnight Field Trips

Itinerary (attach detailed itinerary, including educational and logistical activities prior to, during, and after the trip as well as names of chaperones and/or supervisors).

Lodging Arrangements_____

Meal Arrangements_____

Section 2 - Required if Field Trip involves any "Moderate Risk" Activities

List "Moderate Risk" Activities (see Field Trip Policy for definitions): _____
_____

Location of Activities (terrain, potential hazards, remoteness/access to medical care, etc.): _____
_____
_____
_____

Leader's and/or Instructors' Local Knowledge: _____
_____

Type & Quality of Safety Equipment: _____
_____

Ratio of Students-to-Instructors (qualified to lead activities): _____/ 1

Ratio of Students-to-Adults (including teachers/supervisors/chaperones/etc.): _____/ 1

Details of Student Preparation for Activities: _____
_____

Details of Leader's, Supervisor's, and/or Instructor's Experience and Qualifications: _____
_____
_____
_____

First Aid requirements: (e.g. level of first aid attendant and first aid kit): -_____

Contingency Plans for Emergencies: _____
_____
_____

Section 3 – Any Relevant Additional Information

_____
_____
_____
_____

Planned By: **Approved/Recommended by:** **Date:**

_____ _____ _____

Leader's Signature & Print Name Principal's Signature & Print Name

School District No. 62 (Sooke)

MODERATE RISK FIELD TRIP – INTERNATIONAL STUDENT EXCHANGE, SISTER SCHOOL, HUMANITARIAN PROGRAM OR SPORTS-BASED TRIPS
SCHOOL TRAVEL/ACTIVITY CHECKLIST

This checklist is designed to ensure that trips are given proper planning and adequate supervision. All students shall be under the supervision and direction of school personnel during the activity, during associated "free time" and while being transported. (School district policies regarding student travel, student behaviour and the teachers' duty of care are applicable and should be referred to.) They may be found in the District Policy Manual in Section C — Students.

Please ensure that all relevant documents are on file in the school office.

SCHOOL:_____ DATE OF TRIP: _____

DESTINATION:_____ PURPOSE: _____

SUPERVISORS: _____ _____ _____

_____ _____ _____

_____ _____ _____

NOTE: NAMES OF NON-TEACHING SUPERVISORS MUST BE REGISTERED WITH THE PRINCIPAL.

NUMBER OF STUDENTS: _____ LENGTH OF TRIP: _____ DAYS

NOTE: NAMES AND PHONE NUMBERS OF STUDENTS AND SUPERVISORS MUST BE REGISTERED IN SCHOOL OFFICES, SEPARATED BY TRANSPORTING VEHICLE.

DEPARTURE FROM: _____ (AM) (PM) _____

ARRIVAL AT: _____ (AM) (PM) _____

LEAVE FROM: _____ (AM) (PM) _____

ARRIVE AT: _____ (AM) (PM) _____

First Aid Attendant with valid certificate (if applicable): _____

TEACHER'S SIGNATURE: _____

PRINCIPAL'S SIGNATURE INDICATING PLANNING COMPLETE: _____

DATE: _____

School Travel Activity Checklist – Moderate Risk – Int'l Student Exchange, Sister School, Humanitarian or Int'l Sport-Based Trips

CHECK ✓ WHEN COMPLETE; N/A IF NOT APPLICABLE.

RATIONALE

1. Is trip consistent with Board policy? ☐
2. Has appropriate permission been received? (1. Principal 2. Board approval 3. Parent/Guardian consent) ☐
3. Have provisions been made for non-participating students who remain at school? ☐

SAFETY KIT – TO BE BROUGHT BY TRIP LEADER

1. First Aid Kit ☐
2. Charged cell phone Cell Number_____ ☐
3 Emergency contact numbers for school & emergency services on a separate sheet of paper ☐
4 Medical information and contacts for each student ☐
5. Emergency Plan for trip (what to do in the event of an emergency) ☐
6. Have destination contact persons, addresses and phone numbers been:
   a) carried on trip? ☐
   b) filed at school? ☐
   c) given to parents/guardians? ☐

COMMUNICATION WITH PARENTS/GUARDIANS

1. a) Date of Parent/Guardian Information Meeting: _____
   b) Are parental/guardian permission slips on file for participating students? ☐

2. Has a detailed trip itinerary been:
   a) filed at school? ☐
   b) sent home? ☐
3. Are behavioural expectations made clear to students and parents/guardians well before the time of the trip? ☐
4. Have arrangements been made to cope with known individual medical situations? ☐
5. Have students/parents/guardians been provided with equipment list? ☐
6. Have provisions been made to check student preparation before trip date? ☐
7. For lone or extended trips, has the supervisor a list of medical numbers and insurance coverage? ☐
8. Have procedures for serious behaviour problems been communicated to the parent/guardian? ☐

School Travel Activity Checklist – Moderate Risk – Int'l Student Exchange, Sister School, Humanitarian or Int'l Sports-Based Trips

TEACHER-ON-CALL

1. Is a TTOC needed? Yes_____ No_____ ☐
2. Has a TTOC been booked? Yes_____ No_____ ☐
3. Has funding been approved by the Principal? Yes_____ No_____ ☐

SUPERVISION

1. Have all supervisors been briefed on their responsibilities and trip details? ☐
2. Are supervisors provided with student/billet accommodation lists? ☐
3. Have provisions been made for supervision during structured and unstructured time? ☐
4. Curfew times/billets detailed? ☐
5. Are supervisors of both sexes required? (sports constitution requirement) ☐
6. Do supervisors have Criminal Record Checks? ☐

SAFETY

1. To the best of your knowledge, do teacher supervisors and adult helpers have adequate qualifications and experience for this trip? ☐
2. Have potential hazards been considered in your planning? ☐
3. Complete First Aid Risk Assessment on Engage at to determine;
    a. Correct level of first aid kit and ☐
    b. Correct level of First Aid Attendant on the trip. ☐
4. 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. ☐
5. Is the Supervisor familiar with the route/destination? ☐

FUNDING

1. Has funding for the trip been obtained in accordance with Board policy? ☐
2. Are payment methods organized for the trip? ☐
3. Has an itemized budget been filed? ☐
4. Ensure all receipts are turned into the office. ☐
5. I have looked into funding options/alternatives for students who can't afford this. ☐

School Travel Activity Checklist – Moderate Risk – Int'l Student Exchange, Sister School, Humanitarian or Int'l Sports-Based Trips

TRANSPORTATION

1. If you require a bus: ☐
   a. Fill out bus request form and then give it to Principal for signature.
      Form is located _____.
   b. *The form needs an account number before it can be booked.*
   c. The School Secretary will book the bus(es).

2. If you use Parent/Guardian drivers:
   a. Request that insurance and licence be presented to the office. ☐
      They will be photocopied and placed in binder.
   b. Check insurance for valid dates and minimum $1,000,000.00 liability coverage ☐
      ($2,000,000.00 is preferred).
   c. 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.

3. If you use Staff drivers:
   a. Complete Student Transportation in Employee Vehicle Risk Assessment Checklist ☐
      from the Working Alone or From Home Safe Work Procedure on Engage prior to transporting student.

4. Has adequate supervision been provided? ☐

5. Are drivers given clear directions regarding routes and stops? ☐

6. If using Charter Buses/rental vehicles, have safety inspection for school bus been approved and on file with SBO? ☐

7. a) If more than one vehicle is being used, is list on file showing who is in which vehicle? ☐

   b) If any student changes vehicles, a record of this change must be made and communicated to each supervisor. ☐

8. Is list of students going, and home telephone numbers been filed in school office? ☐

9. Does means of transport have adequate luggage/equipment storage? ☐

10. Are arrangements made well in advance for meals enroute? ☐

11. Will there be access to the school on departure or return? ☐

12. Have provisions been made to deal with the:
    a) alarm system? ☐
    b) fire gates? ☐

SCHOOL CONSENT FORM
FOR CHILD PARTICIPATING IN MODERATE RISK
INTERNATIONAL STUDENT EXCHANGE, SISTER SCHOOL, HUMANITARIAN PROGRAM OR INTERNATIONAL SPORTS-BASED ACTIVITY

Date:

Dear:

I hereby give my consent and acknowledge by my signature that:

Students will be going to (location) and will be away from the school from to (times). They will be travelling by (i.e. school bus, public transport, foot). _____ Initial

On this field trip, up to (number) students will be: (describe all activities – i.e. skiing, hiking, walking, using climbing apparatus, cooking meals on camp stoves, tenting.) _____ Initial

The students will be supervised by (a typical response might be "school employees and hopefully 2 – 4 parent**/**guardian 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**/**guardian 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.") _____ Initial

My child has no illnesses, allergies or disabilities that may require special attention, except as described here: _____ Initial

I am aware of the usual risks and dangers inherent in participation in all of the activities associated with this trip and of the possibility of personal injury, death, property damage or loss resulting from the activities. The dangers and risks may include, but are not limited to: (provide specific and comprehensive information on any risks that are applicable. Some examples follow.) _____ Initial

- Unorthodox or high-risk travel arrangements.
- Program locations.
- Rugged terrain.
- Rock fall and avalanches.
- Weather.
- Equipment breakage, failures.
- Delayed rescue, accessibility.
- Conduct of the guide, chaperone or other group members.
- The possibility that your child may not heed safety instructions or restrictions given to the group.

I acknowledge that if the Superintendent of Schools deems the trip unsafe, they can recall students back at any time. _____ Initial

I will supply suitable equipment and clothing for my child's participation in all activities associated with the field trip, including: _____ Initial

I am aware that I should contact the school for further information if I am unaware what clothing and equipment is required for the activities or possible weather conditions of this field trip. My child and I understand that it is our responsibility to ensure my child has all necessary equipment and clothing. _____ Initial

My child and I understand that the school's Code of Conduct applies during this field trip. I will be responsible for any costs caused by my child's failure to abide by the Code of Conduct, including any costs to send my child home. _____ Initial

Accidents can be the result of the nature of the activity and can occur with or without any fault on either 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. _____ Initial

In signing this Consent, I am not relying on any oral or written representation or statements made by the School Board and its servants, agents, employees, or authorized volunteers, or the Ministry of Education, to induce me to permit my child to take the trip, other than those set out in this Consent. _____ Initial

I am 19 years of age or more and have read and understand the terms of this Consent and understand that it is binding upon me, my heirs, executors and administrators. executors and administrators. _____ Initial

Date:

_____	_____
Signature of Witness	Signature of Parent/Guardian
_____	_____
Printed Name of Witness	Printed Name of Parent/Guardian
_____	_____
Address	Address

NOTE: This Consent must be signed by ALL custodial parents or guardians of a child who is under the age of 19 years.