

## **STUDENT TRAVEL (FIELD TRIPS)**

### **Background**

The district recognizes that learning takes place both inside and outside of the classroom and therefore encourages field trips for the social, cultural, educational and physical development of children.

In granting approval for trips, due consideration will be given to the educational value of the proposal and the extent to which it disrupts the sequence of regular classroom activity. Student excursions must be selected, planned, organized and conducted in the context of:

- Clear educational benefit to students
- Safety and security of all participants
- Risk assessment and management of off-site activities
- Protection of students, staff, volunteers and the district

### **Procedures**

#### **1. Planning Field Trips**

The following guidelines are to be observed when planning trips:

- 1.1 All field trips must be approved by the principal prior to booking transportation or other arrangements (SD72 Form 220-1 Principal Field Trip Approval/Transportation Request Form).
- 1.2 The safety, security, supervision and well-being of all students must be the prime consideration when planning a trip.
- 1.3 The teacher, school office and supervisor travelling on the mode of transportation used to transport the students must have a student roster list including home and emergency contact telephone numbers for students.
- 1.4 The teacher must carry or have access to adequate first aid supplies during the trip. Depending on the degree of risk inherent to the activities of the field trip, consideration should also be given to the availability of first aid trained personnel.
- 1.5 Group medical/hospital insurance coverage is mandatory. A copy of each student's medical form must be available to staff on overnight or multiple-day field trips in case of medical emergencies or incidental delays. A permission form for treatment of a student by medical personnel in a foreign country must also be on file.
- 1.6 All multiple day field trips must have trip cancellation and pandemic insurance if applicable.
- 1.7 Appropriate preparatory and follow-up instruction related to learning outcomes are to be a part of the travel plan.
- 1.8 Arrangements must be made to provide an instructional program for students not participating in the field trip and for the instruction of classes normally taught by teachers who will accompany students on the trip.



- 1.9 Field trips will operate at no additional cost to the district, except where approved beforehand by school principals or district senior management.
- 1.10 Field trip itineraries must not include areas where the Government of Canada has published a travel advisory indicating safety is an issue.
- 1.11 Fundraising activities for the field trip must be approved by the school principal in accordance with operational procedure 150 (Fundraising).
- 1.12 Revenues and expenditures for the trip are to be accounted for in a budget statement.
- 1.13 The school's code of conduct will apply at all times during the field trip.
- 1.14 A copy of all signed field trip permission forms returned by parents/guardians (whether they are the standard field trip, high-risk activity or skiing and snowboarding forms) must be given to the school office before the field trip for retention as per operational procedure 144 (Records Management and Retention).

## 2. **Trips Which Must Be Approved by School Principals**

- 2.1 School principals have to approve any trip up to five (5) days in duration and that is within the province of British Columbia.
- 2.2 Teachers must complete and submit a Principal Field Trip Approval/Transportation Request Form (SD72 Form 220-1) to their principal. Approval must be received prior to booking transportation or other arrangements.
- 2.3 In order for principal approval to occur, teachers must ensure that:
  - the trip has demonstrable education value;
  - all "Duty to Care" requirements have been suitably addressed;
  - parents or guardians have been notified of the purpose of the trip;
  - signed parental permission slips have been completed prior to departure (SD72 Form 220-2 Standard Field Trip Parent/Guardian Permission Form **or** SD72 220-3 High Risk Activity Parental Consent & Waiver Form **or** SD72 Form 220-4 Snowboarding/Ski Trip Parental Consent & Waiver Form);
  - arrangements have been made to ensure that the educational program of the participating students is not unduly disrupted;
  - arrangements have been made for the educational program of students who are not participating; and
  - all students will have the opportunity to attend curricular trips that take place during school time.

## 3. **Trips Which Require Approval from the Superintendent of Schools (or designate)**

- 3.1 All field trips exceeding five (5) days and/or that include travel outside of British Columbia require a two-stage approval process by the superintendent of schools (or designate).
- 3.2 To obtain approval in principle for all trips exceeding five days and/or outside of British Columbia, teachers must submit a completed Application for Field Trip Approval of Trips Exceeding Five Days/Outside of Province (SD72 Form 220-5) at least three (3) months prior to the proposed field trip. The trip should have been discussed with and initial approval received from the school principal, before this is completed.

- 3.3 The application requesting approval-in-principle must contain:
- A statement describing the level of involvement of parents in making the original decision to take the trip;
  - A statement of the educational objectives for the trip;
  - The planned ratio of supervision/chaperones to students;
  - An outline of the plans for accommodations;
  - A statement of what consideration has been given to including students with special needs; and
  - the signature of the school principal and the date it was signed.

The completed application requesting approval in principle needs to be returned to the superintendent's office.

- 3.4 A request for final approval, subject to all terms and conditions being met, must be received in the superintendent's office one (1) month in advance of the proposed trip.
- 3.5 The following information, if not provided in the original application for approval in principle, should be provided prior to final approval:
- A list of students travelling on the trip;
  - The names of approved supervising teacher(s) and chaperones;
  - The date of the trip;
  - Specific destinations to be visited;
  - A detailed itinerary;
  - A description of the mode of transportation;
  - Information on funding strategies, giving specific details of fund-raising projects and an estimate of costs per student;
  - In the case of activities involving risk or specialized skills, details of qualified instructors, supervisors, and first aid attendants; and
  - Schools will make contact with the host prior to the trip in order to ensure reasonable expectations for safety and accommodations have been addressed.
- 3.6 In granting approval for such trips, the superintendent of schools (or designate) will invoke similar criteria to those used by school principals for trips within their jurisdiction. However, the complexity of extended visits to distant locations requires special provisions.
- 3.7 A list of all field trips which have been approved is to be provided to the Board of Education by the superintendent of schools (or designate), on a regular basis.

#### 4. **Informed Consent**

- 4.1 The written informed consent of parent(s) is required for student participation in all field trips. A full description of the field trip must be provided to parents, in writing, which addresses the following areas:

**Standard Field Trip** (less than five days, within British Columbia, and that is not high risk or skiing/snowboarding)

- Educational purposes;
- Transportation and, if applicable, accommodation arrangements;
- Level of supervision; and
- Parental responsibility to determine whether the student may participate in the field trip.

**High Risk Activity** (not skiing/snowboarding)

- Educational purposes;
- Transportation and, if applicable, accommodation arrangements;
- Level of supervision;
- Nature of the excursion and scope of risks and consequences of injury inherent in the activity; and
- Parental responsibility to determine whether the student may participate in the field trip.

**Skiing/Snowboarding Trips**

- Transportation and, if applicable, accommodation arrangements;
- Level of supervision;
- Nature of the excursion and scope of risks and consequences of injury inherent in the activity;
- Parental responsibility to determine whether the student may participate in the field trip;
- Assessment process of student skills and abilities;
- Safety rules and regulations;
- First aid provision;
- Costs and policy around cancellation and deposits; and
- Parental responsibility to arrange accident or liability insurance.

- 4.2 An informed consent form for the field trip must be obtained with a parent signature prior to the student being allowed to participate on the trip. (SD72 Form 220-2 Standard Field Trip Parent/Guardian Permission Form **or** SD72 Form 220-3 High Risk Activity Parental Consent and Waiver Form **or** SD72 Form 220-4 Snowboarding/Ski Trip Parental Consent & Waiver Form)
- 4.3 Teachers should provide a copy of the trip's parent permission form, with the trip details completed, to the school office if parents need additional copies.
- 4.4 A pre-excursion parent/student information meeting is mandatory for out-of-province, overnight education and wilderness activity field trips.

**5. Duty of Care**

The Duty of Care provisions of Canadian law require the school and its staff to act "in loco parentis" with respect to the supervision of students. This legal standard is fixed in its intent, but flexible in its application. In its simplest terms, the law requires principals to ensure that students will be supervised in accordance with the standards, which any reasonable parent would apply to each situation.

**6. Student Supervision**

- 6.1 Under all circumstances, students must be under the supervision of at least one teacher or qualified volunteer team coach in accordance with operational procedure 430 (School Volunteers and Volunteer Team Coaches).
- 6.2 Additional supervision may be provided by parents or other suitably qualified individuals.
- 6.3 In the case of overnight trips involving students of more than one gender, where possible, a male and female supervisor should accompany the students. Where not possible, parents must be informed by the school and give written consent.



- 6.4 Principals must ensure that suitably qualified employees and approved volunteers are selected for supervisory responsibilities.

## 7. **Billeting and Overnight Field Trip Accommodations**

- 7.1 Plans for billeting for sports teams and/or overnight school-based activities must provide accommodation for each student in a room where they will feel safe and accepted. The student can decide where they would feel most comfortable if they are staying in shared accommodations with other students and/or families.
- 7.2 The teacher and/or volunteer coach in charge of the event will make every effort to make adjustments to support the student. Where there are areas of concern, they will consult with the school principal.
- 7.3 When billeting a student, sexual orientation and gender identity should be considered. If applicable, discussions should be had with the student or their parent or guardian whether the student requires the billet family to be informed of their sexual orientation and gender identity. When necessary, in a billet situation, a member of staff should be billeted along with the student to further ensure their feelings of safety.

## 8. **Transportation**

- 8.1 All transportation arrangements must be in accordance with operational procedure 380 (Student Transportation). This includes school bus transportation and/or private vehicles.
- 8.2 Transportation arrangements should take account of appropriate standards for student safety, first aid, and insurance liability.
- 8.3 Volunteer drivers, including teachers, will not be remunerated.
- 8.4 Campbell River Transit allows classes on field trips when accompanied by a teacher to ride public transit for free. Teachers must submit a completed 380-5 SD72 Class Trip Transit Letter to Campbell River Transit one week before the scheduled trip and provide a copy of the letter to the driver upon boarding. Rides should take place between 9 a.m. and 2 p.m. to avoid peak transit times, with a maximum of 30 riders.

Reference: Sections 17, 20, 22, 65, 85 School Act  
 BC Human Rights Code  
 Freedom of Information and Protection of Privacy Act (FIPPA)  
 Canadian Charter of Rights and Freedoms  
 SD72 Operational Procedure 144: Records management and retention

Related Forms: [SD72 Form 220-1 Principal Field Trip Approval/Transportation Request Form](#)  
[SD72 Form 220-2 Standard Field Trip Parent/Guardian Permission Form](#)  
[SD72 Form 220-3 High Risk Activity Parental Consent and Waiver Form](#)  
[SD72 Form 220-4 Snowboarding/Ski Trip Parental Consent and Waiver Form](#)  
[SD72 Form 220-5 Application for Field Trip Approval of Trips Exceeding Five Days/Outside of Province](#)  
[SD72 Form 380-5 SD72 Class Trip Transit Letter](#)

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