

5.8

Field Trip Policy

The Daajing Giids Youth Education Society and Living and Learning School mission statement promotes outdoor and experiential learning, learning from the larger community and interaction with the natural world. Field trips are one way the school can achieve these goals. Our small class sizes and high parental involvement make multiple field trips possible.

A field trip planning document (template below) must be completed for all field trips. This document will list trip details, risks, gear/equipment needed, group leaders, communication protocols and emergency plans, including provisions for students with medical and/or legal alerts. This must be provided to the board for approval in advance of the trip.

Small Field trips:

Small field trips include both spontaneous walking trips and planned day or half day field trips from the school.

A permission form covering ALL small field trips is distributed at the beginning of the school year and must be signed by all families.

Students should come to school with suitable clothing and footwear for the season for short spontaneous outside field trips.

At the beginning of the school year, the board and teachers will decide appropriate adult to student ratios for each class. The appropriate adult to student ratio will depend on age and development of student groups and whether there are any student health or behaviour issues.

Teachers may implement a higher adult to children ratio for **any** activity that requires more supervision or support.

Major Field Trips and high-risk field trips:

All overnight field trips are considered major field trips; including boating and any activities that pose a higher risk to student safety.

An additional permission form is required to be signed by parents for all higher risk field trips. This permission form needs to include a summary of the relevant trip details or a copy of the emergency planning document.

The minimum adult to student ratio for major field trips is 1:4 children. However, the teacher in charge in collaboration with the board will determine whether a higher adult to children ratio needs to be in place for any given trip.

Communication:

For planned field trips, teachers will notify families at least two days in advance of the field trip providing trip details and listing required gear. Notification of trip details should be provided to all families through the usual communication methods; a weekly upcoming event email update or paper update, or WSM announcement.

For spontaneous small field trips, teachers will leave basic details of the trip with the teacher who remains at the school. If both teachers are going on the trip, basic trip details will be left with a board member who will be responsible for coordinating emergency response if necessary.

For all field trips off school property, teachers and parent drivers will bring at minimum a charged cell phone with them. All local emergency numbers must be pre-programmed into the phone. If travelling out of cell service, alternate modes of communication needs to be brought (i.e. VHF radio or Inreach) and drivers will stay together with designated check points for gathering.

Safety:

A school emergency bag (containing at minimum a first aid kit, student emergency cards, and emergency kit including an epipen) is taken on all outings leaving the school property. Required student medications must also be included in the emergency bag. For example, if a student on the trip is diabetic, juice or blood testing kits other supplies must be included in the bag.

Prior to all field trips, the teacher in charge will do an assessment of the weather, and condition of the group to determine if any changes to trip plans are needed.

Staff, students and supervisors will follow communication and emergency plans and protocols outlined in the school safety protocols.

For all field trips, staff, students and supervisors will also follow the emergency plan created for that activity.

All school staff are strongly encouraged to have current emergency first aid certification. A minimum of one staff member should have emergency first aid and one adult chaperone should have first aid training on all school trips.

The school will pay costs for teachers to take local emergency or standard first aid courses to maintain or achieve certification.

Swimming:

Direct adult supervision is required for all swimming during school activities, with a 1:6 ratio. Whenever swimming in a non lifeguarded location (ocean or lake), swimmers should wear life jackets when in water above their knees.

Emergency Response:

The teacher in charge of the school trip is in charge of following the emergency and carrying out an emergency response should one be required, as well as being responsible for making adjustments to the day's plan in weather/conditions change.

The teacher can delegate roles and responsibilities in the emergency response to other adult supervisors or students if appropriate.

Adult supervisors are responsible for communicating any safety concerns with the teacher and following the field trip and emergency plans.

In case of emergency, the teacher in charge is responsible for contacting emergency help and contacting the principal or board member immediately. Should first aid be needed, the teacher in charge is responsible for providing first aid to their level of training or delegating another adult supervisor who has equal or more first aid training to deliver first aid.

An incident report needs to be completed and submitted to the board following all incidents and emergencies.

Responsibility for organizing field trips:

Field trips are not the sole responsibility of the teachers to organize. Parents and teachers will work together either through the formation of a committee or through delegation of responsibility for organizing certain field trips.

Form Template:

Field Trip Details

Trip Name: _____

Trip Date(s): _____

Lead Teacher: _____

Lead Parent: _____

Additional Chaperones: _____

General Trip Description: *(Where you're going, how you're getting there, and what you're planning to do)*

Travel Itinerary:

TIME	DESCRIPTION
	<i>Drop off at</i>
	<i>Pick up at</i>

Trip Hazards & Safety Precautions:

Student Packing List:

Safety/Emergency Plan

Living and Learning School Handbook

Part 5 – School Policies and Procedures

Trip Leader(s): _____

***Responsible overseeing safety logistics and having an up-to-date parent contact list**

First Aid Attendant(s): _____

*** In addition to performing first aid, is responsible for ensuring first aid kit is complete and appropriate for trip**

Special medical or legal considerations for trip participants reviewed by trip leaders

Trip First aid kit inspected and adapted to suit nature of the trip.

Special Medical or Legal Considerations Notes for Trip: (Allergies, Asthma, mobility issues, required medications, Custody issues etc...)

Trip Communication devices: (Cellphones, VHF radio, SPOT, etc...):

Medical/Emergency Evacuation Plan:

Non-Urgent

Urgent

Trip Review (for Staff/Board Use):		
Post Trip Check-In: <input type="checkbox"/>	Contact:	Time:
Accidents, incidents, near misses:		
Incident Report completed and follow up with Board/Safety Committee <input type="checkbox"/>		
Additional Comments:		

Principal: _____
(Signature)

Teacher: _____
(Sign)

Parent: _____