



FIELD TRIP POLICY MANUAL FOR STAFF

INTRODUCTION

For the purpose of this *Field Trip Policy Manual*, the term “Field Trips” is used to refer to any student activity that is organized, sponsored, and approved by OLGC School to take place off school/parish property. This includes any sporting and/or extra-curricular events.

The purpose of this *Field Trip Policy Manual* is to clarify the purpose of all school approved field trips and to outline the required processes and procedures that are necessary to plan field trips that are safe, purposeful, and well organized.

RATIONALE

OLGC School recognizes the importance of field trips as an integral part of the curriculum and an extension of what is being taught in the classroom. Field trips are to

- i.) have a focus that is linked directly to the BC Curriculum;
- ii.) have curriculum outcomes that cannot be accomplished in the regular school setting;
- iii.) have as its prime consideration the safety of all participants, considering the potential for increased risk in any educational opportunity away from the regular school setting; and
- iv.) have the approval of the Principal, and adhere to the planning guidelines as outlined in this *Field Trip Policy Manual*.

RISK MINIMIZATION

It is of paramount importance that field trips are selected, planned, organized and conducted in the context of:

- i.) the safety of all participants;
- ii.) risk assessment and management of off-site activities; and
- iii.) protection of students, staff, volunteers and the school.

As all field trips entail some added element of risk, it is critical that the planning and organizing stages include a careful review to minimize risks to everyone. Risks cannot be eliminated, but they can be managed. Careful consideration of the management of risks is an expectation of all staff involved in student field trips.

Student field trips involve different degrees of risk and accordingly call for different levels of care, conduct, communication and consent.

In order to minimize risks and maximize safety, the following measures apply:

- i.) Student group characteristics of age, developmental level, area of study and self-discipline are to be considered in selecting appropriate field trips.
- ii.) Parent/guardian information is to be provided to enable parents/guardians to decline those field trips which they believe may be inappropriate for their child or exceed their risk tolerance.
- iii.) *Parental Permission/Consent Form* is to include the opportunity of parents to advise of their child's unique medical, dietary and other special considerations.
- iv.) Safety assessment must be addressed before plans are finalized for all new field trips. This will vary from informal information gathering on routine or repeated field trips to systematic review of more complex field trips.
- v.) Specialized resources need to be identified and incorporated into the program. These resources may include:
 - safety equipment;
 - first aid kit and cell phone;
 - qualified instructors; and/or
 - guides familiar with the area.
- vi.) Students with special needs/medical issues (e.g. anaphylaxis etc.) must be provided with appropriate safety equipment/medication both for their transportation and their participation in activities.
- vii.) Preparatory instruction of students will include both the development of physical skills and the self-discipline to participate.
- viii.) Parent meetings may be organized both to provide parents/guardians with risk assessment information and to have parental reinforcement of school expectations.
- ix.) Volunteers are selected, oriented and supervised as described later in this *Field Trip Policy Manual*.
- x.) Transportation is planned to be safe, and volunteer drivers are selected, oriented and supervised.
- xi.) All staff and volunteers are risk managers and should use common sense and critical thinking skills when planning, implementing, and supervising field trips.

1. RESPONSIBILITIES OF FIELD TRIP PARTICIPANTS

PRINCIPAL'S RESPONSIBILITY

The Principal shall ensure that:

- i.) the guidelines and protocols laid out in this *Field Trip Policy Manual* are understood and followed by all participants;
- ii.) every field trip has a knowledgeable and prepared leader who is a teacher from OLGC. (Hereafter referred to as the 'field trip leader'.)
- iii.) the following elements are reviewed when making decisions regarding field trips:
 - ◆ curriculum fit;
 - ◆ risk; special needs/medical issues
 - ◆ age/grade appropriateness for the activity;
 - ◆ required supervision ratios;
 - ◆ selection of supervisors;
 - ◆ relevant instructional activities before, during, and after the trip;
 - ◆ cost, fundraising, budgeting;
 - ◆ appropriate communication with parents/guardians regarding field trip details;
 - ◆ itinerary and trip schedule;
 - ◆ transportation arrangements; and
 - ◆ accommodation arrangements, if applicable.

FIELD TRIP LEADER'S RESPONSIBILITY

The field trip leader shall be a OLGC teacher who has volunteered to plan and coordinate the trip. If, for some reason, the field trip leader cannot attend, the field trip shall be cancelled, unless a knowledgeable, alternate teacher replacement, approved by the Principal, agrees to conduct the field trip. A "substitute teacher" will not be allowed to be a field trip leader, unless he/she is filling a long-term absence.

The field trip leader shall consider the responsibility to preview field trips in a similar manner to which he/she previews other school resources prior to including them in the instructional plan.

The field trip leader is to familiarize himself/herself with the destination and associated details of the event. The teacher should have completed a curriculum fit and risk assessment to ensure maximum learning opportunities are provided to the students.

The Principal and field trip leader shall ensure that specified supervision ratios are met.

Planning Process

The field trip leader will:

- ◆ consult with and obtain the approval of the Principal to proceed before initiating discussion with parents/guardians or students, and before planning the field trip. Certain time lines are to be followed to ensure adequate preparation time.
- ◆ in conjunction with the Principal, evaluate all aspects of the field trip, including educational opportunities and curriculum fit, risk assessment, activities, accommodation, modes of transportation, supervision, security, emergency communication arrangements, and emergency evacuation procedures.
- ◆ document the above as well as any parent information meetings held.

Selection and Training of Field Trip Supervisors

The field trip leader, together with the Principal, shall:

- ◆ select appropriate adult volunteers (i.e. SEA's, other teachers, parents, etc.) to act as supervisors on the field trip. OLGC classroom teachers utilize a rotation system, if possible, to try and ensure that parents have the opportunity to help with supervision. Parents accompanying the class for the purpose of supervision are chosen at the field trip leader's discretion based on:
 - i.) specific criteria given to the school by organizations (e.g. Science World, etc.);
 - ii.) the needs (physical, emotional, social) of students in the class; and
 - iii.) the suitability and availability of parents.
- ◆ inform parent supervisors of their primary purpose, namely to supervise the students involved. Parent supervisors need to understand that the presence of pre-schoolers may be a distraction. Supervising parents with pre-schoolers are to arrange alternate care for these children.
- ◆ ensure all teacher supervisors and volunteer supervisors receive an orientation or briefing on details regarding the trip and their specific duties and authority prior to departure.

Emergency Preparedness

The field trip leader/teacher shall carry with them a Field Trip Kit/Red Backpack containing emergency First Aid supplies and required emergency contact information in order to be as prepared as possible for emergencies. Accompanying supervisors will be made aware of Red Backpack. The contents of this kit will depend on whether the field trip is designated to be low or increased risk. Communication will be possible between the school and the group on the field trip. A cell phone or other phone will be available in the event of an emergency.

Attendance Counts

The field trip leader will be responsible for ensuring that a precise attendance count is taken at all points of arrival and departure on the trip, as well as at appropriate points during the trip.

Post Field Trip Reports

The field trip leader is to complete and submit a post field trip report in the event of accidents/incidents, and if unusual, unexpected, or unsatisfactory experiences have occurred on the trip or during the activity.

OTHER FIELD TRIP SUPERVISORS' RESPONSIBILITIES

Each field trip supervisor (T.A., teacher, parent, etc.) shall:

- ◆ report to the field trip leader;
- ◆ support and follow the school's code of conduct and report any inappropriate conduct to the field trip leader;
- ◆ conduct him or herself in a professional demeanor consistent with the school's expectations. Supervisors serve as role models to students, and act as ambassadors of the school. No alcohol is to be consumed while supervising students.
- ◆ take whatever precautions are necessary to ensure the safety, proper conduct, and appropriate behaviour of students;
- ◆ adhere to the schedule or itinerary;
- ◆ dress appropriately according to the type of activity;
- ◆ attend an orientation session or receive an oral or written briefing from the field trip leader and/or the Principal regarding field trip details and the supervisor's specific duties and responsibilities during the field trip.
- ◆ fulfill his/her supervision duties for the duration of the field trip. Supervisors are on duty at all times during the field trip. There is to be no unsupervised time for students on a field trip.

STUDENTS' RESPONSIBILITIES

Field trips are privileged outings and participation may be denied if a student fails to meet academic or behavioural expectations. Each student participating in a field trip shall:

- ◆ comply with the requirements of the OLGC student code of conduct (*see School Policy Handbook-Discipline*);
- ◆ be prepared for the particular type of field trip (i.e. wear appropriate clothing and footwear to be prepared for possible seasonal weather variances);
- ◆ advise the field trip leader of any health concerns or dietary restrictions;
- ◆ bring any equipment, food, drink, etc. as listed on the *Field Trip Consent Form*;

- ◆ be accountable to the field trip leader and all supervisors;
- ◆ participate in a responsible and cooperative manner during the trip; and
- ◆ complete all academic activities related to the field trip before, during and after the trip in a satisfactory manner.

PARENTS'/GUARDIAN'S RESPONSIBILITIES

Parents/Guardians are responsible for:

- ◆ returning the signed authorization/consent form to the school by the required deadline;
- ◆ advising the school of any health concerns or dietary restrictions;
- ◆ ascertaining if the level of risk associated with the trip is appropriate for their child, and accept risks involved.
- ◆ agreeing to their child's transportation to and from the school or meeting place for field trip departure and arrival;
- ◆ informing the school in writing of any injury sustained outside of school that may affect the student's ability to participate safely in school field trips.
- ◆ attending any parent/guardian information meeting regarding the field trip, if applicable;
- ◆ ensuring their child is appropriately dressed for seasonal weather conditions, and that the child brings the required equipment, food, drink; and
- ◆ reinforcing with their child the importance of appropriate behaviour while on the field trip.

2. TRIP PLANNING

The field trip leader is to plan well in advance of a field trip to ensure that adequate time is dedicated to preparing for and carrying out the field trip. The field trip leader is to use the *OLGC Field Trip Request Form (see attached)* to provide information such as the purpose of the trip, destination, grade and numbers of participating students to the Principal for approval.

Once approval has been given, he/she may then proceed to plan the details for the trip, and can then inform parents and students. For an overnight trip, such as Outdoor Education, approval from the PEC must also be given.

3. SUPERVISION RATIOS

Supervision must be adequate given the inherent risk of the activity. Supervision provided must be reasonable and consistent with parental expectations based on the information provided in the *Consent Form to Parents*. While it is not possible to be with all students at all times, it is possible to maintain supervision of students participating in a given activity. (*See special guidelines for /increased risk activities.*)

Based on information collected from other school districts, the following are minimum supervision ratios:

Kindergarten	1:6
Grades 1 – 3	1:8
Grades 4-7	1:10

Additional supervision is required when:

- i.) the field trip is an overnight activity. In this case, there must be appropriate male and female adult supervision.
- ii.) there is increased risk;
- iii.) there is participation of students with special needs.

For increased risk of activities, competent instruction and vigilant supervision is mandatory. Competence may be established by virtue of a certificate from a governing body, such as a Canoeing Instructor's Certificate from Canoe Sport BC. In areas where certificates are not issued, competency may be that recognized by the leader's peers by virtue of experience and demonstrated expertise in the activity. In increased risk activities, supervisors should be:

- i.) aware of the limitations of students on the trip
- ii.) aware of the difficulty/danger of the area where the trip is occurring
- iii.) ensuring that students are aware of the expectations of the trip, as well as the behaviour and conduct expected in relation to the OLGC Code of Conduct (*see OLGC Policy Handbook*)

4. ACCESSIBILITY

Eligibility criteria to participate in field trips must be established. No eligible student will be denied access based on inability to pay in order to participate in a day field trip held during instructional hours.

Student field trips are financially supported in whole or in part by parents and guardians, but are to be planned with a due regard for economy in order to be affordable.

5. INFORMED CONSENT

Parents/guardians are responsible to determine whether their child may participate in a student field trip. In order to provide informed consent, comprehensive student field trip information that clearly describes the educational benefits and safety risks must be communicated to parents and guardians. (*See attached sample Parental Consent Form.*) When a parent meeting has been called to discuss a proposed field trip, attendance must be documented. If a parent cannot attend, he/she must personally discuss the field trip with that teacher prior to signing the consent form.

There are some circumstances where one permission form may be appropriate for a series of common activities. For example, permission to participate in extra-curricular league games.

6. TRANSPORTATION

Student safety and well being are the first and most important criteria that must be met for any trip. The field trip leader is responsible for obtaining, prior to each trip, the written consent of the parent/guardian of each student to be transported. The method of transportation must be clearly stated.

BUSES

- OLGC School will rent a bus when needed for field trips that require extensive travel (i.e. trips outside the Vancouver area.)
- Parents will be responsible for the transportation costs.
- If there is insufficient space on the bus, the teacher/student supervision ratio may be lower; however, there are to be at least two supervisors on the bus.

PARENT DRIVERS

- All parent drivers are to have a valid BC driver's license, carry valid insurance, and be in compliance with all Motor Vehicle Branch requirements. Parent drivers must complete a *Driver's Certification of Insurance*. A record is kept, and teachers are to check that a form has been completed for any parent who volunteers to drive for a field trip/sporting event.
- All parent drivers are to have completed a *Criminal Records Check*. This must be on file in the school office.
- When driving in a private vehicle, all passengers must wear a seatbelt. Students may not be seated where there is an airbag. When volunteering to drive, parents are to note the number of seats excluding airbags that are available.
- Students are to be driven directly back to the school following the field trip/sports event.
- Neither the volunteer driver nor the vehicle owner shall be reimbursed or remunerated for expenses incurred for the use of any vehicle used in the voluntary transportation of students.

GENERAL TRANSPORTATION GUIDELINES

The field trip leader will determine the list of passengers that parent drivers will transport. Parents may not make any changes, unless approved by the field trip leader.

Whether being transported by bus or by private vehicles, the field trip leader is to complete a list of students assigned to each bus or vehicle. A copy of this list is filed at the school. (*See attached*) This list should be used to account for all students before leaving the school, and again when returning to the school.

The field trip leader will also insure that students travelling by bus and/or private vehicle have available their medical alert information. The office staff will assist in facilitating this protocol.

Teachers/coaches are to refer to the *Guidelines for Coaches – Away Games* (attached) for detailed protocol.

Risk Assessment:

List the possible risks involved.

7. PARENTAL COMMUNICATION AND NOTIFICATION OF FIELD TRIP DETAILS

Once a field trip has been approved, the field trip leader shall provide parents/guardians in writing with field trip information, which may include (according to the complexity of the field trip):

- the purpose and educational objectives of the field trip, as well as related academic expectations and outcomes;
- the name of the field trip leader and his/her contact number at the school;
- the destination;
- the date(s) and times of the field trip (including departure and return times);
- a detailed itinerary, outlining the nature and number of activities;
- transportation plans;
- cost details, including trip supervisors' costs (where applicable);
- supervision arrangements;
- the date, time, and location of the compulsory parent/guardian meetings;
- any special risks associated with the activity (including safety precautions);
- a request that parents/guardians inform the field trip leader about any relevant medical conditions of the students; and
- any other relevant information about the trip which may influence the parent's/guardian's decision whether or not to approve their child's participation and to accept the risks involved.

For some field trips with multiple dates (e.g. skating, swimming, extra-curricular league games, etc.), one form may be used as long as the form includes a schedule of all activities. Should any schedule change occur, parents/guardians shall be sent a written notification which they are required to sign and return to the school prior to the event taking place.

8. FIELD TRIP REQUEST FORM

Teachers are to use the OLGC *Field Trip Request Form* (attached) and complete all information required.

Curriculum Link:

- ✓ Give a brief description regarding educational goals of trip. Tie into Curriculum.
- ✓ Indicate the learning expectations(s) of students taking part in this trip.

Nature of the Field Trip

- ✓ Describe the program schedule/itinerary of activities to be undertaken.

Risk Management

- ✓ Define training and safety equipment (if required). For increased risk activities, determine if student's skill levels are to be assessed and formal instruction provided prior to or at beginning of field trip. Parents may be required to "sign off", indicating that they know and agree with the skill level of their son/daughter.
- ✓ Detail the instructions that will be given to students to maintain safety.
- ✓ Consider a mandatory parent/student orientation prior to a student's participation in a planned field trip. If possible, arrange for a presentation by the organizing body/company.

9. PARENTAL CONSENT FORMS

Using the information from the *Request for Field Trip Form*, the office staff will ordinarily complete the *Parental Consent Form* (see sample attached). Wording for standard field trips will be similar in regard to advising parents of inherent risks, having parents agree that the activity described is suitable for their child, and advising them that there is a risk of injury associated with this activity.

10. STUDENTS NOT PARTICIPATING

Supervision will be provided for those students not attending a field trip. Ordinarily students will go to another teacher's class. If not enough students participate in a given field trip, the field trip leader may cancel the trip.

11. LIMITED AND/OR INCREASED RISK ACTIVITIES

Classroom teachers are to bring field trips with increased risks to the attention of the PEC for approval. If the trip is to be done on regular basis, e.g. Outdoor Education, approval will only be needed in the first year. In subsequent years, should the venue or activities conducted on these approved field trips be changed, the PEC is to be consulted for approval.

Resources:

- CISVA Field Trip Policy*
- Youth Safe Outdoors*
- OLGC Staff Handbook*
- OLGC Parent Handbook*
- Calgary Catholic School District*
- School District #36 (Surrey)*
- School District #39 (Vancouver)*
- School District #45 (West Vancouver)*



OLGC SCHOOL FIELD TRIP REQUEST FORM

- This form is to be completed well in advance to the proposed trip. Field trips having increased risks may require both the Principal's and PEC's approval.
- Permission Forms to parents ordinarily should be distributed at least 10 days in advance of the trip.
- The Field Trip leader (ordinarily the classroom teacher) is also responsible to adhere to the protocols in the OLGC Field Trip Policy Manual for Staff.

GRADE(S) _____ Total # of Students _____ Date of Event: _____

Program Name: _____ Destination: _____

Address: _____

Depart from OLGC: _____ Depart from Site: _____ Return to OLGC: _____

*I have consulted with OLGC Secretary for appropriate bus times: _____ (initial)

Curriculum Link: (Give a brief description of educational goals and Curriculum link. This information will be summarized on Field Trip Permission Form for parents.)

_____ (use back of page if needed)

Nature of Field Trip (Describe the program schedule/itinerary of activities to be undertaken.)

_____ (use back of page if needed)

Risk Assessment: (List the possible risks on this field trip)

_____ (use back of page if needed)

Risk Management: (List steps taken to minimize risk and maximize safety. List specialized resources (equipment, training and/or staff) which will be taken on this trip Detail instructions given to students to maintain safety. See also **Field Trip Policy Manual**)

Givens: Cell phone, First Aid Kit, Student's Emergency Information _____ Supervisor/Student Ratios: _____

Other: _____ (use back of page if needed)

Transportation:

☐ **Individual Parent Drivers**

- Teacher must check that Driver's Certificate of Insurance is on file
- Prepare list of drivers and give copy to office. Use form provided for this purpose.

☐ **School Bus**

Details to be included on Permission Form

- ☐ School Uniform (circle one) Required / Not Required ☐ Special Clothing: _____
- ☐ Bring Lunch / Snack (circle one) ☐ Money for purchase (e.g. Souvenirs) How much? _____
- ☐ Supervisors Needed ____yes ____no ☐ Number of Participation Hours Credited _____

Other Details : _____

Cost of Field Trip

\$ _____/Student X _____ # of Students = _____

\$ _____/Adult X _____ # of Adults = _____

Total: \$ _____

Method of payment

- ☐ Cheque needed on day of fieldtrip (attach Booking Confirmation with amount)
- ☐ Invoice to follow
- ☐ I'm not sure of total cost, I will pay first then get reimbursed later.

Teacher/s Signature: _____ Date: _____

Principal's Approval: _____ Date: _____

Office Use Only

Field Trip Paid By:

- ☐ Students
- ☐ Special Grant: _____
- ☐ Other: _____



OLGC School

10504 139th Street, Surrey, BC V3T4L5
Phone: 604.581.3154 Website: olgcschool.ca

***Areas with an asterisk are to be changed*

Date**

Dear Grade **Parents,

FIELD TRIP INFORMATION AND CONSENT FORM

Venue**

Date**

The purpose of this letter is to inform you about a proposed field trip involving your child, and to seek your support and written permission for your child to participate.

**Particulars about the field trip, program name, curriculum information, details about costs, special risks, etc.

**How students are being transported, admission fee, cost to students, times of trip; how it will be paid for (Activity and Workbook fee, etc.)

**Details about any special requirements (uniform, special clothing, food), etc.

If you are able to help supervise on this field trip, please indicate on the form below. Your class parent will contact those chosen to help. This field trip will entitle you to **X participation hours.

While school staff will take reasonable steps to prevent injuries to students, some degree of risk is inherent in the nature of activities, and may occur without fault on the part of the student, school, its employees or agents, or the facility where the activity is taking place. By allowing your child to participate in this activity, you are agreeing that the activity described above is suitable for your child, and that there is a risk of injury associated with this activity.

If your child has any medical or dietary conditions, which would affect or limit your child's participation, please advise the classroom teacher.

Please read the attached Permission Form carefully and return to the school no later than **Date *** **with the \$** fee**. If you have any questions or any concerns, please do not hesitate to contact me (or "us" if it's more than one teacher).

Sincerely,

Teacher *

Grade*



OLGC School

OFF-SITE ACTIVITY(IES) CONSENT OF PARENT/GUARDIAN AND ACKNOWLEDGEMENT OF RISK FORM

Please detach and return this permission form to the school no later than ****

CONSENT AND ACKNOWLEDGEMENT OF RISK

Destination/Activity/Program: ***

Date(s): _***

1. I acknowledge my right to obtain as much information as I require about this program or activity and associated risks and hazards, including information beyond that provided to me by the school or board.
2. I freely and voluntarily assume the risks/hazards inherent in the program/activity and understand and acknowledge that my child may suffer personal and potentially serious injury arising from his/her participation.
3. My child has been informed that he/she is to abide by the rules and regulations, including directions and instructions from the school's and/or service provider's administrators, instructors, and supervisors over all phases of the program/activity.
4. In the event my child fails to abide by these rules and regulations, disciplinary action may require his/her exclusion from further participation, or that I be contacted to have him/her picked up, unless I have specified other transport arrangements. I will be responsible for any costs incurred by my child's failure to abide by these rules and regulations, including any costs to send my child home.
5. I acknowledge that it is my responsibility to advise the Lead Teacher of any medical and/or health concerns of my child that may affect his/her participation in the stated program or activity.
6. I acknowledge that the trip supervisors may secure transport to emergency medical services as they deem necessary for my child's immediate health and safety, and that I shall be financially responsible for such services.

Based on my understanding, acknowledgement, and consents I give permission to my child to participate, (Name of Student) _____ **Date:** _____

I have included \$_____ for admission/bus fare.

Parent Guardian Name (Please print): _____ **Signature:** _____

If you are interested in supervising for this field trip, please read the following expectations:

Responsibilities of Parent Supervisors:

- ◆ Report to the supervising teacher and follow instructions as to the type of supervisory task to be carried out;
- ◆ Support and follow the school's code of conduct and report any inappropriate conduct to the teacher.
- ◆ Conduct him/herself in a professional demeanor consistent with the school's expectations. Supervisors serve as role models to students, and act as ambassadors of the school.
- ◆ Take whatever precautions are necessary to ensure the safety, proper conduct, and appropriate behaviour of students;
- ◆ Adhere to the schedule/itinerary;
- ◆ Fulfill his/her supervision duties for the duration of the field trip. Supervisors are on duty at all times and their first priority is to the students in their charge. Supervising parents with pre-schoolers are to arrange alternate care for these children.

Specific responsibilities for this activity may include:

- ◆ Supervising students on the bus.
- ◆ Supervising a group of students as they circulate through various exhibits
- ◆ Supervising students using washroom facilities.

I am able to help supervise: Name _____ **Cell Phone** _____

OLGC FIELD TRIP DRIVER FORM

Grade/Team: _____ **Lead teacher:** _____

Date: _____ Destination: _____ Departure time: _____ Return time: _____

GROUP 1: Driver: _____

Cell #: _____
Driver Insurance form verified []

Students:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

GROUP 5: Driver: _____

Cell #: _____
Driver Insurance form verified []

Students:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

GROUP 2: Driver: _____

Cell #: _____
Driver Insurance form verified []

Students:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

GROUP 6: Driver: _____

Cell #: _____
Driver Insurance form verified []

Students:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

GROUP 3: Driver: _____

Cell #: _____
Driver Insurance form verified []

Students:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

GROUP 7: Driver: _____

Cell #: _____
Driver Insurance form verified []

Students:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

GROUP 4: Driver: _____

Cell #: _____
Driver Insurance form verified []

Students:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Individual Parent/Guardian Drivers:

Students going on their own:

Students:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

INCREASED RISK FIELD TRIP CHECK LIST

Some field trips are considered increased risk activities and require approval by the PEC. Such activities may include: Outdoor Education (Gr. 7), Bighouse (Gr. 4), and Skiing (Grade 7). If the trip is done on a regular basis, approval will only be needed in the first year. In subsequent years, should the venue or activity conducted on these approved increased field trips be changed, the PEC will need to be consulted again.

It is important that teachers do a thorough risk assessment to ensure the field trip is planned and organized to ensure the safety of all participants.

The following items are to be considered in a written presentation to the PEC.

Program Name:

Destination:

Address:

Date(s) of Event:

Mode of Transportation *(may be more than one):*

Total # of Students:

Teacher/Student Ratio:

Total Cost of Event:

Cost/Student *(Include and itemize costs of additional staff resources, transportation, admission prices, etc.)*

Field Trip Paid by: *(Describe how costs will be absorbed e.g. Parents pay entire cost for their child, Parent fundraising, Parents Support Group, etc.)*

Break/even Numbers Attending *(It is likely that not all students will be able to participate in a given activity. What numbers are required in order to make it financially and educationally viable to go on this field trip.)*

Provision for those students not permitted to participate:

Curriculum Link: *(Give a brief description of education goals)*

Nature of Field Trip: *(Describe the program schedule/itinerary of activities to be undertaken.)*

Risk Assessment: *(List all possible risks on this field trip)*

Risk Management: *(List the steps taken to minimize risk and maximize safety. List specialized resources (safety equipment, training and/or staff) which will be taken on this trip. What detailed instructions will be given to parents and students to maintain safety? If other personnel, other than OLGC staff are needed, how are volunteers or paid supervisors selected, oriented and supervised? If field trip leader (supervising teacher) has not been to site, information is to be gathered so that risks are presented with as much first hand information as possible.)*

Student Skills/Training: *(In some activities, some training may be needed for students to take part in the activity. Determine if student's skill levels are to be assessed and formal instruction provided. Parents may be required to "sign off" indicating that they know and agree with the skill level of their son/daughter.)*

Parent Meeting: *(Increased risk field trips should have a mandatory parent/student orientation prior to student's participation. If possible, arrange for a presentation by the organizing body/company. Provide details of plans for meeting.)*

OLGC Guidelines for Coaches

AWAY GAMES

In regard to Risk Management and related liability issues, the following protocols are to be implemented when taking your team to another school.

Permission Forms

- Sent home at beginning of season advising parents of the date(s) of games, location and mode of transportation.
- Forms include permission for athletes to travel by private car to all events (schedule should be attached); request for drivers; # of seats available excluding airbags, phone number of drivers, maybe which game(s) they can drive to, etc.
- Coaches do not need to send home new permission forms for each time you leave the school if you've already included all dates of Away Games. *However, when arranging drivers, it is a good idea.

Driver's Certificate of Insurance

- Parents may only transport other children (besides their own) if they have completed the Driver's Certificate of Insurance and a copy is in the office.
- Book containing this information is in a binder in the office.
- Coaches are to take their team roster and check which families on this list have submitted a Driver's Certificate of Insurance. FYI: Highlight names of those whose forms are in.
- Keep a record and update as new forms are turned in to office.
- Copy some extra Drivers Certificate of Insurance in the event that a parent volunteers to drive who hasn't completed this form. (See attached)

Record Name of Driver and Athletes Being Transported

- Although we ask that parents ensure that their child has a ride to the event, in reality we are still responsible for ensuring that everyone has rides there. While we hope that families/athletes will organize this so we won't need to start from scratch, we can't abdicate the responsibility.
- In regard to liability issues, we need to ensure we have the names of the parent drivers and which athletes they are taking. (See attached.)
- A copy of this goes to the office.

Emergency Information

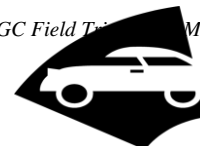
- Prior to leaving, give driver an envelope containing emergency information. The secretary has made up envelopes for all classes. Envelopes are in a Ziploc bag/class in office filing cabinet.
- Very important that each coach collects these from all drivers upon arrival at other school. This is confidential information and parents/coaches should not lose it or leave it lying about.

Before Leaving

- Gather students
- Record names of Parent Drivers and students travelling with him/her. (See Form attached)
- Make a copy of this sheet and give to office. Take original with you FYI
- Distribute emergency information to drivers.
- Take along zip lock bag to put envelopes in upon arrival.
- Remind parents that they are to go directly to the event.

Gathering Emergency Information Envelopes

- Gather envelopes once students arrive.
- Put back into Ziploc bags.
- Return to office and it will be put back into locked filing cabinet. Because of confidential information contained in tags, coaches cannot keep these.



OLGC School

10504 139th Street, Surrey BC V1M2L3
Phone: 604.581.3154 Website: olgcschool.ca

VEHICLE/ DRIVER CERTIFICATION OF INSURANCE FOR SCHOOL YEAR: _____

LAST NAME: _____ OLDEST CHILD IN SCHOOL: _____ GR: _____

PLEASE FILL OUT THE INFORMATION AS SHOWN IN THE CERTIFICATE OF INSURANCE

VEHICLE # 1		VEHICLE # 2	
OWNER:		OWNER:	
ADDRESS:		ADDRESS:	
REGISTRATION NO.		REGISTRATION NO.	
PLATE NO:		PLATE NO:	
MAKE		MAKE	
MODEL		MODEL	
COLOUR		COLOUR	
# OF SEATS	Excluding Airbags	# OF SEATS	Excluding Airbags
THIRD PARTY LEGAL LIABILITY	See 'Premiums & Fees'	THIRD PARTY LEGAL LIABILITY	See 'Premiums & Fees'

DRIVER/S INFORMATION

CLASS 7 (' N ' DRIVERS) ARE NOT ALLOWED TO DRIVE STUDENTS ON SCHOOL SPONSORED EVENTS

FULL NAME: (PRINT LEGIBLY)	CELL PHONE	ADDRESS: (IF DIFFERENT FROM ABOVE)
1.		
2.		
3.		

PLEASE READ AND SIGN

- I/we acknowledge that my vehicle insurance information and driving record are required by the school to protect against third party liability claims in case of an accident, should I use my vehicle to drive for the school. I understand that this information will only be released in the event of an accident.
- To the best of my/our knowledge, the vehicle(s) identified above is/are in safe roadworthy condition and my/our driver's license is in good standing.
- I/we have at least one-year driving experience & are not Class 7 ('N') drivers.
- I/we accept the responsibility for notifying the school of any changes in the above information.

Driver/s' Signature/s: 1. _____
2. _____
3. _____

Date: _____

Date: _____

Date: _____

Please sign
in the same order as in
Drivers' Information
above.