Field Trip Approval and Permissions Regulation

1610-10 | Field Trip Approval and Permissions Regulation

Date Approved: June 12 2013
Date Amended: November 07 2016

Student trips of significant educational value are encouraged and student trips of recreational value are permitted subject to the rules established in this regulation. Student safety is a primary consideration.

Students participating in field trips will behave in accordance with the school code of conduct and any special directions required to ensure student safety during the trip.

A curricular (educational) field trip relates specifically to a particular course or school program, and should generally be intended for all students in a class or program. Planning for a curricular field trip should endeavour to enable all students in the class to participate in the field trip.

The following table provides a brief summary of the categories of field trips that may be approved:

Category	Duration	Location	Activity (examples)	Approval
Low Risk	Up to One Day	Prince Rupert/ Port Edward *	Museum; swimming pool; ice rink; Lester Centre	Principal
Medium Risk	One Day or Overnight	Within B.C.	Outdoor skating or swimming; skiing; play days; band trip; sports tournaments	Superintendent
High Risk	One Day or Overnight	Any Location	Wilderness activities, e.g. backpacking; kayaking	Superintendent
	Overnight	Out of Province (including international)	Tours, tournaments	Board of Education

* For Hartley Bay school, in the Hartley Bay area.

Low Risk Activities

a) Low risk field trips will have the following characteristics:

- One day or less in duration (i.e. not overnight).
- Take place within the Prince Rupert to Port Edward area (or, for the Hartley Bay school, within the Hartley Bay area).
- Provide for educational visits to local institutions for activities that do not fall within the medium or high risk definitions

b) Form 1610-20, Field Trip Approval Application Form, must be submitted by the teacher to the principal for approval a minimum of five (5) school days before the planned trip. The principal will send a scanned copy of all approved forms to the Superintendent for information purposes.

c) Approval from the Principal is required. The principal will send a scanned copy of all approved forms to the Superintendent for information purpo

d) Procedures– the teacher shall:

1. Obtain copies of Form 1610-30, Field Trip Consent Form, signed by a parent/guardian for each student participating in the field trip.
2. If parent/guardian approval has been obtained for all low risk field trips, Form 1610-35, Field Trip Information Form, should be provided to parents in advance of each individual field trip.
3. With the principal, make alternate arrangements for any student who has not provided a signed permission form for the field trip.
4. Take on the field trip a copy of the form for each student.
5. Consider having male and female supervisors on co-ed field trips; this may involve the use of parent volunteers (see Regulation 5310-10, Volunteers In School).

Medium Risk Activities

a) Medium risk field trips will have the following characteristics:

- One day or longer in duration.
- Take place within the Province of British Columbia.
- Provide for educational or extra-curricular trips for activities that do not fall within the high risk definitions.

b) Form 1610-20, Field Trip Approval Application Form, must be submitted by the teacher to the principal and the Superintendent for approval a minimum of ten (10) school days before the planned trip.

c) Approval from the Superintendent is required.
d) For an extra-curricular sports team with a schedule of play days in other communities, it is expected that

approval will be asked for all of the scheduled games at the commencement of the season.

e) Commercial transportation is recommended during winter driving months (October to April).

f) Procedures– the teacher shall:

1. Obtain copies of Form 1610-40, High Risk Activity Consent Form, signed by a parent/guardian for each student participating in the field trip; if the teacher believes Form 1610-30, Field Trip / Extracurricular Trip Consent Form is sufficient for the risks associated with the proposed field trip, the teacher can request use of this form on Form 1610-20, Field Trip Approval Application Form.
2. If parent/guardian approval has been obtained for all of the scheduled games for an extra-curricular sports team, Form 1610-35, Field Trip Information Form, should be provided to parents in advance of each individual game.
3. With the principal, make alternate arrangements for any student who has not provided a signed permission form for the field trip.
4. Take on the field trip a copy of the form for each student.
5. Consider having male and female supervisors on co-ed field trips; this may involve the use of parent volunteers (see Regulation 5310-10, Volunteers in Schools).

High Risk – Wilderness Activities

a) High risk field trips – wilderness activities – will have the following characteristics:

- One day or longer in duration.
- Normally take place within the Province of British Columbia.
- Provide for educational trips for wilderness activities with a high degree of risk, such as backpacking, rock climbing and kayaking.

b) Form 1610-20, Field Trip Approval Application Form, must be submitted by the teacher to the principal and the Superintendent for approval a minimum of fifteen (15) school days before the planned trip.

c) Approval from the Superintendent is required.

d) Commercial transportation is recommended during winter driving months (October to April).

e) Procedures– the teacher shall:

1. Obtain copies of Form 1610-40, High Risk Activity Consent Form, signed by a parent/guardian for each student participating in the field trip.
2. With the principal, make alternate arrangements for any student who has not provided a signed permission form for the field trip.
3. Take on the field trip a copy of the form for each student.
4. Consider having male and female supervisors on co-ed field trips; this may involve the use of parent volunteers (see Regulation 5310-10, Volunteers In Schools).
5. Ensure at least one supervisor has a current first aid certificate.
6. Ensure trip planning includes appropriate precautions for the nature of the risks inherent in the planned activity, including the use of necessary safety equipment.

7. Ensure students have received appropriate instruction and training for the planned activity, and are aware of the risks involved in the activity.
8. Inform parents, at a pre-trip meeting, of the specific nature of the activity, its inherent risks, precautions that will be taken, and the role of the activity in the school curriculum.

High Risk Activities – Out of Province Travel

a) High risk field trips – out of Province travel – will have the following characteristics:

- One day or longer in duration.
- Take place outside the Province of British Columbia.
- Provide for educational or extra-curricular trips.

b) A sponsor teacher must not have any discussions with students, parents or the media prior to obtaining approval for the trip from the Board of Education.

c) The plan submitted to the school administration must outline educational objectives, expected costs & funding, location, means of travel & duration of trip.

d) If plan is approved by principal, Form 1610-20, Field Trip Approval Application Form, must be submitted by the teacher to the principal and the Superintendent for approval a minimum of four (4) months before the planned trip; if trip fundraising is expected to exceed $20,000 the form must be submitted a minimum of twelve (12) months before the planned trip.

e) Approval from the Board of Education is required. Fundraising must not take place before Board of Education approval for the trip is received.

e) Commercial transportation is required.

f) Procedures– the teacher shall:

1. Obtain copies of Form 1610-40, High Risk Activity Consent Form, signed by a parent/guardian for each student participating in the field trip.
2. With the principal, make alternate arrangements for any student who has not provided a signed permission form for the field trip.
3. Take on the field trip a copy of the form for each student.
4. Consider having male and female supervisors on co-ed field trips; this may involve the use of parent volunteers (see Regulation 5310-10, Volunteers In Schools).
5. Ensure at least one supervisor has a current first aid certificate.
6. Ensure trip planning includes appropriate precautions for the nature of the risks inherent in the planned activity, including medical insurance and the need for passports.
7. Ensure students have received appropriate instruction and training for the planned activity, and are aware of the risks involved in the activity.
8. Inform parents, at a pre-trip meeting, of the specific nature of the activity, its inherent risks, precautions that will be taken, and the role of the activity in the school curriculum.

Field Trip Decision Tree

Will the field trip be outside of British Columbia?

			If Yes	High Risk - Board of Education Approval
IF				
No	Will the trip involve wilderness or other high-risk activities?		If Yes	High-Risk - Superintendent Approval
No	Will the Field Trip be outside of Prince Rupert / Port Edward?		If Yes	Medium Risk - Superintendent Approval
No	Will the trip include outdoor activities such as skating or swimming?		If Yes	Medium - Risk - Superintendent Approval
No	Low Risk - Principal Approval			