



## AP 2 – 09 Field Trips – Planning and Requirements

<b>Related Policies:</b>	<b>Initial Approval:</b> 2014 April 08
<b>Related Procedures:</b>	<b>Last Amended:</b> 2022 October 20
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### PURPOSE

To ensure field trips provide a reasonably safe educational experience through effective organization and risk reduction.

### SCOPE

This procedure applies to all staff planning field trips for students.

### DEFINITIONS

*Moderate Risk Activity* – the list of moderate activities below are not for every grade or student. These activities require special attention as there is the potential for risk and must be reviewed by the principal and reviewed against the Safety Guidelines for Physical Activity in Alberta.

*Prohibited Activities* - The list of prohibited activities below are considered high risk and are **prohibited**.

ACTIVITY NAME	CURRENT INFO / DEFINITION	CATEGORY
Amusement Park Rides		Moderate Risk
Archery - under qualified supervision		Moderate Risk
Baseball (Hardball)	A ball game played between two teams of nine on a field with a diamond-shaped circuit of four bases	Moderate Risk
Broom Ball	A game similar to ice hockey, usually played on a rink, in which the players use brooms instead of hockey sticks to shoot a volleyball into the opponent's goal.	Moderate Risk
Canoeing - up to and including Class II	Refer to Paddle Canada's Paddling Association Risk Management Requirements – Annex C- International River Classification System.	Moderate Risk
Cheerleading (aerobic)	A sport involving the performance of organized cheering, chanting, and dancing in support of a sports	Moderate Risk

	team at games	
Classroom Flight Training		Moderate Risk
Crazy Carpet on a slope of less than five metres in height or with an incline of less than 30 degrees		Moderate Risk
Cycling	Cycling activities which follow the Safety Guidelines for Physical Activities in Alberta Schools	Moderate Risk
Diving		Moderate Risk
Farming Field Trips (including feeding livestock and upkeep of greenhouses)	As allowed by the Alberta Guide to Education	Moderate Risk
Firearms Courses (no live ammunition)		Moderate Risk
Fishing - Ice Fishing	Fishing through holes in the ice on a lake or river	Moderate Risk
Football		Moderate Risk
Gymnastics	Exercises developing or displaying physical agility and coordination. The modern sport of gymnastics typically involves exercises on uneven bars, balance beam, floor, and vaulting horse (for women), and horizontal and parallel bars, rings, floor, and pommel horse (for men).	Moderate Risk
Hockey - Ball Hockey	A form of hockey played in a gymnasium or arena, or on any outdoor surface without ice, using a hard plastic ball in place of a puck	Moderate Risk
Hockey - Field Hockey	A game played between two teams of eleven players who use hooked sticks to drive a small hard ball toward goals at opposite ends of a field.	Moderate Risk
Hockey - Floor Hockey	Floor hockey is an off-ice sport played by two teams whose main objective is to hit a puck or ball into the opponent's goal using a plastic stick.	Moderate Risk

Hockey - Ice Hockey	A fast contact sport played on an ice rink between two teams of six skaters, who attempt to drive the puck into the opposing goal with hooked or angled sticks	Moderate Risk
Horseback Riding	The sport or activity of riding horses	Moderate Risk
Hunter Training	Capturing of wildlife using traps, crossbows. (Firearms are prohibited)	Moderate Risk
Kayaking - Up to and including Class II	Refer to Paddle Canada's Paddling Association Risk Management Requirements – Annex C- International River Classification System	Moderate Risk
Lacrosse(Field, Box)	A team game, originally played by North American Indigenous people, in which the ball is thrown, caught, and carried with a long-handled stick having a curved L shaped or triangular frame at one end with a piece of shallow netting in the angle.	Moderate Risk
Martial Arts Training	Various sports or skills, mainly of Japanese origin, that originated as forms of self-defence or attack, such as judo, karate, and kendo (refer to Safety Guidelines for Physical Activity in Alberta Schools)	Moderate Risk
Mountain Biking(Cross Country)	Cross-country courses and trails consist of a mix of rough forest paths and single track (also referred to as double track depending on width), smooth fire roads, and even paved paths connecting other trails	Moderate Risk
Orienteering	A competitive sport in which participants find their way to various checkpoints across rough country with the aid of a map and compass, the winner being the one with the lowest elapsed time	Moderate Risk
Pole Vault (Track and Field)		Moderate Risk
Ringette (Ice)	A game resembling ice hockey,	Moderate Risk

	played with a straight stick and a rubber rin	
Rocketry - Bottle Rockets	A firework typically consisting of a cylindrical case that is partly filled with combustible material and fastened to a guiding stick which may be placed in a bottle to control the direction of the rocket's launch	Moderate Risk
Roller Blading	A boot with a single row of small wheels on the bottom that you wear in order to travel along quickly for enjoyment	Moderate Risk
Ropes Courses (low)	A series of cables, ropes, and obstacles strung between trees or poles, 12 to 18 inches above the ground	Moderate Risk
Rugby		Moderate Risk
Sailing		Moderate Risk
Scuba diving in a swimming pool (Minimum standards)		Moderate Risk
Self Defence (no weapons)	The defence of one's person or interests, especially through the use of physical force, which is permitted in certain cases as an answer to a charge of violent crime	Moderate Risk
Skateboarding / Skateboarding Parks		Moderate Risk
Skating - Ice Skating		Moderate Risk
Skating - Ice Skating - Outdoor	Skating on ice surfaces where there is a risk of penetrating the ice.	Moderate Risk
Skiing - Downhill		Moderate Risk
Sledding on a slope of less than five metres in height or with an include of less than 30 degrees		Moderate Risk
Slingshot	Following the guidelines for Archery in Spheres and the Safety Guidelines for Activity in Alberta Schools	Moderate Risk

Snowboarding		Moderate Risk
Softball	A sport similar to baseball played on a small diamond with a ball that is larger than a baseball and that is pitched underhand	Moderate Risk
Swimming - in a pool or controlled swimming area	Supervision Required	Moderate Risk
Swimming (Synchronized)	A sport in which members of a team of swimmers perform coordinated or identical movements in time to music.	Moderate Risk
Team Handball or "European Handball"	A game played between two teams of seven players each, the object being to throw the ball into a hockey like goal at either end of the rectangular court. The ball is moved by dribbling and passing with the hands	Moderate Risk
Tobogganing on a slope of less than five metres in height or with an incline of less than 30 degrees		Moderate Risk
Track and Field - in field events: Includes discus, javelin, shot put, and high jump		Moderate Risk
Tubing on a slope of less than five metres in height or with an incline of less than 30 degrees		Moderate Risk
Wall Climbing (in licensed facilities)		Moderate Risk
Water Polo	A seven-a-side game played by swimmers in a pool, with a ball like a volleyball that is thrown into the opponent's net	Moderate Risk
Water slides / water park		Moderate Risk
Weightlifting	The sport or activity of lifting barbells or other heavy weights.	Moderate Risk
Activities in Wilderness or Remote Locations	Taking any activity including but not limited to hiking, biking, or camping into wilderness or remote areas greatly increases the risk. Backcountry refers to remote, undeveloped rural areas or sparsely inhabited rural areas;	Prohibited

	wilderness	
Aerial Gymnastics (excluding cheerleading)	A stunt in which the gymnast turns completely over in the air without touching the apparatus with his or her hands	Prohibited
Aerial Parks	Parks which have various structures or layouts usually with ropes and bridges elevated by man made structures or in a forested area	Prohibited
Air travel other than by commercial airline		Prohibited
American Gladiator Style Events	An athletic competition game show where contestants, referred to as "contenders", competed against the show's titular Gladiators in a series of physical games called "events" with the goal to be crowned the Grand Champion	Prohibited
Auto Racing	Auto racing is a motorsport involving the racing of automobiles for competition	Prohibited
Axe Throwing		Prohibited
Axe Training	Learning how to handle and utilize and axe	
Bobsledding		Prohibited
Boxing	Contact is Prohibited	Prohibited
Bungee Jumping	The activity of leaping from a high place while secured by a long nylon-cased rubber band around the ankles	Prohibited
Canoeing - water greater than Class II	Refer to Paddle Canada's Paddling Association Risk Management Requirements – Annex C- International River Classification System.	Prohibited
Caving	Also known as spelunking - the exploration of caves	Prohibited
Crazy Carpet on a slope of greater than five metres in height or with		Prohibited

an incline of greater than 30 degrees		
Demolition Derbies	A competition in which typically older cars are driven into each other until only one is left running	Prohibited
Demolition of derelict vehicles, equipment or buildings		Prohibited
Diving - High Platform	Diving from a platform 5m or above.	Prohibited
Diving into or sliding on foam, mud, ice or snow	Any of these activities irrespective of method used or height of the activity	Prohibited
Drag Racing	A race between two or more cars over a short distance, usually a quarter of a mile, as a test of acceleration	Prohibited
Dunk Tanks	An attraction at a carnival or similar event in which contestants throw balls at a target with the aim of triggering a mechanism that causes a seated person to drop into a tank of water	Prohibited
Excursions during or immediately after extreme weather or geological events (earthquakes, floods, hurricanes, etc.)		Prohibited
Excursions to regions with political or civil instability		Prohibited
Excursions to war zones – imminent or existing		Prohibited
Extreme Sports (recreational activities perceived as involving a high degree of risk. These activities often involve speed, height, a high level of physical exertion, and highly specialized gear)		Prohibited
Fencing	The sport of fighting with swords, especially foils, épées, or sabres, according to a set of rules, in order to score points against an opponent	Prohibited
Float Rides (example – a parade		Prohibited

float)		
Go-Karting		Prohibited
Hand Gliding	The sport of launching oneself from a cliff or a steep incline and soaring through the air by means of a hang glide	Prohibited
Hay Rides		Prohibited
Hiking in hazardous areas	Hiking in areas where the inherent risk of injury is higher due to the difficulty of the terrain or exposure to rapidly changing conditions that increase risks to a level which cannot be adequately managed	Prohibited
Horse Jumping		Prohibited
Hot air balloon rides (tethered and untethered)		Prohibited
Ice Climbing		Prohibited
In flight air school hours (i.e. flying solo)		Prohibited
Inflatable Activities (Including Bouncy Castles Sumo Suits and Hamster Balls)		Prohibited
Kayaking – In moving water greater than Class II	Refer to Paddle Canada’s Paddling Association Risk Management Requirements – Annex C- International River Classification System.	Prohibited
Kickboxing	Contact is prohibited	Prohibited
Laser Tag		Prohibited
Martial Arts - with full contact	Contact is prohibited	Prohibited
Mechanical bull riding or simulated mechanical rodeo events		Prohibited
Moto-cross (motorized or BMX bicycle)		Prohibited
Motorcycling of any nature		Prohibited
Mountain Biking – Back Country	<u>Biking in remote areas with no access to communication and health care. Backcountry refers to</u>	Prohibited



	<u>remote, undeveloped rural areas</u> <u>or sparsely inhabited rural areas;</u> <u>wilderness</u>	
Mountain Biking (Trail, Enduro and All-mountain Riding, Freeride and Downhill)	Trail Mountain Biking is a more aggressive type of cross country riding. It generally means riding less fire roads and easy tracks and replacing them with more technical single tracks both up and down. Enduro and all-mountain riding is faster, steeper and more aggressive, involving bigger drops and jumps. Unexpected terrain hazards are involved. Freeride and Downhill: This level of mountain biking is designed for the advanced and extreme riders involving high speed, technical sections and massive drops. Generally held in mountain biking parks.	Prohibited
Mountaineering		Prohibited
Moving water programs in waters greater than Class II		Prohibited
Off road/All-Terrain vehicles		Prohibited
Orbing/Zorbing (human hamster ball)	An extreme sport in which a person is strapped inside a very large plastic ball and rolled down a hillside	Prohibited
Paintball		Prohibited
Parasailing and paragliding		Prohibited
Parkour	The activity or sport of moving rapidly through an area, typically in an urban environment, negotiating obstacles by running, jumping and climbing.	Prohibited
Performances involving/including open flames	Open flame devices are defined as candles, torches, butane burners or any other flame producing device	Prohibited
Personal watercraft ("Seadoos")		Prohibited
Pyrotechnics	Pyrotechnics is the science and craft of using self contained and	Prohibited

	self-sustained exothermic chemical reactions to make heat, light, gas, smoke and/or sound	
Racing of watercraft	Competition using water vessels or waterborne vessels. Watercraft are vehicles used in water, including boats, ships, hovercraft and jetskis. Watercraft usually have a propulsive capability (whether by sail, oar, paddle or engine) and hence are distinct from a simple device that merely floats, such as a log raft	Prohibited
Rifle Ranges or other activities involving firearms	A place for practicing shooting with rifles and/or firearms	Prohibited
Rock climbing (wall climbing is permitted)	The sport or activity of climbing rock faces, especially with the aid of ropes and special equipment.	Prohibited
Rocketry	Use of model rockets designed to reach low altitudes and be recovered by a variety of means.	Prohibited
Rodeo event participation	American style professional rodeos generally comprise the following events: tie-down roping, team roping, steer wrestling, saddle bronc riding, bareback bronc riding, bull riding and barrel racing.	Prohibited
Scuba diving - Open Water	Open water - any natural body of water, rivers, lakes, and oceans	Prohibited
Ski Jumping	Descending from a specially designed ramp on skis.	Prohibited
Skiing – Cross Country (Back Country)	<u>Skiing - Cross Country in remote areas with no access to communication and health care. Backcountry refers to remote, undeveloped rural areas or sparsely inhabited rural areas; wilderness</u>	Prohibited
Skydiving	A sport in which a person jumps from an aircraft and falls for as long as possible before opening a parachute	Prohibited
Sledding sledding on a slope of		Prohibited

greater than five meters in height or with an incline of greater than 30 degrees		
Sleigh Rides		Prohibited
Slip and Slide Devices		Prohibited
Snorkeling – Open water	Open water - any natural body of water, rivers, lakes, and oceans	Prohibited
Snowmobiling	A sport in which a person operates a motorized vehicle designed for winter travel and recreation on snow.	Prohibited
Swimming – Open Water	Swimming in ocean, large lakes or moving water	Prohibited
Tobogganing on a slope of greater than five meters in height or with an incline of greater than 30 degrees		Prohibited
Trampoline	The sport of jumping and tumbling on a trampoline	Prohibited
Tubing sledding on a slope of greater than five meters in height or with an incline of greater than 30 degrees		Prohibited
Ultra-light plane flight	Ultralight aviation (called microlight aviation in some countries) is the flying of lightweight, 1- or 2-seat fixed wing aircraft	Prohibited
War Games		Prohibited
Water skiing	Water skiing is a surface water sport in which an individual is pulled behind a boat or a cable ski installation over a body of water, skimming the surface on two skis or one ski	Prohibited
Winter biathlon with live ammunition	The biathlon is a winter sport that combines crosscountry skiing and rifle shooting	Prohibited
Zip lining	A cable suspended above an incline to which a pulley and harness are attached for a rider	Prohibited

*Field Trip* - see Administrative Procedure 2-22 Field Trip Approval

*Field Trip Leader* – for Educational Field Trips, a certificated teacher employed by the Division or, for Extra-Curricular Trips only, a volunteer or any staff member approved by the Principal.

*Loco Parentis* – in the place of a parent

## **PROCEDURES**

### **Field Trip Approval**

1. No staff member shall embark on a field trip without written approval from the authorizing authority, as described in Administrative Procedure 2-22 Field Trips – Approval. As early as is practically possible, staff members should inform the Principal of their intention to plan a field trip.
2. Staff members who are seeking approval of a field trip must make written application for approval in accord with the terms and timelines set out in Administrative Procedure 2-22 Field Trips – Approval.

### **Field Trip Leader Responsibilities**

3. Every field trip as described in this procedure must have a designated Field Trip Leader approved by the school Principal. The Field Trip Leader plans and organizes the field trip and is responsible for:
  - 3.1 Identifying risks and providing methods of addressing safety concerns. For Moderate Risk Activities, reviewing the hazards and implementing the risk control measures recommended in ASBIE Off-Site Policy and Procedures Manual.
  - 3.2 Following timelines, completing forms, obtaining permissions and fulfilling the requirements outlined in this Procedure.
  - 3.3 Ensuring that no student(s) are excluded from a curriculum trip on the basis of ability to pay. In those cases where students do not participate in a trip necessitated by the curriculum, the Field Trip Leader must make appropriate alternate learning experiences available to those students.

### **Requirements for Supervision of Students**

4. Field Trip Leaders are responsible for the level and quality of supervision on each trip, giving consideration to the following factors:
  - 4.1 The number of participants
  - 4.2 The age, maturity and competency of the participants
  - 4.3 The distance involved
  - 4.4 The duration of the field trip
  - 4.5 The nature of the venue(s) being visited
  - 4.6 The type of transportation being used
  - 4.7 The nature of the activities to be undertaken and the risks associated with them
  - 4.8 The extent to which the teacher supervisor is familiar with the venue(s) and activities
  - 4.9 The supervision guidelines suggested in the *Safety Guidelines for Physical Activity in Alberta Schools* and ASBIE Off-Site Policy and Procedures Manual. For Moderate Risk Activities, the Field Trip Leader shall consider the ASBIE Off-Site Policy and Procedures Manual recommendations for the required qualifications that supervisors require.
  - 4.10 Other factors which are important to the successful and safe implementation of the trip.
5. Field Trip Leaders may only assign supervisory duties to adults 21 years of age or older.
6. Field Trip Leaders shall consider the following guidelines to determine adequate supervision levels.
  - 6.1. For trips of less than 2 hours where students are walking to the destination, typical school day supervision levels are deemed to be adequate.
  - 6.2. For trips to destinations of less than 30 kilometres from the school or for trips of less than 12 hours in duration, the recommended levels of supervision at the destination is:
    - one adult to ten students (1:10) for students in kindergarten to grade five
    - one adult to fifteen students (1:15) for grades six to twelve

6.3 For trips to destinations of more than 30 kilometres from the school or longer than 12 hours in duration, the recommend levels of supervision at the destination is:

- one adult to five students (1:5) for students in kindergarten
- one adult to eight students (1:8) for students in grades one to three
- one adult to ten students (1:10) for students in grades four to eight
- one adult to fifteen students (1:15) for students in grades nine to twelve.

6.4 Staff at the destination maybe considered to be supervisors provided that they are providing direct instruction, coaching, or supervision to the students.

6.5 Typically, recommended levels of supervision during transportation to and from the destination are the same as the recommended levels of supervision at the destination (see 6.1 and 6.2). If the students are being transported by school bus and the trip is less than 30 kilometres or less than 2 hours in duration, typical school day supervision levels are deemed to be adequate.

7. Field Trip Leaders shall ensure that there are both male and female supervisors for overnight trips where students of both genders are participating.
8. Field Trip Leaders shall ensure that students are supervised at all times. An adult supervisor must be available to students at all times (24 hours per day) on all field trips.

### **Emergency Planning**

9. Field Trip Leaders must ensure that all personnel involved in field trips shall be familiar with the doctrine of in “loco parentis”.
10. Field Trip Leaders shall determine the extent to which it is necessary for trip supervisory personnel to possess a current knowledge of basic first aid, cardio-pulmonary resuscitation and/or other emergency procedures. When determining the first aid qualifications that supervisors require, Field Trip Leaders shall consider, identified student medical needs, the risks of injury associated with the trip, and the response time for medical support.
11. Field Trip Leaders shall ensure that all students and supervisors, participating in field trips to destinations outside Canada, provide evidence to demonstrate that appropriate out of country medical coverage has been obtained.
12. Field Trip Leaders shall ensure that students are informed of specific strategies they should use should they become lost or separated. The Field Trip Leader will, where appropriate, provide students with the following:
  - 12.1 A muster location
  - 12.2 The Field Trip Leader and supervisor’s cell phone numbers
  - 12.3 The address and phone number for hotels, airlines, Canadian embassy or consulate, etc.
13. Field Trip Leaders shall construct a Resource Kit for each field trip. A Resource Kit should consist of, but not necessarily be limited to:
  - 13.1 A first aid kit, unless a first aid kit is otherwise readily available
  - 13.2 A cell phone or other reliable means of communication, given the nature of the trip
  - 13.3 Contact telephone numbers for the parents/guardians of all participating students and supervisors
  - 13.4 Contact information for emergency authorities at the destination and any other locations visited
  - 13.5 Phone numbers of school administrators
  - 13.6 Medication Administration Log
  - 13.7 A class / participant list
  - 13.8 Any medication approved by parents under Medical Information and Medication Administration and Release Form.

14. If an accident occurs during a field trip, the Field Trip Leader shall have a plan to:
  - 14.1 Communicate the need for rescue, assistance or ambulance as required.
  - 14.2 Communicate to the supervisors, Principal and parents changes made to field trip agendas and destinations in the event of an emergency.
  - 14.3 Complete an accident report.

### **Transportation**

15. Field Trip Leaders shall ensure that all travel shall be by approved school bus, school owned bus, approved public transportation or approved private transportation. When using private transportation, the Field Trip Leader must follow Administrative Procedure 5 – 06 Transportation of Students in Private Vehicles.

### **Informed Parental Consent**

16. Field Trip leaders shall prepare a Parent Information Letter (based on the Acknowledgement of Risk and Informed Consent Form) which includes, depending on the nature and complexity of the field trip, but is not limited to the following:
  - A description of the purpose and educational benefits of the activity
  - The Field Trip Leader's name and contact information (school phone number)
  - An itinerary that includes, for each activity, its date and time of departure and arrival, the location, mode of transportation used to get to the site, and any accommodation
  - A map of the area or the address of the destination
  - Risk assessment and controls for each activity. For Moderate Risk Activities, the parents must be advised of the hazards listed in ASBIE Off-Site Policy and Procedures Manual
  - Student cost and/or financial arrangements of the activity as well as cancellation and refund policy
  - Advise that the Superintendent and Board retain the right to cancel any trip without providing compensation for monies lost by the school or families due to cancelation
  - Supervisory arrangements
  - Need for additional medical coverage for out of country trips
  - Parent meeting dates, if any
  - Any other related information that may change the parent's decision to allow the student's participation
  - Information regarding the parents' rights to deny participation
  - The responsibility of the parent to provide their child's medical history
  - A method for parents to ask and receive answers to questions
  - The need for parents to complete Acknowledgement Risk and Informed Consent Form, Medical Information and Medication Administration and Release Form
  - For out of country trips, a Consent Letter for Children Traveling Abroad must be completed. See <http://travel.gc.ca/> for a sample letter.
17. Field Trip Leaders must ensure that (each student) has an electronic signed consent form which includes Acknowledgement Risk and Informed Consent Form, Medical Information and Medication Administration and Release Form
18. A single copy of each of Acknowledgement Risk and Informed Consent Form, Medical Information and Medication Administration and Release Form may be used for repetitive field trips, if:
  - 18.1 The field trips form part of a class or a school team event (such as athletic teams and physical education classes) and provided the letter the Parent Information Letter including Acknowledgement Risk and Informed Consent Form lists the destinations, the dates, and the modes of transportation for each activity.
  - 18.2 When the field trips consist of short unscheduled walking excursions.

## **Record Keeping/Retention**

19. On every occasion that the Field Trip Leader or any supervisor authorized by the Field Trip Leader gives a student medication as permitted by the parent in Medication Administration and Release Form, the Field Leader shall enter the event in Medication Administration Log. The completed Medication Administration Log shall be delivered to the Principal at the completion of the trip.
20. Prior to the departure date, the Principal shall ensure all trip documentation has been received and is housed in the field trip repository.
21. In the event of an incident that a reasonable person would consider to be out of the ordinary for the nature of the activity including but not limited to an accident, injury, student discipline issue, the Principal will ensure that an electronic student accident form is attached to the field trip documentation.

### **General**

22. Field Trip Leaders shall ensure they have the field trip package with them prior to departure.
23. Field Trip Leaders shall make changes to the planned itinerary only with permission of the school principal, except in situations where the Field Trip Leader determines that the safety of a field trip participant is endangered.

## **REFERENCE AND LINKS**

### *Education Act*

Safety Guidelines for Physical Activities in Alberta Schools

ASBIE Off-Site Policy and Procedures Manual

Administrative Procedure 5 – 06 Transportation of Students in Private Vehicles

## **HISTORY**

2010 Mar 30	Reviewed
2012 Apr 23	Reviewed
2012 May 07	Reviewed
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