

<b>STUDENT SERVICES</b>	<b>6000</b>
<b>DAY FIELD TRIP PROCEDURES</b>	<b>6021</b>

1. Policy

It is the policy of Lakehead District School Board (LDSB) to support the participation of students and teachers in approved day field trips.

2. Definitions

- 2.1 A field trip is defined as any school sanctioned activity in which students participate outside their own school property during the day, or beyond the normal school day, or over one or more nights. Any trip or activity which is not approved by the principal or designate as part of the school program shall not be promoted or organized in or by the school staff.
- 2.2 A day field trip is an educational excursion which requires students to leave the controlled environment of the school for a length of time not longer than one day.
- 2.3 An extended field trip requires students to be away from home for one or more nights outside the controlled environment of the school. Any overnight trip is deemed to be an extended field trip as per 6020 Extended Field Trip Policy.
- 2.4 Some trips are classified as high care student excursions requiring additional precautionary measures as these are activities which expose students to a higher possibility of injury or harm due to exposure to weather, speed, or falls (e.g., swimming, canoeing, skiing). Refer to Appendix A.
- 2.5 Ongoing curricular field trip is a field trip that is established to continue throughout the year, term, or semester in order to supplement classroom learning. Permission is granted to allow for these trips to be implemented without repeated documentation. Dates for the ongoing field trips are provided prior to the first trip.
- 2.6 Onsite activities which are curricular or extra-curricular take place on school property. The planning and implementation of clubs, activities, and team events require proper implementation, and some activities require additional precautionary measures. The safety requirements and parent/guardian permission are consistent with this procedure. For example, cheerleading practices or events, athletic workshops or events, skilled trades events or competitions.

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- 2.7 A supervisor is an individual who has reached the age of eighteen and has agreed to assist in the supervision of a group of students for the purpose of regulation, direction, or ensuring the safety of field trip participants.

At least one supervisor must be a teacher employed by LDSB.

- 2.8 Risk assessment is a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking. Risk mitigation and management are considered throughout all phases of the field trip.

3. Planning, Safety and Supervision

- 3.1 Day field trips are valuable learning opportunities tied to curriculum and classroom learning and intentionally planned to include all students.

- 3.2 It is the principal's responsibility to ensure that trip supervisors have the necessary knowledge, experience, training, and qualifications, including police records checks, where applicable, and that suitable supervision and safety measures, including a first aid kit, are provided. See Appendix A on high care activities.

The principal is responsible for implementing school procedures relative to the itinerary, safety, supervision, transportation, parent/ guardian consent and funding in accordance with LDSB policy and guidelines. Risks are to be assessed using Appendix A.

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- 3.3 Student safety is of paramount importance. The following is a minimum standard of supervision:

Supervision for Low-Risk Day Field Trips and Activities

- 1:5 for JK, SK
- 1:8 for Grades 1, 2, 3
- 1:12 for Grades 4, 5, 6
- 1:15 for Grades 7, 8
- 1:20 for Grades 9, 10, 11, 12

Supervision for Moderate to High-Risk Day Field Trips

- 1:5 for JK, SK, Grades 1, 2, 3
- 1:10 for Grades 4, 5, 6, 7, 8
- 1:15 for Grades 9, 10, 11, 12

- 3.3.1 It is recommended that no fewer than two supervisors shall accompany students on day field trips.
- 3.3.2 In all cases, regulations specified for Ontario Physical and Health Education Association (OPHEA) or Ontario School Boards' Insurance Exchange (OSBIE) supersede ratios (e.g., outdoor canoe trips).
- 3.3.3 In some cases, the principal may approve adjustments to teacher pupil supervision ratios (bus travel and events). For example, where travel by bus is non-high-risk and the activity is high-risk, the supervision ratio for travel can differ from the supervision for activity. The request for this exception must be approved by the principal and superintendent in advance of the field trip.
- 3.3.4 Increased supervision and/or appropriate certification should be considered for activities involving increased risks and/or participation by students with special needs.

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4. Responsibilities of Supervisors

- 4.1 Day field trip supervisors include teachers and other adults responsible for the supervision of students participating in the day field trip.
  - 4.1.1 The use of school volunteers on school field trips must be in accordance with LDSB Volunteers Handbook. Approved volunteers are expected to know the details of the trip and their specific duties. They are expected to know and support the School Code of Conduct.
- 4.2 Supervising teachers of students participating in the activity must ensure that all participants and supervisors are adequately prepared for the activity to be undertaken. They must be fully aware of all potential hazards and possess the knowledge, skills, and abilities necessary for safe and successful completion of proposed activities.
- 4.3 A detailed outline of the field trip shall be supplied to each student and parent/ guardian, including an itinerary, expected departure and arrival times, and other pertinent information. This may be presented in the form of a parent/guardian letter. A parent/guardian letter includes information about the field trip in addition to the element of risk. Refer to Appendix C.
- 4.4 Ongoing curricular day field trips, which are short local field trips to supplement classroom learning, may be covered by one consent form signed and returned at the beginning of the year. Individual consent forms may also be required at the discretion of the principal. Because these activities occur according to a schedule, supervisors may provide one information letter and consent form to cover the entire activity (e.g., skating, use of neighbourhood facilities, community based physical education, and Superior Secondary Schools Athletics Association (S.S.S.A.A.) and Lakehead Elementary Athletics (L.E.A.) activities).
- 4.5 For high-risk student excursions that occur in isolated areas where emergency care is not readily available, supervisors must obtain or have certification as per the OPHEA and meet the requirements set out by Ontario Physical Activity Safety Standards in Education (OPASSE)
 

For specialized activities, additional skills and knowledge may be required. Contact the superintendent/designate for direction and information from Ontario School Boards Insurance Exchange (OSBIE), OPHEA curricular supports, OPASSE, and Ontario Safety Guidelines.
- 4.5 Students participating in activity outside of school property must have signed consent forms on file before commencing and must follow LDSB Codes of Conduct while representing LDSB.

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- 4.6 Supervising teachers will have available a list of all participants and any medical concerns. A copy shall be retained at the school office.
- 4.7 Extreme misconduct on the part of any student while on any school field trip may result in the student being sent home with the permission of the principal and at the expense of the parent/guardian.
- 4.8 Supervisors must ensure that first aid supplies are available. These supplies will be determined by the nature of the activity and the ability to contact and obtain emergency care.
- 4.9 The principal must have available names and addresses of persons to be contacted in an emergency.
- 4.10 Supervisors must ensure that all participants are aware of procedures to be followed in the event that separation or an accident occurs during the trip.
- 4.11 Supervisors must ensure that all participants in outdoor activities have clothing, footgear, and equipment which are suitable to the nature of the activity.

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5. Transportation

5.1 All field trips requiring transportation require consent forms signed by parents/guardians. When arranging transportation, please refer to the 3040 Transportation Policy for guidelines.

School Bus	Chaperones on bus
City Bus	Review of public transportation, safety, and expectations. Pre purchase tickets if possible.
Taxi Service	Provider must be selected from pre-approved list of carriers for LDSB.
Privately Owned Vehicles	Staff or parents/guardians transporting students in personal vehicles must do so in accordance with Board Policy. Refer to the 3040 Transportation Policy. Risk factors to be considered include driver experience, vehicle condition, weather conditions, traffic density, distance, etc. It is not recommended that students transport other students.
Walking	Field trip destinations that are within walking distance of the school will have various risk profiles depending on factors such as traffic density, crosswalks, sidewalks, rugged or hilly terrain, weather conditions, student age, ability, special needs, and distance being travelled.
Cycling	Factors to be considered include age/experience of students, traffic conditions, helmet use, nature of terrain, weather conditions etc. Refer to OPHEA safety guidelines when planning this mode of transportation.
Passenger Vans (9+)	Ontario School Boards' Insurance Exchange does not recommend the use of these vehicles for student transportation. The Ontario Highway Traffic Act contains regulations for use of these vehicles for school purposes and requires a specialized driver license.

5.2 School buses, private carriers or public transportation should be used whenever possible.

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- 5.3 The teacher/leader must carry a list of passengers travelling in each vehicle used on a trip. A confirmed attendance list of students, supervisors, and volunteers (by vehicle) must be provided to the principal or designate prior to the trip.
- 5.4 Students will be discouraged from transporting other students to a school field trip or activity.
- 5.5 Ontario School Boards' Insurance Exchange requires that volunteer drivers must be at least 18 years of age and hold a valid Class G license.

6. Risk Assessment

- 6.1 Some level of risk is inherent to any activity. Schools must identify, evaluate, and be prepared for risks associated with educational excursions.

Risk Analysis Includes:

- identifying risks;
- likelihood of risk materializing;
- gravity of risk materializing;
- calculating the risk's severity; and
- responses to the risk.

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6.2 Risks with low severity require little or no mitigation. Risks with moderated severity should be mitigated or avoided. Risks that have high severity should be avoided.

Sample Activities with Potential Increased Risk	Examples of Mitigation Strategies
Ice skating Skiing Dog sledding Ice fishing Tobogganing Outdoor winter activities on slippery surfaces Swimming Canoeing Fire building Wilderness excursions Amusement Parks	<ul style="list-style-type: none"> <li>• identify and adhere to basic rules of safety;</li> <li>• identify and adhere to venue safety rules;</li> <li>• use of protective equipment;</li> <li>• certified lifeguards present;</li> <li>• safety training in advance of activity;</li> <li>• increased supervision; and</li> <li>• developed contingency plans</li> </ul>

The proposed venue must not pose a risk to a student as per individual medical needs outlined in a student plan of care. An individual medical or behavioural need must be able to be met on the field trip and plans are to include the necessary supervision and supports are in place to ensure individual needs are met.

The safety of students, staff, and approved volunteers is of the highest priority when planning and approving field trips. Supplementary requirements may be issued based on the activity (e.g., swim tests for water-based activities/skiing requirements).

## 6. Students Requiring Accommodations

6.1 Field trips should allow for the full participation of all students. Students with known disabilities and/or special education needs, should be reviewed prior to planning a field trip. The administration team alongside the special education resource teacher should ensure the field trip meets the needs of each student.

6.2 The student's accommodation plan and/safety plan must be reviewed, if there is one, and accommodations, supports, or modifications in place at schools must be available and appropriate to allow students full participation in the planned field trip.



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7. Student Medications

Any request by parents/guardians for the administration of medication must comply with 6065 Prevalent Medical Conditions Policy and 6061 Administration of Oral Medication Policy.

Prevalent medical conditions (e.g., epinephrine auto injectors, asthma medications, diabetes medications and supplies) and detailed information with regard to the student’s prevalent medical condition will be in the Medical Management Plan.

Students should carry their own equipment/materials and parents/guardians are responsible to provide an up-to-date supply of necessary materials.

The principal, in cooperation with staff supervisors, parents/guardians/caregivers and the student, will develop the necessary accommodations for when a student with a prevalent medical condition is expected to participate in field trips off school property.

- (a) A list of students with prevalent medical conditions must be provided as part of the day field trip planning process to the principal.
- (b) Copies of the student “grab and go” emergency information sheet must be part of the day field trip planning process and with the supervisor while on the day field trip.
- (c) Contact with the student’s parents/guardians must occur prior to the day field trip to collaboratively develop a Prevalent Medical Conditions Safety Plan for the day field trip.

Should school principals require support with the safety planning process, they are advised to contact the school social worker, mental health lead, or superintendent.

8. Religious, Creed-Based, Cultural and Gender Considerations

All proposed and approved field trips will consider students’ cultural, religious, creed, and gender identities in order that the opportunity is inclusive for all students.

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9. Financial Considerations/Costs

- 9.1 Each school reserves funds to finance certain field trips. Students are allowed to contribute financially to a field trip. Principals and staff supervisors will ensure that no student will be hindered from participating in a field trip because they are incapable of contributing financially to the trip.
- 9.2 When planning field trips, supervisors must consider the financial costs to students and families.
- 9.3 To ensure all students have the opportunity to participate in field trips and excursions, every effort should be made to keep the cost per student as reasonable as possible.  
  
The cost of the occasional teachers should not be included in the cost of the trip for students.  
  
Students will not be prevented from participating due to an inability to pay. Group fundraising programs related to the activity may be essential.
- 9.4 A cash option shall be made available for families who do not choose or have the ability to pay online (SchoolCash).

10. Water-Based Activities

- 10.1 Proposed field trips that include water-based activities, must ensure that required swim tests are complete and water safety is enforced. Ontario Physical Activity Safety Standards in Education (OPASSE) activity guidelines are to be used for minimum safety standards.
- 10.2 In accordance with OPHEA requirements, staff supervisors and principals will ensure that the correct number of lifeguards will be present when students are in the water during a field trip.
- 10.3 All students involved in water-based activities must wear a personal flotation device (PFD) outside designated, supervised swim areas where they are optional: no exceptions will be made.

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10.4 All students participating in a field trip or excursion with water-based activities must participate in a swim test before any water-based activities occur. Students may provide proof of current Bronze Star, Bronze Cross or higher in lieu of a swim test.

10.4.1 The swim test must be completed in the same year as the field trip.

10.4.2 The staff supervisor must retain a copy of the results and provide them to the principal.

10.4.3 A certified lifeguard must provide their signature to the tracking and documentation of swim tests.

Supervisors are encouraged to plan well in advance to ensure there is sufficient time for a swim test to be conducted prior to the activities on the field trip.

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11. Outdoor Education (Canoeing) Field Trip

For canoeing which takes place in a single day field trip where travel is within two hours from emergency medical assistance, canoeing may occur in a pool, local pond, river or lake with no evidence of rapids, irregular waves, large waves, strong eddies, or powerful currents.

- for Grades 4-12 only;
- lifejackets must be worn at all times;
- ensure that equipment is included and safe for use prior to departing;
- comply with the minimum safety equipment requirements;
- a list of names of all students and supervisors as they are assigned groups shall be left with the school principal;
- a detailed map of the trip route shall be left at the school;
- trip leaders or instructor shall be familiar with eh route selected; and
- each person going on the canoe field trip must be able to swim a minimum of 50 metres with or without a life jacket and be able to tread water.

Elementary: [Outdoor Education \(Canoeing\) | Ontario Physical Activity Safety Standards in Education \(ophea.net\)](#)

Secondary: [Outdoor Education \(Canoeing\) | Ontario Physical Activity Safety Standards in Education \(ophea.net\)](#)

### Supervision of Canoe Field Trips

- supervisor shall be an adult over the age of 18 and an employee of LDSB;
- supervisors will review the rules of the water, safety issues and expectations prior to beginning the excursion (OPHEA guidelines);
- supervisor shall have prior canoeing experience and experienced in canoe trip planning;
- for canoeing in sheltered lakes, local ponds, confined areas, flatwater canoeing in a non-wilderness environment, the supervisor or instructors must have one of the following certifications – ORCKA or Paddle Canada Waterfront Canoe Instructor; and
- at least one supervisor must have one of the following current certifications – Bronze Cross, Wilderness Water Safety, Whitewater Rescue Technician, or Swiftwater Rescue Technician.

For outdoor education experiences that involve open water such as canoe trips, lake, beach, dock) lifejackets must always be worn on, in, or near the water.

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12. Out of Country Trips

For the rare occasion where groups might be travelling to the United States for the day (i.e., sports events), out of province medical insurance is required. Supervisors will carry student proof of coverage on the day field trip, plus a valid passport.

13. Additional Requirements

The procedures described in this document are not meant to be all-encompassing.

Principals and supervisors are expected to take any other precautions necessary to ensure the safety of all participants.

14. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

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<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
3040 Transportation Policy and Procedure	1985 06 04	Education Act, R.S.O. 1990, c.E.2
3070 Allowance for Use of Personal Vehicles Policy and Procedures		Bill 193 Rowan's Law (Concussion Safety), 2018
3092 Privacy and Information Management Policy and Procedures		Bill 20 Ryan's Law, 2015 – Ensuring Asthma Friendly Schools
7010 Police Records Check Policy and Procedures		Bill 3 Sabrina's Law, 2005 – An act to protect anaphylactic pupils
8091 Use of Volunteers in Schools Policy and Procedures		
Volunteer Practices Supervisors Manual		
	<u>Date Revised</u>	
8074 Student Concussion Management Policy and Procedures	April 28, 2009 April 26, 2016 November 28, 2023	
6065 Prevalent Medical Conditions Policy and Procedures		
6061 Administration of Oral Medications Policy and Procedures		
6020 Extended Field Trip Policy and Procedures		