



BOARD ADMINISTRATIVE PROCEDURE	
<small>ADMINISTRATIVE PROCEDURE</small> Out of School Activities	<small>ADMINISTRATIVE PROCEDURE NUMBER</small> AP-S-305 (NEW)
<small>Directional Policy</small> Student Achievement and Well-being - 300	

TITLE OF ADMINISTRATIVE PROCEDURE:

Out of School Activities

DATE APPROVED:

May 28, 2018

PROJECTED REVIEW DATE:

June 2022

DIRECTIONAL POLICY ALIGNMENT: 300 - Student Achievement and Well-being

The Board recognizes the educational value for students and staff to participate in Out of School Activities. The Board encourages excursions and field trips as part of an enriching Catholic educational program for all students. Activities out of school provide students with experiential learning opportunities to discover diverse educational and natural environments, cultures, faiths, workplaces, and global perspectives. Field trips and excursions are valuable extensions of the curriculum and will be linked to the [Ontario Catholic School Graduate Expectations \(OCGEs\)](#). Out of School Activities provide opportunities for students to develop a life-long love of healthy living through participation in well-planned and well-managed excursions. At all times, leaders of Out of School Activities are expected to care for the students as a responsible and prudent parent would.

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Out of School Activities Administrative Procedure supports our Vision for achieving excellence in Catholic Education through learning, leadership and service. Well-planned experiential Out of School Activities develop the intellectual, spiritual, mental, physical, and emotional well-being of students in safe, diverse, respectful, and faith-filled learning environments.

ACTION REQUIRED:

1. Out of School Activities shall:
 - (a) Have a well-planned, definable Catholic educational purpose linked to the Ontario Curriculum and the Board's vision, and shall be conducted in a safe and supervised manner;
 - (b) Be carefully planned, conducted, and assessed in terms of educational benefits for students and in accordance with the Board's safety, emergency and supervision guidelines;
 - (c) Ensure that participation in Sunday Eucharist is part of the planned activity when students are away from home on Sundays, and include other faith development experiences (i.e.: liturgical celebration or prayer reflection) where appropriate;
 - (d) Include appropriate accommodations for students with special needs, including an educational assistant in some circumstances, as required;
 - (e) Be planned with consideration given to the age of the students, distance of the activity from the school, associated costs to the students/families and ability for all to participate. Fees shall be calculated on a cost-recovery basis for excursions that are considered to be voluntary enhancements to the curriculum.

2.
 - (a) Health and safety shall be given the highest priority for students and staff when planning an Out of School Activity. Where an Out of School Activity includes a High Care Activity, the consent form will contain a section which describes the elements of risk for the activities the students may experience during the excursion.
 - (b) High Care Activities include, but are not limited to: activities on, in or near water, such as canoeing, kayaking, or swimming; rock-climbing; tobogganing; cycling on major roadways; contact sports; skiing; and snowboarding. These activities may involve increased risk, require additional specific safety considerations and/or safety equipment, as listed in the **OPHEA Safety Guidelines**, or require special certifications or qualifications for supervision. See Appendix A for a list of High Care Activities.

- (c) All staff are instructed to refer to OPHEA's (Ontario Physical and Health Educators Association) Ontario Physical Education Safety Guidelines when planning and supervising all High Care Out of School Activities.

High Care Activities may be in combination with any Out-of-School Activity, in any Category 1 to 5. Teachers, by signing the Out of School Activity application, indicate they have addressed the appropriate OPHEA Safety Guidelines.

- (d) Some level of injury risk is inherent in any activity. The Board uses the Risk Management Guidelines of the Ontario School Board Insurance Exchange (OSBIE) to assist in identifying and managing the risks of Out of School Activities. In order to mitigate the risk of injury, some activities such as whitewater rafting and skydiving, are not permitted. For a list of Risk Managed Activities which are not permitted under this Administrative Procedure, see Appendix B.
- (e) Where Out of School Activities are part of the athletic (co-instructional) program, teachers are to follow the requirements outlined in the OPHEA Elementary or Secondary Athletics Guidelines, in coordination with this procedure. The appropriate permission forms for participating in physical activity must be completed, in addition to all other required forms.
- (f) Trips that do not reflect the curriculum, nor have a clear educational purpose, or cannot be adequately supervised, will not be considered or approved.

3. High Care Activities involving Water

On Out of School excursions, water safety may be a concern, even if the general purpose of a trip does not involve students being in or on water. Even shallow water can present a danger. Water temperature, water current, watershed conditions and weather conditions can present significant risks. If there is any water in close proximity to the primary area of the excursion activities, this must be noted in the risk assessment portion of the parent permission form. For the purposes of excursions, close proximity to water is to be avoided if the activity does not involve water. If this proximity cannot be avoided, then supervision ratios must account for the possibility that students may access the water if not supervised appropriately, particularly on any overnight excursions. Parents/guardians must give written permission for their

child to be involved in any swimming activity.

Students are not allowed to swim after sunset or before sunrise, and may only swim in designated areas.

(a) Day Excursions (Category 1/Category 2)

For day excursions, such as stream studies, where water is present but students are not swimming, teachers will evaluate the water temperature, water current, water depth, watershed conditions and weather conditions to assess the risk. The teacher will then consult with the school principal to determine if the activity should proceed, and if extra supervision is required, and/or if students should be required to wear Personal Flotation Devices (PFDs).

For day excursions where water activities are the primary focus of the activity, including pools and water parks, a swim test is required on site. If a swim test cannot be conducted at the excursion site, then arrangements must be made by the school to conduct the swim test prior to arrival at the site. Swimming in unsupervised bodies of waters (lakes, rivers, streams) is not allowed. Exceptions for secondary outdoor education courses and co-curricular clubs must be approved by the principal.

Non-swimmers must be identified and wear a properly fastened Personal Flotation Device (PFD) for recreational swims. During swim lessons, the PFD can be removed during instruction when the non-swimmer is under constant visual supervision by the instructor during learn-to-swim skill instruction and/or practice.

(b) Out of School Activities in Camps, or Outdoor Education Settings (Category 3)

Out of school activities at a licensed camp or outdoor education facility (pre-approved or otherwise) where water activities are included as part of the program must ensure that the camp has a qualified lifeguard on staff who is present at the water during all water activities, and, that all students who are participating in any water activity have passed a swim test, either at the camp or prior to the excursion. Results of unsuccessful swim tests will be communicated by the supervising teacher to the student, parents/guardians and principal.

Non-swimmers must be identified and wear a properly fastened Personal Flotation Device (PFD) for recreational swims. During swim lessons, the PFD can be removed during instruction when the non-swimmer is under constant

visual supervision by the instructor during learn-to-swim skill instruction and/or practice. Alternatively, where appropriate, any students who are not successful in passing the swim test, will be provided alternative supervised activities for the duration of the excursion.

Consult the *OPHEA Guidelines - Outdoor Education - Swimming* for a complete list of requirements.

(c) Wilderness Trips (Category 4)

When on a wilderness trip, all students must wear Personal Flotation Devices (PFDs) when in the water or on the water.

For all wilderness trips, students must successfully pass a swim test prior to the excursion. Swim tests will be conducted by a qualified lifeguard and at least one of the qualified teachers for the trip will be present. Swim test results will be communicated by the supervising teacher to the student, parents/guardians and the principal.

Students who do not pass the swim test are not permitted to go on the wilderness excursion. The swim test must be completed within the school year in which the activity is taking place. In lieu of completing the swim test, students may provide proof of Bronze Medallion certification or higher.

4. Out of School Activities are classified into five categories:

(a) Category 1 - Day Walking Trip

Students may be taken on a walking trip off school property to embark upon a variety of educational or community activities throughout the school day. Staff must inform the principal of the purpose and details of the trip. The principal shall be responsible for granting permission for the activity prior to booking the activity. Parents must be informed of the activity by the teacher in writing. Staff may seek parental consent for a series of specific Out of School Activities that are scheduled throughout the year such as school masses, Terry Fox Run, and retreats.

(b) Category 2 - One-day Out of School Activity Using Transportation

The principal will be responsible for granting permission for Category 2 activities. Staff must complete a Category 2 Approval Form and submit it to the principal **prior to booking** the activity.

(c) Category 3 - Overnight Out of School Activity

Staff will complete a Category 3 Approval Form and submit it to the principal **prior to booking** the activity. The principal will approve the activity and submit a copy of the form to the superintendent of schools at least one month prior to the activity. Exceptions to these timeline requirements may be secondary school sports teams who have qualified for regional or provincial tournaments or band/drama productions that have qualified for a provincial competition.

Category 3 excursions requiring hotel accommodations must be arranged through a registered Travel Agent who possess a licence used by the Travel Industry Council of Ontario (TICO) as per the Travel Industry Act (2002).

All overnight Out of School Activities using a pre-approved provider will be considered as a Category 3 excursion, and then follow the same approval process.

Out of School Activities at a licensed camp facility (pre-approved or otherwise) where water activities are included as part of the program must ensure that the camp has a **qualified lifeguard** on staff who is present at the water during all water activities, and, that all students who are participating in any water activity have passed a swim test, either at the camp or prior to the excursion. Results of unsuccessful swim tests will be communicated by the teacher to the student, parents/guardians and principal.

Non-swimmers must be identified and wear a properly fastened Personal Flotation Device (PFD) for recreational swims. During swim lessons, the PFD can be removed during instruction when the non-swimmer is under constant visual supervision by the instructor during learn-to-swim skill instruction and/or practice. Alternatively, where appropriate, any students who are not successful in passing the swim test, will be provided alternative activities for the duration of the excursion.

Consult the *OPHEA Guidelines - Outdoor Education - Swimming* for a complete list of requirements.

(d) Category 4 – Overnight Wilderness Canoe-Tripping anywhere in Canada

Wilderness Canoe or Kayak Tripping is defined as travelling in groups by canoe through wilderness or semi-wilderness areas for a period of time, which

includes at least one overnight.

Elementary School canoe-tripping excursions will not be approved.

The Board shall be responsible for the approval of Category 4 Out of School Activities. A Category 4 Approval Form must be submitted to the Family of Schools superintendent **prior to booking** the trip.

For first time trips, trips in which the itinerary has changed significantly or where there is an increased risk, at least one trip supervisor and a member of the school administration team must attend the Board meeting to provide further details as requested by the trustees before booking the trip.

Repeat trips, previously approved by the Board, will be presented to the Trustees by the Family of Schools superintendent at least three Board meetings prior to the trip taking place.

All students must wear Personal Flotation Devices (PFDs) when in the water or on the water.

For all wilderness trips, students must successfully pass a swim test based on the OPHEA guidelines prior to the excursion. Swim tests will be conducted by a qualified lifeguard and by at least one of the qualified teachers for the trip. Swim test results will be communicated by the teacher to the student, parents/guardians and the principal.

Students who do not pass the swim test are not permitted to go on the wilderness excursion.

The swim test must be completed within the school year in which the activity is taking place.

In lieu of completing the swim test, students may provide proof of Bronze Medallion certification or higher.

(e) Category 5 - Travel Outside of Canada or Travel requiring Commercial Flights

The Board shall be responsible for the approval of Category 5 Out of School Activities. A Category 5 Approval Form must be submitted to the Family of Schools superintendent **before the trip is booked**.

For Out of School excursions where water activities (including swimming at beaches or in hotel pools) are included as part of the program, supervising

teachers must be present for the duration of the water activities, and must ensure that the beach or pool has a qualified lifeguard on site who is present at the water during all water activities, and, that all students who are participating in any water activity have passed a swim test, **prior to the excursion**. Results of unsuccessful swim tests will be communicated by the supervising teacher to the student, parents/guardians and principal. Non-swimmers must be identified and wear a properly fastened Personal Flotation Device (PFD) for recreational swims. Alternatively, where appropriate, any students who are not successful in passing the swim test, will be provided alternative supervised activities for the duration of the excursion.

Given that some countries may have different safety standards than Ontario, extreme caution should be exercised before approving any High Care Activities on an international excursion.

For first time trips, trips in which the itinerary has changed significantly or where there is an increased risk, at least one trip supervisor and a member of the school administration team must attend the Board meeting to provide further details as requested by the trustees before booking the trip.

Repeat trips, previously approved by the Board, will be presented to the Trustees by the Family of Schools superintendent at least three Board meetings prior to the trip taking place.

Category 5 excursions requiring travel services such as hotel accommodations or air/bus transportation must be arranged through a registered Travel Agent who possesses a licence issued by the Travel Industry Council of Ontario (TICO) as per the Travel Industry Act (2002).

5. (a) The principal shall be responsible for the approval of Out of School Activities, except Category 4 and 5 excursions.
- (b) The principal shall inform the appropriate superintendent in writing of all overnight Out of School Activities.
- (c) The Board shall be responsible for the approval of Out of School Activities that involve travel outside of Canada, travelling requiring flights and overnight wilderness trips in Canada.
- (d) Where appropriate, schools can coordinate Out of School Activities to reduce

costs and to support the participation of smaller schools. In multi-school trips, each participating school principal must review and sign the completed application package.

6. (a) Students and parents must be provided with details of all expenses associated with the Out of School Activity along with the permission form. It should include total costs along with possible expenses that might be incurred while in attendance such as lunches, souvenirs, snacks, or added excursions.
 - (b) Costs associated with Out of School Activities which are an extension of the curriculum and not an optional trip may be subsidized by school budget, Catholic School Council funds, or fund-raising efforts. Principals must be sensitive to the capabilities of families to pay prior to supporting Out of School Activities. In cases where financial hardship is suspected, staff will make whatever accommodation is required to support participation of all students in Category 1, 2 and 3 Out of School Activities.
7. (a) The Board requires that principals have the written consent of a parent or legal guardian prior to any student being granted permission to participate in an Out of School Activity. For Category 1 – Day Walking Trips, please refer to Section 4 (a). Students who have reached the age of consent (18) may sign their own permission forms.
 - (b) Students participating in athletic activities must sign the PVNC Athletic Participation form granting permission for regular season travel. Student athletes participating in any overnight athletic events must receive specific permission from parents using the Category 3 Parent Permission form.
 - (c) For overnight Out of School Activities (Category 3, 4 or 5), school staff will conduct at least one information meeting for parents/guardians. Exceptions to the requirement for an information meeting may be secondary school sports teams who have qualified for regional or provincial championships, teams participating in regional or provincial tournaments, or band/drama productions participating in a provincial competition.

8. Excursion Providers

Organizations may become pre-approved providers for excursions and trips by submitting for review to the Board of Trustees appropriate documentation regarding safety measures and facilities, which must be in compliance with OPHEA guidelines. Excursions and trips using one of the pre-approved providers will be submitted under Category 2 (day-trips) or 3 (overnight excursions) and will follow the process outlined in this administrative procedure for approval.

At any pre-approved camp facilities, where swimming is part of the excursion program, a lifeguard must conduct swim tests on site prior to any student activities. Swim tests will be conducted by a qualified lifeguard and a supervising teacher. Results of unsuccessful swim tests will be communicated by the teacher to the student, parents/guardians and principal. Students who are not successful must wear a Personal Flotation Device when on or near the water or will be provided alternative supervised activities.

A pre-approved excursion provider must be reconsidered by the Board of Trustees every five years. In order to be reconsidered, the excursion provider or camp must submit a current safety qualifications package.

9. The principal has the right to exclude a pupil from an Out of School activity if, in the professional judgement of the principal after consultation with staff, attendance at the event will either be a safety risk for the student or for his or her classmates. The principal must inform the parent of the decision promptly, citing the reasons for the decision. Students who are suspended are not permitted to attend out of School Activities. Students who violate the Code of Conduct will be disciplined appropriately. This may include being removed from the Out of School Activity at the parents' expense.
10. (a) The staff member initiating the Out of School Activity is responsible for arranging transportation including the method of payment. Approved carriers include school buses, coach buses, and public transportation such as trains, airplanes, subways.
- (b) Private automobiles are allowed to transport students to and from out of school activities; however, drivers who are volunteers, teachers, or other staff must be provided with the appropriate forms from Policy 707, Appendices G1 and G2.

The car's owner remains the primary responsible party and, if an accident occurs, his or her own insurance coverage is expected to be used, without reimbursement by the Board. Any personal vehicle used must have a minimum of \$1,000,000 personal liability insurance coverage, if the Board's third party liability insurance is to be accessed.

- (c) Under no circumstances are staff to request students to drive other students to an Out of School Activity. Parents/guardians must be made aware anytime that students are being asked to be responsible for their own transportation to an Out of School Activity.

Students choosing to drive themselves to an after-school activity are not considered to be doing so under the direction of any agent of the Board.

- (d) Large (12-15) passenger commuter vans shall not be used for any type of travel for students.

11. (a) It is understood that the amount and type of supervision required will vary according to the particular circumstances of the activity and the needs of the participants. Supervisors must hold appropriate qualifications for the activities for which they are supervising. It is expected that Board employees and volunteers who act as supervisors will exercise the care and judgement that would be expected of a wise and judicious parent.

Factors to be considered before assigning supervisors:

(i) Transportation

- mode of travel (walking, bus, train, airplane)
- length of travel (days, hours per day, overnight)
- departure and arrival sites
- travel routes
- number of vehicles

(ii) Nature of Activity

- number of participants and or spectators
- crowd control
- location of activity (e.g. ball park, museum, swimming pool, fire station, provincial park, ski hill, etc.)

- equipment needs
- (iii) Selection of Supervisors
- need for experienced supervisors
 - need for specialized skills (skier, first aid, lifeguard, etc.)
 - need for providing instruction to supervisors
 - gender appropriateness
 - use of volunteers (need for police checks)

(b) Student Safety

Safety of pupils during any Out of School Activity is the first and foremost priority to consider for planning. Adequate supervision will depend on many of the factors listed above; however, the decision is not limited to these factors alone. Principals must weigh a number of mitigating circumstances before granting or seeking approval for Out of School Activities.

(c) Pre-inspection of Site

In order to ensure a worthwhile, safe, and accessible Out of School Activity for all students, pre-planning is essential. Upon agreement by the teacher and principal, the teacher should visit the selected site in advance. If this is not feasible, the teacher should obtain as much information as possible about the area to be visited from others who have or from credible sources. The teacher should share this information with the principal in order to make the necessary supervision recommendations.

(d) Supervision Strategies

Staff will determine supervision strategies that will be used during any proposed Out of School Activity such as the buddy system, visual contact, walkie talkies, group compositions, curfews, etc. The supervisor is responsible for providing the office staff with a written list of those attending the Out of School Activity prior to departure. Student attendance through a roll call should be taken before each stop and departure. There should also be a clear method of informing principals and parents of any emergencies or arrival delays at any hour of the day or night. Emergency contact information for each student must be in the possession of the supervisor in charge at all times, with a copy left for the vice-principal or principal.

(e) Gender-based Supervision

In order to provide adequate supervision at all times, Category 3, 4 and 5 Out of School Activities must have at least one supervisor who is of the same gender as the participants.

(f) Supervisor “In Charge”

Where there are two or more supervisors, one supervisor who shall be an employee of the Board, will be designated by the principal as “in charge”. This individual will have responsibility for making decisions in the event of adverse conditions or emergencies. It is recommended that this person consult with the principal as needed. In the case of a serious student misconduct during an Out of School Activity, the staff person in charge will consult with the principal or Family of Schools superintendent to decide an appropriate course of action. In some circumstances, the staff person in charge will be given the authority, by the principal or superintendent, to dismiss the student and so inform the student’s parents, who will be responsible to meet their son or daughter at a location determined by the principal or supervising teacher. A written report of the incident will be prepared for by the staff member in charge for submission to the principal.

(g) Volunteer Supervisors

Volunteer supervisors must have criminal background checks submitted to the office prior to supervising any students according to Board policy. The supervisor in charge is responsible for ensuring that this has occurred and that all volunteers are familiar with the itinerary, school code of conduct, and any potential safety concerns. Staff are not permitted to share personal student information with any volunteers except when necessary for student safety. Volunteers should never be asked to take on duties for which they are not qualified to perform.

As a general rule, family members of PVNC staff supervising Category 3, 4 and 5 Out of School Activities, are not eligible to participate in the excursion. In extenuating circumstances, where an Out of School Activity may benefit from an additional supervising adult family member, special permission may be given by the Family of Schools superintendent for the adult family member to act as a supervisor, if the adult family member provides a current police reference and vulnerable sector check.

Children, who are not students of the school, are not permitted to participate in Category 3, 4 or 5 Out of School Activities.

(h) First Aid Procedures

It is highly recommended that at least one supervisor have knowledge of

emergency first aid procedures for all Category 2, 3, 4 and 5 trips. All Category 4 Out of School Activities identified as wilderness or high care activities must have an appropriately qualified supervisor with first aid certification. See OPHEA Guidelines.

In case of an accident or student injury, First Aid, medical attention and/or Emergency Medical Services must be engaged immediately. At the first opportunity, contact the principal and the parents/guardians to inform them of the accident. The principal will contact the appropriate superintendent if the accident is deemed serious and requiring medical attention immediately. Within 24 hours of a serious accident, an Incident Report Form should be submitted as per OSBIE regulations. If a student is ill and/or injured, he or she must NOT be sent home unaccompanied.

(i) Number of Supervisors

The ratio of students to supervisors is dependent on the nature of the Out of School Activity, age of the students, type of class, and means of transportation. However, the minimum ratio shall be as follows:

Category 1 - Day Walking Trip

Grade Level	Ratio
Kindergarten (Year 1 & 2)	1 adult supervisor per 10 students
Grades 1 - 6	Minimum 2 adult supervisors per class
Grades 7 - 8	Minimum 1 adult supervisor per class
Grade 9 - 12	Minimum 1 adult supervisor per class

Category 2 - One-day Out of School Activity Using Transportation

Grade Level	Ratio
Kindergarten (Year 1 & 2)	1 adult supervisor per 5 students
Grades 1 - 3	1 adult supervisor per 6 students
Grades 4 - 6	1 adult supervisor per 12 students
Grades 7 and 8	1 adult supervisor per 16 students
Grades 9 - 12	1 adult supervisor per class

Category 3 - Overnight Out of School Activity

Grade Level	Ratio
Kindergarten & Grades 1-3	Overnight Trips Not Permitted
Grades 4 - 8	1 adult supervisor required for every 10 students. A minimum of 2 supervisors is required at all times.
Grades 9 - 12	1 adult supervisor required for every 15 students. A minimum of 2 supervisors is required at all times.

Category 4 – Wilderness Trips anywhere in Canada (High Care Activities)

Grade Level	Ratio
Kindergarten to Grade 8	Trips Not Permitted
Grades 9 - 12	1 adult supervisor required for every 8 students. A minimum of 3 supervisors is required at all times.

Category 5 - Travel Outside of Canada or Travel requiring Commercial Flights

Grade Level	Ratio
Kindergarten to Grade 8	Trips Not Permitted
Grades 9 - 12	1 adult supervisor required for every 10 students for trips within North America. 1 adult supervisor required for every 8 students for trips outside of North America. A minimum of 3 supervisors is required for international trips/flights.

12. Out of School Activity Travel Insurance - Category 4 or 5

All schools planning out of Province or International excursions will ensure the trip includes mandatory insurance for all travelers in the group. Such insurance must cover school board or principal rulings for cancellation of the trip.

Any excursion hosted by a third party provider shall require the third party to provide proof of insurance coverage. Where a school principal has authorized an excursion that will be hosted by a tour operator and any third party provider that directs and/or supervises activities during the excursion, the principal shall obtain a copy of the provider's and/or third parties' liability insurance policy.

13. Emergency Plans

For Category 2 excursions involving high care activities and all Category 3, 4 and 5 excursions, an Emergency Plan will be developed by the in-charge supervisor that will address medical, personal, weather, and disciplinary emergencies. The plan will establish a clear and precise communication procedure for informing parents in a timely and appropriate fashion in the event of an emergency. Consideration for alternative plans should be given in areas where cellular service may be limited (ex. use of satellite phone). The Emergency Plan will be reviewed by the principal. A sample Emergency Plan can be found within the OPHEA Safety Guidelines, as an appendix. (Note that some high care activities require a form of transportation available for emergency purposes and a designated second teacher-supervisor, should the in-charge supervisor be involved in or with an emergency.)

14. Hospitality and Gifts Guideline

No excursion planners, organizers or supervisors shall accept monetary gifts, and/or travel credits or travel benefits from tour operators, with the exception of travel, accommodation and meals included in the tour package for those individuals leading the excursion and designated supervisors required to satisfy the supervision ratio.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- ensuring that this Administrative Procedure is in alignment with the Directional Policy: Student Achievement and Well-being;
- reviewing this Administrative Procedure to ensure compliance;
- receiving summary board reports from the Family of Schools superintendents, listing all repeat Category 4 and 5 excursions;
- reviewing and approving initial Category 4 and 5 – Out of School Activities;
- reviewing the list of pre-approved excursion providers every 5 years.

The Director of Education is responsible for:

- ensuring implementation of this Administrative Procedure;
- coordinating Category 4 and 5 presentations to the Board of Trustees, as required;

- confirming or cancelling Out of School Activities, based on Canadian Travel Advisory Reports or developing emergency situations.

Superintendents are responsible for:

- ensuring principals are consistent with the application of this Administrative Procedure;
- reviewing and approving all Category 3, 4 and 5 Out of School Activities;
- reviewing applications to ensure that the OPHEA guidelines are followed for all High Care Activities;
- preparing Board reports of recurring Category 4 and 5 excursions and presenting these to the Board of Trustees.

Principals are responsible for:

- ensuring staff whom they supervise are aware of the requirements and are following all requirements under this Administrative Procedure;
- reviewing and approving Out of School Activity Applications, ensuring that all elements of this Administrative Procedure have been addressed and that safety procedures for all activities, including high care activities, are in compliance with the OPHEA Safety Guidelines;
- ensuring that all teachers have the additional qualifications or certifications required to supervise the Out of School Activity;
- ensuring that the appropriate swim test be conducted and all students and parents/guardians informed of the results prior to the excursion;
- maintain a file of each field trip taken by any group in the school, for a minimum of two calendar years. Each file shall contain the details of the trip, including copies of consent forms, and be available for review by the appropriate superintendent;
- maintaining emergency contact information for all staff and students participating in Category 2, 3, 4 or 5 excursions;
- ensuring that the Family of Schools superintendent is provided the list of students and adults participating in trips over holiday periods, including emergency contact information, prior to the excursion;
- reviewing the application package to ensure all supervision ratios, supervisor qualifications and OPHEA guidelines have been met;
- reviewing the Emergency Plan for the Out of School Activity;

- ensuring all students have an equal opportunity to participate in class excursions which are an extension of the curriculum, and, will not be denied such opportunity because of monetary factors or issues of accessibility;
- when appropriate, subsidizing costs associated with Out of School Activities by school budget, Catholic School Council funds, or fund-raising efforts. principals are responsible for ensuring fund-raising to defray costs incurred shall be consistent with the Board Policy on Fundraising;
- shortening, cancelling or terminating at any time if, in the opinion of the school principal or superintendent, the activity cannot proceed or be completed in a safe or satisfactory manner, due to weather or other circumstances;
- collaborating with other schools to combine trips and itineraries, where appropriate;
- ensuring a process is in place so that students participating in Out of School activities have opportunities to catch up on any missed work or assignments;
- ensuring that Category 3, 4 and 5 trips, requiring travel services such as hotel accommodations or air/bus transportation are coordinated through a registered Travel Agent, as per the Travel Industry Act (2002) – [Travel Industry Guidelines for School Trips](#);
- submitting all Category 4 and 5 applications to the Family of Schools superintendent.
- ensuring that in multiple-school trips, all schools submit a separate application package.

Curriculum Chairs are responsible for:

- ensuring that Out of School activities initiated within their departments articulate the alignment with the curriculum expectations and the Ontario Graduate Expectations;
- coordinating trips with other Secondary schools, where possible and appropriate
- ensuring that in multiple-school trips, all schools submit a separate application package.

Teachers and Staff are responsible for:

- planning and supervising Out of School Activities in accordance with the guidelines in this Administrative Procedure;
- reading the appropriate sections of this Administrative Procedure, completing all necessary forms to ensure that the requirements for certification, ratios, and

safety will be followed;

- for high care activities and Category 3, 4 or 5 excursions, creating an Emergency Plan and sharing it with the principal;
- ensuring that all students participating in an Out of School Activity have a signed parent permission submitted prior to departure;
- reviewing the [OPHEA Safety Guidelines](#) to ensure that all physical activities and supervision ratios associated with the excursion/activity are in compliance with the OPHEA Safety Guidelines. For all High Care Activities, signing the Out of School Activity application, indicating they have addressed the appropriate OPHEA Safety Guidelines;
- ensuring that all safety considerations have been met for all high care activities;
- reviewing with students safety and behaviour expectations for all Out of School Activities;
- ensuring all supervisors, volunteers and participating students have a common understanding of what is expected during the excursion, in alignment with the school's Code of Conduct;
- submitting a list of all students and adults attending an excursion to the school office, and also taking a copy of the list with staff attending the excursion. The list should include medical and emergency contact information for each student;
- providing the office with an alternate plan and assigned classroom location for students not attending the excursion;
- providing an emergency contact number to the school principal for communication purposes;
- ensuring a First Aid Kit is accessible in the case of student or supervisor injury;
- reporting all injuries (staff or student) on an excursion to the principal within 24 hours of the incident;
- storing oral medications in a safe manner, and following the Administration Procedure for Administering Oral Medication;
- ensuring all staff members and volunteers are aware of special medical considerations of students, and the corollary necessity for medications, dietary restrictions and/or other health devices required to be brought on the excursion (e.g., epi-pens, insulin pump, inhaler, etc.). Students who normally carry epi pens, insulin pumps and inhalers at school are expected to do so while on the excursion;
- establishing an emergency plan, including specific consideration for students requiring specialized assistance or accommodations;
- ensuring that when lodged in overnight accommodations, they review with the

participants, the evacuation plans and procedures to be followed in case of fire or other emergencies;

- ensuring that, as supervisors, they have the required, current qualifications and certification;
- arranging for the appropriate swim test to be conducted by a qualified lifeguard, if water activities are involved, prior to the excursion;
- sharing swim test results with the student and parents/guardians and principal;
- ensuring for Category 3 excursions, students who do not pass the swim test are not allowed to participate in activities in, on or in close proximity to water and that they are provided with alternative supervised activities;
- ensuring that any students who do not successfully pass the swim test do not participate in any Category 4 (Wilderness) excursions;
- ensuring swim test results are kept on file at the school;
- bringing copies of the emergency procedures and emergency contact information on the excursion;
- informing the principal of alternative plans, or any changes to the itinerary, at any time during the out of school activity;
- checking road and weather conditions daily and being prepared to alter plans if necessary;
- refraining from smoking, using alcohol or using drugs for the duration of the Out of School activity.

Parents are responsible for:

- signing and submitting to the school office parent permission forms prior to any student participating in an Out of School Activity. The Board requires that principals have the written consent of the parents/guardians of all pupils under the age of 18 participating in Out of School Activities;
- informing the school principal if there is any medical reason why their child should not participate in the activity or if their child requires special attention during the activity;
- reviewing the expectations of the Code of Conduct and of all Out of School Activities with their children;
- any applicable losses or costs should their child engage in misconduct, including a breach of the Board's Safe School Policy and Code of Conduct.

Students are responsible for:

- following all school rules, safety and behaviour expectations, and the school's Code of Conduct while participating in Out of School Activities;
- representing their school in a positive manner while on an excursion;
- listening to and following the directions of their teacher or supervisor;
- ensuring that any missed assignments are submitted after returning from an Out of School activity;
- refraining from smoking, using alcohol or using drugs for the duration of the Out of School Activity.

Volunteers are responsible for:

- adhering to the policies and procedures of the Board, as applicable;
- reporting to the principal and teachers of the school;
- completing a Vulnerable Sector/Criminal Reference check;
- understanding the supervision expectations of the Out of School Activity, as well as the school's Code of Conduct;
- adhering to the trip schedule;
- modelling appropriate behaviour and dress;
- refraining from smoking, using alcohol or using drugs for the duration of the Out of School Activity.

PROGRESS INDICATORS:

- Schools are providing well-planned, interesting, Out of School Activities to enhance the learning of students.
- All Out of School Activities are planned according to the parameters and guidelines of this Administrative Procedure.

DEFINITIONS:

Excursion Providers – Organizations that provide services, programs or facilities that are used for excursions.

Pre-approved excursion providers have had their safety standards reviewed by the Board's Health and Safety Officer and by the Board of Trustees. The following excursion providers have Board approval for the period of September 2017 – August

2021:

- Bark Lake Leadership Camp
- Brimacombe Ski Resort
- Camp Ganaraska
- Camp Kawartha
- Camp Muskoka
- Tree Top Trekking (<http://treetoptrekking.com/en/ganaraska/>)

High Care Activities – are activities that involve increased risk and require additional specific safety considerations, or require special certifications or qualifications for supervision. High care activities include, but are not limited to: activities on, in or near water, such as canoeing, kayaking or swimming; rock climbing; canopy walks; cycling in traffic or on major roadways; skiing; snowboarding.

Instructor – An individual who provides instruction on skills and possesses the required certifications. This role could be fulfilled by a teacher, parent/guardian/volunteer or employee of an outside provider.

Lifeguard - An individual who is at least 18 years of age; who has the required certification; and who is responsible for the overseeing of swimmer safety.

Out of School Activities - are excursions organized by school personnel and are directed by a teacher/educator team. Out of School Activities involve leaving the school property and are for educational purposes, and may also include spiritual, recreational and other components.

OPHEA - Ontario Physical and Health Educators Association. OPHEA has established The Ontario Physical Education Safety Guidelines, managed by OPHEA, which represent the minimum standards for risk management practice for school boards. They focus the attention of teachers, supervisors and coaches on safe practices, in every activity, in order to minimize the element of risk. The Safety Guidelines include concussion protocols to help prevent and identify suspected concussions and manage a student's safe return to learning and physical activity. Safety Guidelines for elementary and secondary activities are available at www.ophea.net.

Risk Managed Activities - Some level of injury risk is inherent to any activity. The Ontario School Board Insurance Exchange (OSBIE) has developed guidelines to assist

members of the Ontario School Boards' Insurance Exchange in identifying and managing the risks of school approved field trips or excursions. Information on Risk Managed Activities can be found at the [OSBIE's Field Trip Risk Management Guidelines](#). School boards should only undertake to organize field trip activities in accordance with board policies/procedures and after careful assessment of the risk factors and their ability to manage those risks.

REFERENCES:

- Administration of Medication Procedure or Health Support Services, and Emergency Response,
- Anaphylaxis: Reducing the Risks
- Asthma Reducing the Risks
- Concussions
- Expenditure Guidelines: Hospitality/Honorariums/Recognition/Meeting Costs
- [OPHEA Safety Guidelines](#)
- [OPHEA – Elementary Skiing/Snowblading/Snowboarding Guidelines](#)
- [OPHEA – Secondary Skiing/Snowblading/Snowboarding Guidelines](#)
- [OPHEA – Elementary Outdoor Education Guidelines – Canoe Tripping](#)
- [OPHEA – Secondary Outdoor Education Guidelines – Canoe Tripping](#)
- [OSBIE - Field Trip Risk Management Guidelines](#)
- [OSBIE – School Board/Snow Resort Safety Guidelines](#)
- Safe Schools - Code of Conduct
- Safety and Conduct on School Buses
- Student Safety
- [Travel Industry Guidelines for School Trips](#)
- Volunteers in our Schools

RELATED FORMS

- Appendix A – High Care Activities
- Appendix B – Activities Not Approved
- Appendix C – Reference Chart
- Category 2 Approval Form
- Category 3 Approval Form
- Category 4 Approval Form
- Category 5 Approval Form
- Out of School Parental Permission Form - Category 2 Activity
- Out of School Parental Permission Form - Category 3 Activity

- Informed Consent/Permission Form for Education Trips
- Release and Indemnification Form for Education Trips
- Reference Chart
- Volunteer Forms
- Emergency Response Procedures for Medical Conditions