



<b>NAME: 04.05 FIELD TRIP</b>	<b>VERSION NO.: 2</b>
<b>ADOPTED: JANUARY 30, 2011    AMENDED: September 27, 2021</b>	<b>REVIEW: 2025-2026</b>

## **REVIEW EVERY 4 YEARS**

### **INTRODUCTION**

1. The Board of Richmond Christian School affirms the educational value of well-planned and properly supervised curricular and extra-curricular field trips. The purpose of these trips should be to enhance educational experiences and to form an integral part of the total education of the participants. We encourage teachers to plan field trips for groups of students, whether it is for athletic, cultural, musical, linguistic or other educational reasons. These experiences enrich the curriculum and provide opportunities for our students to develop their spiritual, intellectual, social and physical capabilities. Such trips will supplement the curriculum and extracurricular programs of Richmond Christian School.
2. In utilizing time from the instructional day, the Board, administration team, staff and parents must be assured that the activities undertaken:
  - a. are, or can be, directly related to the objectives and learning outcomes Richmond Christian School is expected to perform in a school year;
  - b. have benefits that outweigh any time away from the school;
  - c. have been properly planned to ensure the well-being of the participants;
  - d. fit into the context of classroom work which is more appropriately undertaken in out of class time; and
  - e. have been planned to achieve specific educational goals.
3. Written consent is important to protect RCS students, employees and the community. Board liability insurance covers anyone involved in approved school activities, therefore, as a matter of practice teachers must obtain permission from their Principal for any activity beyond that which might normally be expected. If the teacher does not obtain permission and parental consent then it might be interpreted that they are acting outside of the scope of their employment and conducting an unauthorized activity. If so, the insurers may be in a position to deny coverage to the teacher.

### **GUIDELINES FOR ALL SCHOOL SPONSORED EVENTS**

4. The administration and teachers are encouraged to engage in long-range planning for field trips. Field trips should provide educational experiences related to the planned program and

established curriculum. The specific objectives of the field trip should be clear and plans should ensure that time spent in travel is educationally worthwhile.

5. The safety, security, supervision and well-being of students must be the primary consideration when planning a field trip. It is necessary to ensure that all students can participate safely and abide by the expectations set out for students by Richmond Christian School. Appropriate arrangements must be made for students who are unable to participate in the field trip.
6. The campus Principal must ensure that suitable, qualified employees and approved volunteers are selected for supervisory responsibilities.
  - a. Only parents or guardians of students currently enrolled at RCS may volunteer and participate in school-sponsored events. Additional supervisors must be approved by the Principal in advance of the day of departure.
  - b. The supervising teacher, campus receptionist and each driver must have a passenger manifest. Each manifest must be completed in full with a copy on file in the office and with each volunteer parent driver.
  - c. The supervising teacher must have a working cell phone and the office must have that number in case of an emergency.
  - d. The supervising teacher must carry the *Student Medical Information Form* cards on the field trip.
  - e. The supervising teacher must carry or have access to a first aid kit during the field trip.
  - f. The supervising teacher must carry any necessary emergency medications for affected students.
7. Parent or guardian volunteer supervisors must be advised of the expectations of their role during the field trip and be competent to deal with emergencies that might arise.
8. Supervisors (teachers, staff, volunteers, contracted instructors) are responsible for student supervision 24 hours per day (where applicable), to serve as role models to students, to act as ambassadors of the school and to conduct themselves professionally at all times. No alcohol or non-prescription drugs are to be consumed before or at any time during the excursion. Supervisors must be capable of reasoned judgment in case of an unexpected emergency at all times during the field trip. This expectation includes international locations where the cultural norms may vary.
9. Siblings should not attend class field trips and **cannot attend** when the parent is assuming a supervisory role.
10. School-based parent consent forms are not considered waivers that release staff from legal responsibility. Legally, parents and guardians cannot waive the rights of a minor.

The Board discourages the use of industry or commercial enterprises that require parental consent as a condition of participation. If an industry or commercial enterprise insists on a waiver of liability the supervising teacher and campus Principal should determine whether the proposed activity will be pursued. If so, parents must be informed of their legal rights with the following inclusion on the field trip specific Acknowledgment of Risk form:

a. *X company requires the following waiver for your child to participate in this activity. Please be advised that the parental waiver does not legally waive the rights of a minor (the student) in case of accident or injury.*

11. School sponsored field trips and events are considered to be school program activities and as such are subject to the procedures and regulations of Richmond Christian School and all Board approved policies. When outside agencies contact the school regarding opportunities for students to participate in activities sponsored by their organizations, parents should be made aware that such activities are not school field trips.
12. Should RCS require **immediate** critical incident response support, trauma-recovery support for staff, social media monitoring/digital threat assessment support, VT RA assistance, assistance with media and parent communications, contact will be established with **Safer Schools Together** by **email** or by phone: **604-560-2285 / 1-855-677-3720**
13. RCS will notify the Ministry of Education, (OIIS) about incidents if there is media involvement (or strong potential of media involvement), high profile investigations or emerging issues/trends of concern, using this **email** or phone number(778-974-6388).

## **MEDICAL AND LEGAL ALERTS**

14. The classroom or supervising teacher will be informed of all medical and legal alerts for the safety of the student. All necessary documentation, safety plans, and medications will accompany the student on the field trip. Only staff or supervising individuals will be provided with this information in order to ensure the safety and privacy of the student.

## **FIELD TRIP APPROVAL PROCESS**

15. The campus Principal must ensure that all school field trips are well planned, appropriate and properly supervised. All field trips must receive administrative approval through the completion of all appropriate forms.
16. Field trip forms, related to the approval, planning, communication and written informed consent shall be retained on file at the campus office. At a minimum the following forms must be completed. Additional forms may be required

depending on the event.

- a. *Off-Site Field Trip Planning* (for administration purposes);
- b. *Field Trip Administration Checklist* (for administration purposes); and
- c. *Field Trip Consent and Acknowledgment of Risk* (for parent/guardian consent).

## FIELD TRIP FORMS AVAILABLE ON GLOBAL:

### General

#### Field trip

Field Trip Policy - updated 2010

Transportation of Richmond Christian School Students - Guidelines

Volunteer Field Trip Supervisors - Guidelines

Volunteer Driver Consent and Manifest

Volunteer Driver/Supervisor Consent and Manifest

Parent Consent for a Student Driver to Drive

Accident and Injury Report

Bus Booking

Off-site Field Trip Planning - Low Risk

Off-site Field Trip Planning - Higher Risk Activities

Field Trip Administration Checklist - Category 4 or 5

#### Field Trip Consent and Acknowledgement of Risk Forms

##### Elementary Campus

Local Day Trip

Minoru Park Track and Field

Bear Creek Run

##### Middle Campus

Local Day trip

Terry Fox Run

Camp Stillwood

Parental Consent for Student Transportation by Private Vehicle

Secondary Campus  
Local Day Trip  
Terry Fox Run  
Camp (to be drafted)

#### Awareness of Risk and Responsibilities

Student Awareness of Risk and Responsibilities - Category 3 events

Student Awareness of Risk and Responsibilities - Category 4 and 5 events

Parent Awareness of Risk and Student Responsibilities - Category 4 or 5 Events

17. A *Field Trip Consent and Acknowledgment of Risk* form will precede each off campus excursion.
18. A standard *Field Trip Consent and Acknowledgment of Risk* form is sent to parents of secondary students annually in the enrollment package. This form outlines the general trips and events planned by the PE teacher(s) and general risks associated with those events. A *Field Trip Consent and Acknowledgment of Risk* form will precede each new term during the school year.

#### **NOTIFICATION REQUIREMENT**

19. Written notification to parents or guardians must be provided for all field trips.
20. Written consent must be obtained for all field trips that fall into Category 1 and 2 activities.
  - a. See Categories Defined as defined at paragraphs 46 - 49.
21. Written consent must be obtained for all field trips that fall into Category 3, 4 and 5, along with any additional documentation that the scope of the trip requires (insurance etc.).
  - a. See Categories Defined as defined at paragraphs 50-63.
22. It is recommended that the supervising teacher post the details of the field trip on their class website with all pertinent information and additional requirements.

## SUPERVISION GUIDELINES

23. All trips require a minimum of one approved Richmond Christian School teacher or other Richmond Christian School employee. The campus Principal is responsible for approving the lead supervisor and the lead supervisor is responsible for approving additional chaperones.
24. An adult trained in first aid **should** be available for all field trips. For any overnight field trips an adult trained in first aid **must** be available.
25. The suggested adult: student ratio should range from 1:10 to 1:30 depending on the ages of the students and the level of inherent risk during the field trip.
  - a. Day Trip Primary grades (K- 5) -if the activity has minimal inherent risk 1 supervisory teacher and 1 additional adult
  - b. Day trip Middle School Campus (6 - 8) - if the activity has minimal inherent risk 1 supervisory teacher and 1 additional adult
  - c. Day trip High School Campus (9 - 12) -if the activity has minimal inherent risk 1 supervisory teacher
  - d. Overnight indoor-
    - i K - 5 - not authorized
    - ii 6 - 8 - a minimum of 2 adults is required (one male and one female)
    - iii 9 - 12- a minimum of 2 adults is required (one male and one female)
  - e. Overnight outdoor - a minimum of 2 adults is required but more may be necessary depending on the scope of the trip and needs of the students (if both genders are represented in the field trip then at least one male and one female supervisor is required)
  - f. Out of Province - a minimum of 4 adults is required but more may be necessary depending on the scope of the trip and needs of the students (at least one male and one female supervisor are required)
26. For the safety and security of all adult participants, it is highly recommended that there be 2 adult supervisors when sharing sleeping quarters with students.
27. Additional supervisors may be parents or guardians of current RCS students. Qualified adult supervisors may be hired from time to time in order to meet specific trip requirements. Criminal record checks shall be on file for any overnight supervisors prior to the departure date for the trip.

*See Form (Appendix A): Guidelines for Volunteer Field Trip Supervisors*

## LIABILITY AND INSURANCE COVERAGE

### PREAMBLE

Participation in everyday activities includes a degree of hazard and risk of injury. In the event of a mishap, responsibility for the accident must be borne by the individual responsible.

28. Under the terms of this policy volunteers are considered workers and as such, the policy protects the Board of Trustees and other volunteers for liability imposed by laws as a result of possible negligence by one of these volunteer workers. *<This was confirmed with Westland Insurance May 2011 under the Richmond Christian School Association Certificate of Insurance.>*
29. Coverage is in effect as long as the employee and volunteer are acting within the scope of their employment or volunteer mandate.

### TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

30. Transportation of students by private vehicle shall be in accordance with the school's transportation procedures. A copy of the *Transportation of Richmond Christian School Students - Guidelines* will be included in August mailing. This information is intended to inform parents of their responsibilities should they choose to volunteer as drivers for school sanctioned events. Updated vehicle and driver's information is required for each new school year and will be kept on file at each relevant campus office. The campus receptionist will notify classroom teachers of eligible parent drivers for the year who have their information on file.
31. RCS teachers and staff are discouraged from transporting RCS students in their private vehicles.
32. Students will not be allowed to provide transportation to other students without the express **written** permission of a parent or guardian of each of the students involved.

*See Form (Appendix A): Parent Consent for a Student Driver to Drive*

33. Parents or guardians who wish to drive children while on school field trips must meet specific criteria and must have the required documentation completed in full and on file at the appropriate campus administration office.
  - a. A copy of their car insurance showing that they are the registered owner or principal driver of the vehicle;
  - b. A signed statement that the vehicle is and will be kept in proper working condition;
  - c. A signed statement that the vehicle has working seatbelts and proper child safety seats for the maximum number of students that can or might be transported;
  - d. The volunteer driver must provide a copy of their valid driver's license (in accordance with the BC Motor Vehicle Act);

- e. The vehicle must be insured for the purpose of pleasure use; and
  - f. The excess insurance policy (Third Party Liability Insurance) on the vehicle to be used must be for \$3,000,000.00 (at a minimum).
34. The volunteer driver must be the owner of the vehicle or the primary driver as set out in the vehicle's insurance documentation or must be operating the vehicle with the express written permission and consent of the owner.
35. Neither the vehicle owner nor the driver shall be reimbursed for any expenses incurred through the use of any vehicle used in the voluntary transportation of students. Neither the Richmond Christian School Association, nor the Board nor any of its representatives will be responsible for physical damage or repairs to the individual's vehicle or for the loss of use or safe driver discount resulting from the use of the vehicle on a school sponsored event or for school business.

### **TRANSPORTATION PROCEDURES ON THE DAY OF THE FIELD TRIP**

36. On the day of the field trip the supervising teacher must ensure that a Passenger Manifest form is signed by each driver. A copy of each form will be left with the campus receptionist and the original will be in the driver's possession. The form shall include:
- a. the name of each student being transported;
  - b. a declaration by the driver that they are authorized to operate the vehicle and that the vehicle is in good working condition;
  - c. a declaration that the appropriate seat restraints are in place and will be used; and
  - d. a declaration that the driver accepts responsibility for ensuring that the same students are transported, as per the manifest, directly to and directly from the field trip activity.

*See Forms (Appendix A): Volunteer Driver Consent  
Volunteer Driver/Supervisor Consent*

### **CHANGES TO TRANSPORTATION CIRCUMSTANCES**

37. The supervising teacher must be expressly informed of any emergencies which may cause changes to the driver manifest. The campus receptionist must be informed of any changes or emergencies by the supervising teacher.



## STUDENT DRIVER TRANSPORTATION GUIDELINES

38. ICBC insurance regulations provide very strict rules for Learner and Novice drivers. As of **March 2010** the current rules allow 16 year olds to obtain their Learners licence which requires a minimum 12 month probation period. Students at this stage are allowed to drive only with a licensed driver 25 years of age or older and carry only 1 additional passenger. There are additional restrictions on hours etc.
39. Once a student has successfully completed the Learner stage they can earn their Novice stage licence.
  - a. *"You are limited to 1 passenger- unless you're driving a passenger vehicle and have a supervisor 25 years or older with a valid Class 1, 2, 3, 4, or 5 driver's licence.*
  - b. *This restriction does not apply to immediate family members: mother, father, sister, brother, child, spouse, grandparent; including step and foster relationships." - ICBC guidelines*
40. Students are considered Novice for 24 months, although this can be reduced by 6 months if they take an accredited driver training program.
41. RCS students are not allowed to drive other students to or from school sponsored events. Exceptions can be made if the parent or guardian of the student driver completes a *Parental Consent for a Student Driver To Drive* form and provides the original to the supervising teacher and campus receptionist prior to the date of departure.

*See Forms (Appendix A): Parental Consent for a Student Driver To Drive*

## FIELD TRIPS DEFINED

### CURRICULAR FIELD TRIP

42. All trips emanating from the program offered during regular school hours. i.e. academic subjects, PE class, music etc.

### EXTRA-CURRICULAR FIELD TRIP

43. All trips emanating from programs offered outside of regular school hours. i.e. sports tournaments, missions trips, band trips, camping.

44. The focus of Richmond Christian School's extra-curricular activities is to prepare our students academically and spiritually to impact their world for Christ. Students who wish to participate in extra-curricular activities and represent Richmond Christian School must have all appropriate permission forms completed and complete a *Student Awareness of Risk and Responsibility* form.
  - a. All original documentation shall be kept on file at the appropriate campus office with copies being kept on hand by the supervising teacher.
45. Where team schedules are available, it will be acceptable to submit this information on a standard consent form such that each event doesn't require a new form. This applies to Secondary campus teams and events only. Middle campus students will continue to sign forms for each off campus event.
  - a. The completed consent form must remain on file and be verified for each team member prior to their participation in each team related trip.

#### **INAPPROPRIATE FIELD STUDIES**

46. Field trips may be deemed to be inappropriate by either the school administration or the Board. Inappropriate activities are characterized as follows:
  - a. Activities that have significant risk for serious injury;
  - b. Dangers that cannot be overlooked regardless of attention to risk and planning (such as supervision ratios, equipment, instruction and supervisors/instructors experience and training);
  - c. Not age or developmentally appropriate for students, individually or as a group;
  - d. Involves travel time that is excessive for the age of the children;
  - e. Involves excess absence from school for both students and teachers;
  - f. Incurs inordinate expense;
  - g. Fails to comply with the policies and procedures of Richmond Christian School; or
  - h. Includes travel to areas where Foreign Affairs Canada has published a travel advisory. These recommendations must be considered carefully.

#### **RESTRICTED ACTIVITIES**

47. Certain activities and events are considered by the Board of Trustees and the Administration of Richmond Christian School to be inherently risky such that field trips **will not necessarily** be approved. These activities are considered high risk and require additional

information and preparation by the supervising teacher, Superintendent, staff and parents. This includes but is not necessarily limited to the following activities:

- a. aerial gymnastics, archery, canoeing, fencing, kayaking, mountain biking, rock climbing at designated facilities, rodeo, skiing, trail riding, tethered hot air ballooning, watercraft, snowboarding, caving, paintball, motorized water crafts, white water rafting, tobogganing

## **PROHIBITED ACTIVITIES**

48. Certain activities and events are considered by the Board of Trustees and the Administration of Richmond Christian School to be too inherently risky such that field trips involving the following activities **will not** be approved. This includes but is not limited to:

- a. motor cross, boxing or kickboxing, bungee jumping, demolition derby, extreme sports, hang gliding, horse jumping, hot air balloon rides, ice climbing, mechanical bull riding, motorcycling, activities involving firearms, trampoline, swimming without adequate certified lifeguards being present

## **CATEGORIES - DEFINED**

### **CATEGORY 1 ACTIVITIES**

49. These activities have the following characteristics:

- a. start and finish during the regular school schedule;
- b. take place within the lower mainland region (generally within 1 hour of Richmond Christian School campuses);
- c. do not involve a distinct element of danger; and
- d. do not involve activities described as restricted or prohibited.

Examples would include parks, farms, museums, plays, City Hall, or swimming in supervised pools in the presence of certified lifeguards.

50. Approval from the campus Principal must be received via the *Off-Site Field Trip Planning* form.

## **CATEGORY 2 ACTIVITIES**

51. These activities have the following characteristics:
- a. occur during the regular school schedule although commence before or end after normal school hours;
  - b. take place within the lower mainland region (generally within 1 hour of Richmond Christian School campuses);
  - c. do not involve a distinct element of danger; and
  - d. do not involve activities described as restricted or prohibited.

Examples would include parks, farms, museums which, because of distance, may require students arrive early for school or arrive back to campus after the school day normally ends.

52. Approval from the campus Principal must be received via the *Off-Site Field Trip Planning* form.

## **CATEGORY 3 ACTIVITIES**

53. These activities have the following characteristics:
- a. occur during the regular school schedule although commence before or end after normal school hours;
  - b. take place within the province of British Columbia;
  - c. do not involve a distinct element of danger; and
  - d. do not involve activities described as restricted or prohibited.

Examples would include sporting events, band competitions or tournaments which, because of distance, may require students to arrive early for school or return to campus after the school day normally ends.

54. Approval from the campus Principal must be received via the *Off-Site Field Trip Planning* form and any additional documents required.

## **CATEGORY 4 ACTIVITIES**

55. These activities have the following characteristics:
- a. may be more than one day in duration;
  - b. take place within the province of British Columbia;
  - c. may involve activities with an element of risk; and/or

- d. may require special skill.

Examples may include activities such as outdoor education (adventure hiking, canoeing, kayaking, swimming in natural settings, mountain biking, camping), campus wide camp, tournaments etc.

- 56. Approval from the campus Principal must be received via the *Off-Site Field Trip Planning - Higher Risk. A Field Trip Consent and Acknowledgment of Risk* form and *Student Awareness of Risk and Responsibilities* form must be completed (in full) and handed in **two business** days prior to departure.

### CATEGORY 5 ACTIVITIES

- 57. This category shall include field trips that are to a destination outside of British Columbia and for which special safety, health and wellness, and insurance considerations are necessary. This includes school approved excursions that occur outside the regular school calendar, for example, Christmas or Spring break or summer holidays. Staff or other school representatives who participate in a supervisory role during these trips do so as volunteers, without salary compensation or the expectation of time in lieu.
- 58. Approval must be received from the campus Education Committee in agreement with the Superintendent and campus Principal. These activities will be reviewed and considered on a case by case basis. Consideration must be given to other events already scheduled for during the current or up-coming school year.
- 59. They are typically activities that have an inherent level of risk or occur outside of the Province of British Columbia. For example, a mission trip or student-exchange. Trips that fall into Category 5 must meet the normal criteria set for field trips to have an educational purpose and ideally a mission's component.

### CATEGORY 4 OR CATEGORY 5 ACTIVITIES -ADDITIONAL REQUIREMENTS

- 60. A full description of the field trip must be provided to parents/guardians in writing:
  - a. 30-60 business days prior to the scheduled departure date for Category 4 field trips or
  - b. 90-120 business days prior to the scheduled departure date for Category 5 field trip and must address:
    - i. how the field trip supplements the educational component of the school program;
    - ii. notification of student/parent pre-trip meetings;
    - iii. a detailed itinerary consisting of all relevant dates, departure and return times;

- iv. transportation and accommodation arrangements;
- v. costs
  - 1. this should include all trip related expenses, deposit deadlines, out of pocket expenses, spending money, and any additional fees that are included or could reasonably be expected
- vi. description of the supervisors, ratio to students etc.
  - 1. clear description of levels of direct and indirect supervision;
- vii. description of all activities and the inherent risks and potential consequences;
- viii. indication of student responsibilities and expectations of behavior:
  - 1. *Student Awareness of Risk and Responsibility* form (completed and returned to the supervising teacher 5 business days before departure)
  - 2. Consequences for violations of school conduct rules and regulations;
- ix. contingency plan or emergency situation procedures (who to contact, how to obtain information etc.);
- x. cancellation plan;
- xi. updated *Student Medical Information Form* cards may be reasonable, and
- xii. parent or guardian responsibilities for student participation (consent form, insurance, physical and emotional ability of the student to successfully participate).

- 61. Some field trips may be "approved in principle" 30-60 days prior to departure but because of weather dependency or other uncontrollable factors, some flexibility in these timing guidelines is required.
- 62. The supervising teacher must ensure that students are appropriately prepared for specific activities that are planned for during the field trip. A specific list of required items and suggested items may be appropriate when planning a camping field trip (for example).
- 63. A copy of each student's medical form must be available to the supervising teacher. Any students with known medical conditions must be highlighted and set apart from the other students. When a student with a known medical condition requires medication, the supervising teacher should hold onto that medication for safe keeping or emergency use.
- 64. The supervising teacher must ensure that proper supervision is in place and that both male and female supervisors are participating. An appropriate ratio of supervisors to students must be maintained throughout the entire duration of the trip.
- 65. A manifest of participants must be left with the campus receptionist in case of an emergency. This manifest must include the name, address and telephone numbers of two alternate parties who may be contacted in the absence of the parents or guardians. The original manifest must be

kept in the possession of the volunteer driver.

66. In addition to the requirements within Category 4 above, Category 5 field trips require the following:
- a. that information meetings will be held for parents and guardians in order to ensure that they are properly informed about the scope of the trip, inherent risks, expectations of students and potential consequences for failing to meet these expectations;
  - b. ensure that at least 1 supervisor has a current first aid certificate;
  - c. submit the completed Field Trip Planning form to the campus Principal at least 120 business days in advance of the trip departure date; and
  - d. confirm that all students have adequate out-of-province medical coverage (a copy of which must be received 45 business days prior to departure).

*See Forms (Appendix A): Field Trip Planning Checklist  
Student Awareness of Risk and Responsibility  
Parent Awareness of Risk and Student Responsibilities*

## **FUNDRAISING**

67. The Board of Trustees acknowledges that fund-raising for extra-curricular activities is required from time to time depending on the event. Fund raising activities should be pre- defined and have a clear purpose. Fund raising must be in compliance with 6.2 Development and Fundraising.
68. When a category 4 or category 5 field trip requires fundraising and the trip involves free tickets (once a certain level of participation is achieved) the value of those free seats should be shared amongst all supervisors. Whatever decision is made about the value of free trips must be disclosed to all concerned.

## **EMERGENCY RESPONSE PLAN**

69. Types of emergencies that may occur on a field trip include, but are not limited to:
- a. Medical emergencies, including serious injuries;
  - b. Natural disasters, such as inclement weather;
  - c. Abduction of a student or a lost or missing student; and/or
  - d. Physically dangerous acts, illegal acts, overt defiance, or serious disciplinary problems (breaking school rules).

70. The supervising teacher, campus receptionist and each driver must have a passenger manifest immediately available to them. Each manifest must be completed in full.
71. The supervising teacher must have a working cell phone which the campus office has in case of an emergency. If the supervising teacher is out of cell phone range an appropriate alternative may be required to ensure that there is a method of communication between the group and the school.
72. The supervising teacher must carry the emergency medical cards on the field trip.
73. The supervising teacher must carry or have access to a first aid kit during the field trip. An *Accident and Injury Report* form must be included in the kit along with a working pen. In the case if an accident or injury the written report will be required and filed in the student's record.
74. The supervising teacher must carry any necessary emergency medications for affected students. For Secondary students who are able to manage their own medical conditions, the supervising teacher should have access to or knowledge of the medication in case of an emergency.
75. In the case of a minor medical emergency the supervising teacher must attend to the student and delegate an appropriate adult to maintain care for the remainder of the group while he/she is assessing the situation. The supervising teacher must ensure that the injured student is physically and emotionally able to continue with the field trip, ensuring that continuing will not cause any possible detriment to him/her or the safety of the group as a whole.
76. If the supervising teacher feels that the student's injury is significant and impedes his/her ability to safely participate in the field trip, but does not require medical attention, the supervising teacher **must**:
  - a. contact the campus receptionist or designate and advise them of the situation as clearly as possible;
  - b. determine the safest method of returning the student to the appropriate RCS campus and convey that information and expected time of arrival to the campus receptionist;
  - c. the campus receptionist or designate, **will** speak to the campus Principal or lead teacher and advise them of the situation; and
  - d. the campus Principal or their designate **must** contact the student's parent or guardian and advise them of the situation and when the student is expected back at the campus so that the parent or guardian can attend and pick up the student.
77. If the supervising teacher feels that the student's injury is serious and that immediate medical attention is required they should call 911 and dedicate a capable and responsible volunteer supervisor to stay with the student until help arrives.
  - a. the supervising teacher **must** call the appropriate campus and advise the receptionist or designate of the depth of the situation and explain what course of action has and



will be taken;

- i. once the campus has been notified and the remaining students have been properly cared for the supervising teacher must ensure that the injured student does not leave without proper adult supervision and companionship; and
  - ii. the campus receptionist or designate **must be** periodically updated as to how the student has been treated by emergency medical personnel and where the student has been taken, if necessary
- b. the campus receptionist or designate **must** speak to the campus Principal or designate and advise them of the situation;
  - c. the campus Principal or designate **must** contact the student's parent or guardian and advise them about the situation and include all additional and relevant details as they become known;
  - d. it is strongly recommended that a school representative attend at the emergency facility to relieve the volunteer supervisor that was sent to accompany the student, to further support the student's family, and provide additional information when needed;
  - e. the supervising teacher must complete a written report within 24 hours of the incident and provide it to the campus Principal. A formal *Accident and Injury Report* must be completed and provided to the campus Principal within 3 business days of the incident; and
  - f. additional reports may be necessary from other parent(s) or student witnesses as the severity of the situation dictates. Formal reports may not be required but written recollections of the incident may prove to be beneficial when a review of the incident is completed at a later date.

## STANDARDS OF BEHAVIOUR

78. The primary purpose of field trips should be to enhance the educational experiences of Richmond Christian School students.
79. Each campus has a set of behavioral standards that students are made aware of throughout the year and/or which are agreed to by the students in written form. These age appropriate expectations should be restated to students prior to their participation in and departure for the field trip.
  - a. Parents and guardians of Elementary students are reminded of these expectations on each *Field Trip Consent and Acknowledgment of Risk* form and students are reminded verbally before departure.
  - b. Parents and guardians of Middle students are reminded of these expectations on each *Field Trip Consent and Acknowledgment of Risk* form and students are reminded

- verbally before departure.
- c. Secondary students sign an annual *Code of Conduct* which applies to all school sponsored events. A formal written reminder is recommended for students participating in Category 4 or 5 activities.
    - i. It may be appropriate for Category 4 and 5 activities to expand the *Student Awareness of Risk and Responsibilities* form but the current draft in this policy is designed to remind students of their responsibilities and some of the known risks they may face and how students should address them to ensure the safe participation of all.
  - d. On an overnight excursion or an out of province trip, supervisors (teachers, staff, volunteers, contracted instructors) are responsible:
    - i. for student supervision 24 hours per day,
    - ii. to serve as role models to students,
    - iii. to act as ambassadors of the school and
    - iv. to conduct themselves professionally at all times.
  - e. Alcohol or non-prescription drugs are NOT to be consumed before or at any time during the excursion. Supervisors must be capable of reasoned judgment at all times during the field trip in case of an unexpected emergency. This expectation includes international locations where the cultural norms may vary. Canadian standards and expectations will prevail and apply in countries where access to alcohol or illegal drugs may be less stringent.

*See Form (Appendix A): Student Acknowledgement of Risk and Responsibilities*

#### **ADDRESSING INAPPROPRIATE BEHAVIOUR ON A SCHOOL SANCTIONED TRIP**

80. The supervising teacher will determine if the student's inappropriate conduct did or could have jeopardized their personal safety or the safety of others.
81. If the investigation by the supervising teacher determines that the student should be returned to school before the end of the scheduled return of the group, the campus Principal or designate shall be notified immediately.
82. The campus Principal will contact the offending student's parents/guardians immediately and make appropriate arrangements for the student to return safely.
83. All arrangements and costs associated with their safe return will be borne by the student's family but must meet with the Principal's approval.

84. No student may be sent home, regardless of the seriousness of the problem, without school officials contacting a parent/guardian or one of the alternates first.
85. The Principal shall communicate the decision and instructions for the safe return of the student to the pre-determined location, as agreed upon with the parents, to the supervising teacher.