



Procedures 9.02

Category: Safety and Wellness

School-Sponsored Initiatives

BACKGROUND & RATIONALE

CAPE School recognizes the importance of quality educational school-sponsored initiatives such as field trips that are consistent with the school's instructional program as defined in the CAPE charter and views them as valuable educational experiences that enrich the various curricula. However, these school-sponsored initiatives can present risks. Therefore, procedures and protocols are necessary to safeguard students and adults while of-site for school-sponsored educational initiatives.

The principal is responsible for the administration of this Administrative Procedures.

PURPOSE & DEFINITIONS

School-sponsored initiatives such as field trips are encouraged as opportunities for students to access an off-site classroom to assist in student learning. However, these school-sponsored initiatives can present risks. Therefore, procedures and protocols are necessary to safeguard students and adults while of-site for school-sponsored educational initiatives.

PROCEDURES

Planning

1. The teacher must discuss the purpose and nature of the trip with the administration for pre-approval and to then continue with planning.
2. The teacher must describe the trip (purpose, location, times, costs including transportation) in the Field Trip Form. Staff members that are attending the trip must be listed. Note that there is no expectation for part-time staff to attend a full-day trip.
3. Written consent by the administration must be secured before any further planning is done.
4. The form must be given to the designated administrative assistant who will make
5. transportation arrangements.
6. The teacher must draft must inform parents of the purpose of the trip, the location, the times or departure and return, and of necessary student materials. If necessary, signed consent forms must be included with the letter. Administrative approval of the letter must be secured prior to it being sent.

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7. All letters and/or permission forms must be given to designated administrative assistant who will file them for future reference, if the need arises.
8. For out of town trips, a teacher with a minimum of five-years experience must attend, and both male and female chaperones need to be arranged before administrative approval may be given.

On the Trip

9. The teacher must take a copy of the attendance and emergency contact numbers for all students. This information is found in the field trip folder as provided by the designated Administrative Assistant.
10. A fully-stocked first aid kit must be taken along.
11. The teacher must carry a cell phone or have access to one at all times. Please note that the school has cell phones especially for such purposes.
12. The teacher must notify the office of when the group is leaving the building and immediately upon returning.
13. Adequate supervision must be provided on trips as per these basic guidelines:
 - 1 teacher or adult per 5 students for grades 1-3
 - 1 teacher or adult per 7 students for grades 4-6
 - 1 teacher or adult per 10 students for grades 7-8

After the Trip

14. The first aid kit must be returned to the office. Please inform the designated Administrative Assistant if supplies need to be replaced or restocked.
15. The Special Events form must be completed and return it to the designated Administrative Assistant.
16. The entire field trip folder must be returned to the designated Administrative Assistant.

Physical Education Excursions

17. Plans (i.e. facility and transportation) must be confirmed with administration.
18. If bussing is required, the designated administrative assistant will make the necessary bussing arrangements. The appropriate field trip form must be used.
19. Refer to the “Safety Guidelines” manual relating to the particular sport/activity and follow suggested procedure as outlined.

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20. If a waiver form is needed, refer to the appropriate waiver form and parental permission form, follow handout and collection policy.
21. All protocols for field trips must be followed at all times.

References:

Policy 9.02

CAPE charter

Safety Guidelines for Physical Activity in Alberta Schools

Alberta Regulation AR 48/2000 Occupational Health and Safety Act First Aid Regulation.

Safety Oriented Guidelines for Outdoor Education Leadership and Programming

The Canadian Association for Health, Physical Education and Recreation

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