



Background

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

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

Procedures

1. Planning Requirements

- 1.1 Field trips are an important part of learning that is connected to the curriculum.
- 1.2 Each field trip shall receive the appropriate level of approval prior to proceeding.
- 1.3 The Principal can deny any child access to a particular field trip activity.
- 1.4 Each field trip shall have a teacher employed by the Calgary Girls Charter School designated as the teacher-in-charge.

2. Safety Assessment

- 2.1 The School must provide a safe and caring environment. Therefore, teachers have a legal duty of care to protect their students from all foreseeable risks resulting in injury or harm during a school field trip.
- 2.2 As with other professions requiring special training, knowledge and skill, the standard of care expected of teachers is higher than that demanded of the ordinary person, particularly because of the age and inexperience of the students.
- 2.3 Teachers are expected to make reasonable inquiries about the environment in which the field trip is to take place and to take reasonable precautions to the hazards any inquiries reveal.
- 2.4 Site Assessment and Hazard Identification
 - 2.4.1 The Principal must ensure that the teacher-in-charge has completed a safety assessment of the proposed field trip.
 - 2.4.2 When reasonably feasible, the safety assessment will include a site visit and otherwise, information will be gathered through other means.

- 2.4.3 The safety assessment is to include a list of all activities and locations and the hazards for those activities and locations.
- 2.4.4 Each identified hazard must be managed by either:
 - 2.4.4.1 Avoiding the hazard.
 - 2.4.4.2 Altering the activity.
 - 2.4.4.3 Implementing safety precautions.
 - 2.4.4.4 Accepting the level of risk caused by the hazard.
- 2.5 Safety Guidelines
 - 2.5.1 The Safety Guidelines for Physical Activity in Alberta Schools, 2013 is endorsed by Alberta Education and is to be used a guideline when planning school field trips. The document is available at https://education.alberta.ca/media/160206/sg_pa_final_2014.pdf
- 3. Supervision Requirements
 - 3.1 The Principal shall ensure adequate preparation and supervision for all field trips.
 - 3.2 The supervisory arrangements will depend upon:
 - 3.2.1 Age, maturity, needs and ability levels of the students.
 - 3.2.2 The inherent risk of the activity.
 - 3.2.3 The circumstances of a particular activity.
- 4. Field Trip Approval Procedures
 - 4.1 All school field trips must have the appropriate approval from the Principal prior to their departure.
 - 4.2 Field trip proposals are requested through the Calgary Girl's School Field Trip form (Form 260-1) and need to be submitted in a timely manner. The teacher-in-charge is to meet with the Principal to discuss the timelines for submission of a proposed trip.
 - 4.3 The Principal is authorized to approve school field trips within the Province of Alberta with notification to the Superintendent when the trip is outside the environs of the City of Calgary or involves an overnight stay. The Superintendent has the authority to approve out of province trips within Canada upon recommendation of the Principal.
- 5. Role of the Teacher-in-Charge
 - 5.1 Overview
 - 5.1.1 A teacher-in-charge as designated by the Principal has the overall responsibility of the field trip.
 - 5.1.2 The teacher-in-charge is responsible for initiating, planning, implementing and supervising of the field trip.

- 5.1.3 For all field trips the teacher-in-charge is authorized by the Principal and has the authority to make decisions that will be supported and implemented by other staff and volunteers.
- 5.2 The Teacher-in-Charge must:
 - 5.2.1 Comply with the requirements of the Field Trips Administrative Procedure.
 - 5.2.2 Consult with and obtain the approval of the Principal before and during the planning of any field trip.
 - 5.2.3 Have the training and knowledge necessary to competently plan and supervise the field trip.
 - 5.2.4 Ensure that training, preparation, orientation and expectations of all student participants and supervisors is provided.
 - 5.2.5 Be familiar with the site and conduct a safety assessment of the site of the proposed field trip. In extenuating circumstances, preparation and assessments may be completed without a site visit.
 - 5.2.6 Work collaboratively with the Principal to select and prepare volunteers for their role and advise them as to their responsibilities.
 - 5.2.7 Ensure that the parent permission process has been completed.
 - 5.2.8 Ensure that contingency plans must be in place in the event of cancellation, adverse weather and road conditions, or any other conditions that may require a change to the original itinerary.
 - 5.2.9 Cancel the field trip either prior to or during the trip, if it is determined that the trip cannot proceed in a safe manner.
 - 5.2.10 Inform students of the behavioural expectations for the field trip and take whatever precautions are necessary to ensure proper conduct, appropriate behaviour and safety of students.
 - 5.2.11 Ensure that direct supervision is available at all times.
 - 5.2.12 Supervise students and other supervisors to ensure that instructions and safe practices are carried out during the field trip.
 - 5.2.13 Provide a daily update to the Principal, during overnight field trips.
 - 5.2.14 Carry the following during a field trip:
 - 5.2.14.1 List of student participants.
 - 5.2.14.2 Student and supervisor medical information.
 - 5.2.14.3 Emergency contact phone numbers.
 - 5.2.14.4 Cell phone recommended.
 - 5.2.14.5 First aid kit.

6. Role of the Principal

6.1 Overview

6.1.1 The Principal shall ensure adequate preparation and supervision for all field trips occurs according to appropriate legislation and this Administrative Procedure.

6.2 The Principal has the authority to approve School field trips within the Province of Alberta. The Principal must ensure that:

6.2.1 The teacher-in charge is capable of leading the proposed field trip.

6.2.2 Eligibility criteria have been established for the field trip.

6.2.3 The destination is suitable for the age of the students and is suitable for the educational objectives of the trip.

6.2.4 A safety assessment as detailed in section 2.

6.2.5 She or a designate is available to the teacher-in-charge during a field trip.

6.2.6 A method is established to contact a group on a field trip.

6.2.7 A sign-out and sign-in process is established and that a group list and itinerary is at the School during the field trip.

6.2.8 A field trip is cancelled either prior to or during the trip, if it is determined that the trip cannot proceed in a safe manner.

7. Role of the Superintendent

7.1 The Superintendent is responsible for the overall administration of the Field Trip Administrative Procedure.

7.2 The Superintendent has the authority to approve school field trips that are outside of the Province of Alberta and within Canada.

7.3 The Superintendent must cancel the field trip either prior to or during the trip, if it is determined that the trip cannot proceed in a safe manner.

8. Parent Permission

Written parent consent is required prior to students participating on a School field trip. This consent is acquired through use of the Calgary Girl's School "Consent of Parent or Guardian and Acknowledgement of Risk" form (Form 260-x) – which can be completed online.

8.1 In order to ensure informed consent, parents shall be provided by the teacher-in-charge, the following information:

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

8.1.2 Proposed itinerary.

8.1.3 Description of the activities or events proposed.

8.1.4 A list of hazards that may be encountered on this field trip.

8.1.5 Safety precautions that have been put into place to mitigate the risk.

- 8.1.6 Emergency procedures to be followed in the event of an injury, illness or unusual circumstances.
- 8.1.7 The need for additional medical coverage for out-of-province trips
- 8.1.8 Method of transportation to be used.
- 8.1.9 Arrangements for supervision.
- 8.1.10 Cost to the student.
- 8.2 A parent information meeting is required for an overnight field trip.
- 8.3 For school activities that involve more than one (1) trip outside the boundaries of the School such as swimming lessons, physical education classes, interschool sports, a one-time (single) parent permission form will suffice if the information includes a schedule of the activities.
 - 8.3.1 Should any of these be for out of town or overnight trips, then separate field trip parent permission forms must be obtained for each trip.
- 8.4 The one-time (single) parent permission will suffice for scheduled and unscheduled walking field trips in the neighbourhood of the School.
- 8.5 Field trip supervisors are not to deviate from the proposed activities once parental permission has been received.
- 8.6 The parent permission form shall:
 - 8.6.1 Include consent from the parents authorizing the supervisors to arrange for necessary medical treatment.
 - 8.6.2 Specifically require parents to indicate a child's skill level for any high-risk activity such as swimming or skiing.
 - 8.6.3 Include information that the Superintendent reserves the right to cancel or modify any trip and that no request for compensation will be considered.

9. Student Accessibility

- 9.1 The Principal must ensure that eligibility criteria are established for all School field trips. This may include financial, behaviour, emotional, medical and physical fitness criteria.

10. Resources to Support

- 10.1 School field trips are self-supporting which may involve fund raising. In special circumstances Alberta Education funds may be used.
- 10.2 The demand for funds to support a field trip is balanced with the needs of the School.

11. Prohibited Activities

- 11.1 Active participation in the following activities is not permitted during a School field trip. These include but are not limited to:

- 11.1.1 Aerial Gymnastics,
- 11.1.2 Bicycle motocross,
- 11.1.3 Boxing or kick boxing,
- 11.1.4 Bungee jumping,
- 11.1.5 Caving (spelunking),
- 11.1.6 Fencing,
- 11.1.7 Hang gliding, paragliding, parachuting or sky diving,
- 11.1.8 Horse jumping,
- 11.1.9 Hot air balloon rides,
- 11.1.10 Ice climbing,
- 11.1.11 Mechanical bull riding or other mechanical rodeo events,
- 11.1.12 Motorized watercraft operation and racing,
- 11.1.13 Mountain scrambling and technical mountaineering,
- 11.1.14 Paintball, laser tag games or war games,
- 11.1.15 Activities involving firearms including winter biathlon,
- 11.1.16 Rodeos,
- 11.1.17 Tobogganing, tubing, crazy carpet, bobsledding and sledding,
- 11.1.18 Trampoline.

12. Transportation

The preferred transportation of students for school related field trips, excursions, and sports events is by commercial carrier. In an emergency the Principal may approve private vehicle transportation.

12.1 Air Travel

When necessary, travel by air must be through a commercial carrier certified by Transport Canada.

12.2 Bus Travel

The Calgary Girl's School maintains a list of authorized charter bus companies that are to be used for School field trips.

12.3 Private Vehicle (Staff or Volunteer Driver)

12.3.1 The driver shall hold a valid Alberta Operator's License appropriate for the vehicle involved and be of at least nineteen (19) years of age.

12.3.2 The driver shall carry a minimum of two million dollars (\$2,000,000) personal liability and personal indemnity insurance coverage. It is recommended that the driver consult with his or her insurance company before undertaking to transport students;

- 12.3.3 Abide by all requirements of all applicable laws.
 - 12.3.4 Ensure the vehicle is road worthy and has the appropriate safety equipment based on the season.
 - 12.3.5 The principal may approve a staff member to drive; however, prior to non-staff volunteer drivers transporting students in privately owned vehicles, the Principal shall attempt to obtain parental consent, by telephone or text or email, for the student passenger(s).
 - 12.3.6 The principal may approve the use of a taxi service provided the student(s) are chaperoned by a staff member of the Calgary Girls Charter School, or a volunteer approved by the principal.
- 12.4 A passenger loading list with passengers' home telephone numbers and contacts must be available both in the School and carried with the supervisor. Student medical information is to be included with the passenger-loading list.

13. Emergency Procedures

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

13.1 The teacher-in-charge must:

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

13.2 The Principal must:

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

14. Field Trip Records

14.1 The School shall keep a record of each field trip, which will include:

14.1.1 Principal/Superintendent authorization.

14.1.2 Parental consent.

14.1.3 All correspondence with parents.

14.1.4 List of participating students.

14.1.5 List of supervisors.

14.1.6 Field study debrief

Education Act, s. 1, 11, 31, 52, 53, 54, 196, 197, 222

Traffic Safety Act

Safety Guidelines for Physical Activity in Alberta Schools

Safety Guidelines for Secondary Inter



1. Event Proposal Form

1. Teacher-in-Charge submits “Event Proposal Form” to Leadership Team (one month prior to Field Study whenever possible)
2. Will receive notice to move forward in planning via email from Administrative Assistant

2. Creation of Field Study Package

1. Complete “Field Study Package Coversheet” (Principal approves trips within City or Province of Alberta (overnight) and Superintendent approves outside Alberta but within Canada)
2. Attach necessary items in hard copy as indicated on form
3. Submit to Vice Principal before communicating with students/parents
4. Leadership team will go over package and return to teacher with Principal’s signature

3. Communicate Field Study Plans with Students/Parents

1. Creation of “Online Acknowledgement of Risk Form” for students
2. Publish information Re: Field Study to the grade team Wiki
3. Ask Administrative Assistant to publish online form and online payment options

4. Costs and Fees

1. Copy of “Event Budget Form” to Accounting Assistant
2. Submit the “Vendor Payment Request” (green form) to Principal a few weeks prior to trip
3. Any student bringing cash should take it directly to the office
4. On deadline date for forms/payment, view “Permission Report” and address any outstanding matters

**** In the Case of Required Parent Volunteers**

- Administrative Assistant will post PDF file of Volunteer form, parents print and return to you
- Volunteer forms go into original package, stay with the designated safety officer during Field Study

48-Hours Before the Field Study

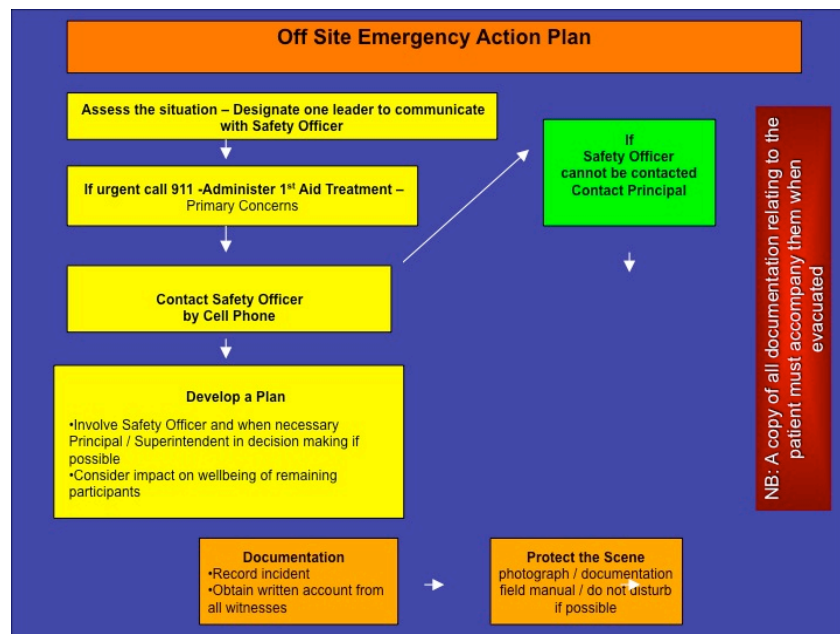
1. View/print "Permission Report" and address outstanding forms/payment (call parents, ask for administrative support – goal is 100% participation)
2. For Overnights Only - Team meets with designated safety officer to go over original package
3. Package is returned to safety officer (make any copies you will need to have with you)

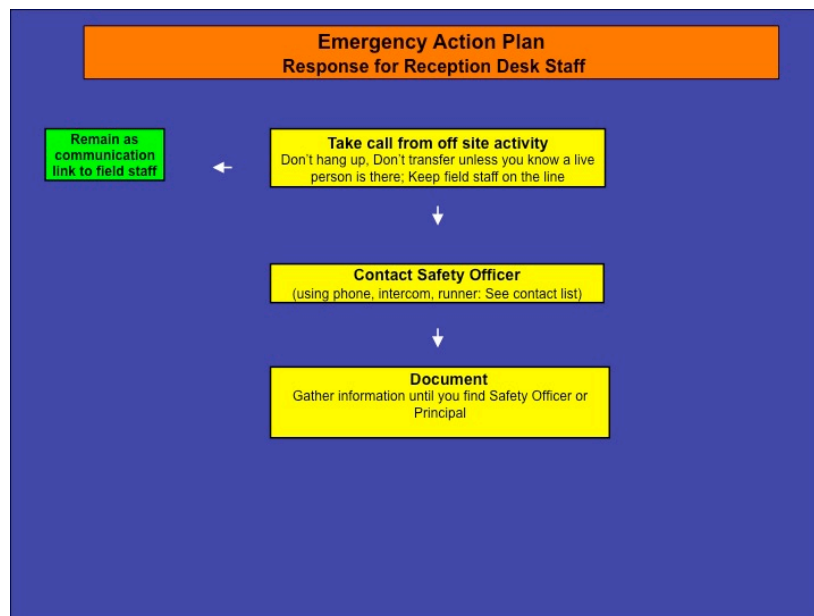
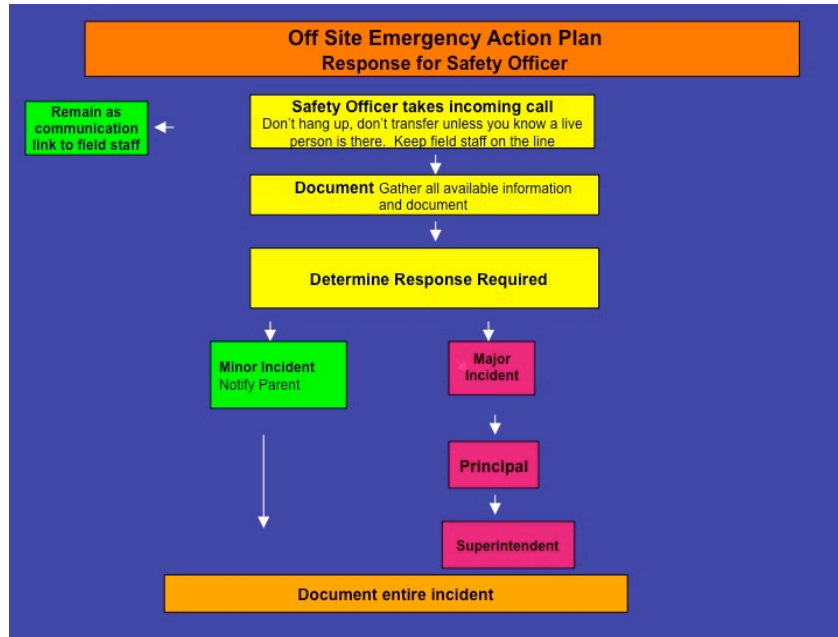
5. Before Leaving on a Field Study

1. All teachers do attendance as you would on a regular day
2. Remember to take any necessary payments for vendors
3. Teacher-in-Charge carries Cell Phone and First Aid Kit
4. Volunteers' names and cell phone numbers (if applicable)
5. Each Teacher picks up their Field Study Folder from the office (office will print Permission Report morning of field study)

6. During and After the Trip

1. Contact the designated safety officer first in case of any incident or emergency situation
2. Keep a running tally on "Administration of Medicine" form
3. Complete "Field Study Debrief" form (Teacher-in-charge only for day trips, all teachers for overnights), submit to designated safety officer upon return







Event Budget Form
(For In-School Activities and Field Studies)

***For Field Studies, please include this form in your original Field Study Package and for both Field Studies and In-School events, submit a copy to the Secretary Treasurer following administrative approval of your event.*

Office Use Only – Field Trip Number: _____

Event Name: _____

Date(s) of Event: _____

Teacher-in-Charge/Organizer: _____

Grade(s) Involved: _____

Contact Person/Ph# of Service Provider: _____

Vendor/Supplier	Expense Detail*	Cost including GST
Total Cost		

*ie. Transportation, food, accommodation, fees...

Cost Allocation
<input type="checkbox"/> School Sponsored Event - Budgeted to: _____
<input type="checkbox"/> Fees Charged to Parents - Cost per Student: _____