



**RICHMOND
CHRISTIAN
SCHOOL**

EST. 1957

POLICY NUMBER AND NAME: 04.05 OFF-SITE ACTIVITY & OFF-CAMPUS LEARNING POLICY – VERSION 1.0	RESPONSIBILITY	BOARD	SUPERINTENDENT	SLT
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SECTION: 04 – STUDENT ENROLLMENT AND EDUCATION	LAST REVISION DATE:			
ADOPTED: SEPTEMBER 28, 2026	REVIEW FREQUENCY: EVERY 3 YEARS			

PURPOSE AND PHILOSOPHY

The Board of Richmond Christian School (RCS) affirms the educational, spiritual, and relational value of well-planned and properly supervised off-campus learning experiences. Field trips, mission trips, cultural field schools, sporting events, and other school-sponsored off-campus activities enrich the curriculum and provide students with opportunities to develop their spiritual, intellectual, social, and physical capabilities in ways that the classroom alone cannot offer.

RCS believes that extra-provincial and international travel — including international service-learning trips and cultural field trips — is valuable both to the individual student and to the broader school community. At the same time, the safety, security, supervision, and well-being of students must be the primary consideration in the planning and execution of all off-campus activities.

All school-sponsored off-campus events are subject to the procedures and regulations of Richmond Christian School and all Board-approved policies. Activities organized by outside agencies for students are not school field trips and must not be represented as such to parents.

REVIEW HISTORY		
DATE	VERSION	CHANGES
SEPTEMBER 28, 2026	1.0	REPLACES: 04.05 FIELD TRIP POLICY (V.2, AMENDED SEPTEMBER 27, 2021) AND 04.05.01 EXTRA-PROVINCIAL OR INTERNATIONAL TRIPS (V.1, ADOPTED JANUARY 21, 2012)

1. DEFINITIONS

- a. **Curricular Off-Site Activity**— A trip emanating from programs offered during regular school hours (e.g., academic subjects, PE, music).
- b. **Campus Off-Site Activity** – a trip without a direct correlation to curricular outcomes but provides opportunity for community building and celebration (ie. Class celebrations, grad beach day, etc.)
- c. **Extra-Curricular Off-Site Activity**— A trip emanating from programs offered outside regular school hours (e.g., sports tournaments, service-learning trips, band trips, camps).
- d. **Service-Learning Trip** — A school-organized trip to an international location intended to instill in students a spirit of service and to connect the school's social teaching with practical experience.
- e. **Field School** — A school-organized trip to an international location intended to expose students to teachings they have previously studied and for which first-hand experience would be valuable.
- f. **Lead Supervisor** — The school representative primarily responsible for the organization of the trip's daily planning and overall supervision of all participants, including communicating safety guidelines and parameters.
- g. **Teaching Supervisor** — The school representative primarily responsible for the curriculum and the related educational or service components of the trip.
- h. **Higher-Risk Activity** — An activity with an element of physical risk or requiring special skill (e.g., canoeing, kayaking, mountain biking, skiing, swimming in natural settings). See **Section 4** for the full list of restricted activities.

2. CRITERIA

Before any Off-Site Activity is approved, the Campus Principal and supervising teacher must be satisfied that the activity:

- a. Is directly related to the objectives and learning outcomes of RCS's school program;
- b. Has educational benefits that outweigh time away from school;
- c. Has been properly planned to ensure the well-being of all participants;
- d. Is age-appropriate and developmentally suitable for the students involved;
- e. Demonstrates a responsible stewardship of financial resources
- f. Has specific educational, curricular, wellness or culture goals, and where applicable, a service component.

3. TRIP CATEGORIES

All RCS off-campus activities are classified into one of five categories. The category determines the approval pathway, supervision requirements, notice periods, and documentation required.

Category	Description	Examples
1	Day trip; within Lower Mainland (generally within 1 hour of campus); no distinct element of danger; no restricted/prohibited activities	Parks, farms, museums, supervised pools with certified lifeguards, City Hall
2	Day trip commencing before or ending after normal school hours; within Lower Mainland; no distinct element of danger; no restricted/prohibited activities	Same as Category 1 but with early/late scheduling
3	Within British Columbia (outside Lower Mainland); no distinct element of danger; no restricted/prohibited activities	Sporting events, band competitions, tournaments elsewhere in BC
4	A day or multi-day; within BC; may involve higher-care activities or activities requiring special skill	Outdoor education, camping, adventure hiking, campus-wide camp, multi-day tournaments
5	Destination outside British Columbia; includes all extra-provincial and international trips; school-approved excursions may occur outside the regular school calendar	Service-learning trips, student exchanges, cultural field schools, overnight out-of-province tournaments

4. INAPPROPRIATE, RESTRICTED, AND PROHIBITED ACTIVITIES

a. Inappropriate Field Trips

The Campus Principal or Superintendent may deem an Off-Site Activity inappropriate if it:

- i. Involves significant risk of serious injury that cannot be mitigated through planning, supervision, or equipment;
- ii. Is not age or developmentally appropriate;
- iii. Involves excessive travel time or absence from school;
- iv. Incurs inordinate expense;
- v. Fails to comply with RCS policies and procedures; or

- vi. Includes travel to areas where Global Affairs Canada has published a travel advisory. Such advisories must be carefully considered and are presumed to render a trip inadvisable unless the Principal and Superintendent determine otherwise.

b. Restricted (Higher-Care) Activities

The following activities are considered inherently higher-risk and require additional preparation, documentation, and approval. This list is not exhaustive:

- i. Aerial gymnastics,
- ii. archery,
- iii. canoeing,
- iv. fencing,
- v. kayaking,
- vi. mountain biking,
- vii. night games,
- viii. rock climbing at designated facilities,
- ix. rodeo,
- x. skiing, snowboarding,
- xi. trail riding,
- xii. tethered hot-air ballooning,
- xiii. watercraft,
- xiv. caving,
- xv. paintball,
- xvi. motorized watercraft,
- xvii. white-water rafting,
- xviii. tobogganing.

c. Prohibited Activities

The following activities are considered too inherently risky to be approved under any circumstances:

- i. Motorcross,
- ii. boxing or kickboxing,
- iii. bungee jumping,
- iv. demolition derby,
- v. extreme sports,

- vi. hang gliding,
- vii. horse jumping,
- viii. hot-air balloon rides,
- ix. ice climbing,
- x. mechanical bull riding,
- xi. motorcycling,
- xii. activities involving firearms,
- xiii. trampolining,
- xiv. swimming without certified lifeguards present.

5. **APPROVAL PROCESS**

a. **All Categories**

All field trips require administrative approval via the Off-Site Activity Planning form before transportation is booked, the trip is announced, or travel organizations are engaged. Approval is not granted retroactively.

b. **Categories 1, 2, and 3**

Approval from the campus Principal via the Off-Site Activity Planning form.

c. **Category 4**

- i. Approval from the campus Principal via the Off-Site Activity Planning – Higher Risk form.
- ii. An Off-Site Activity Consent and Acknowledgment of Risk form and a Student Awareness of Risk and Responsibilities form must be completed and returned at least two business days prior to departure.

d. **Category 5 (Extra-Provincial and International)**

- i. The Principal must grant pre-approval before engaging travel organizations or announcing the trip.
- ii. Formal approval must be received from the Superintendent in agreement with the campus Principal.
- iii. Consideration must be given to other events already scheduled in the current or upcoming school year.
- iv. The completed Off-Site Activity Planning – Category 4/5 Checklist must be submitted to the campus Principal at least 120 business days in advance of the departure date.

- v. The Principal will work with the Lead Supervisor to complete the Off-Site Activity Policy Checklist to confirm all requirements are met.

6. NOTIFICATION AND CONSENT

a. All Categories

Written notification to parents or guardians is required for all field trips. An Off-Site Activity Consent and Acknowledgment of Risk form will precede each off-campus excursion.

For Middle and Secondary campus students, a general consent form may be sent annually in the enrollment package to cover recurring PE and sports events. A renewed form will be issued each term. However, Category 4 and 5 trips require individual consent forms regardless of the annual form.

School-based parent consent forms are not waivers that release staff from legal responsibility. Parents and guardians cannot legally waive the rights of a minor. Where an outside agency requires a liability waiver as a condition of student participation, the following disclosure must appear on the consent form:

[Agency name] 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 the event of an accident or injury.

b. Categories 4 and 5 – Full Written Notice to Parents

- i. A comprehensive written description must be provided to parents and guardians:
 - 1) **Category 4:** 30–60 business days prior to departure
 - 2) **Category 5:** 90–120 business days prior to departure
- ii. This notice must address:
 - 1) How the trip supplements the educational program;
 - 2) Notification of student/parent pre-trip information meetings;
 - 3) A detailed itinerary with dates, departure and return times;
 - 4) Transportation and accommodation arrangements;
 - 5) Full cost breakdown including deposits, deadlines, out-of-pocket and spending money, and any additional expected fees;
 - 6) Description of supervisors and student-to-supervisor ratios;

- 7) Description of all activities and their inherent risks and potential consequences;
- 8) Student responsibilities and behavioural expectations, including the consequences for violating school conduct rules;
- 9) Emergency and contingency procedures (who to contact and how to obtain information);
- 10) Cancellation plan; and
- 11) Parent/guardian responsibilities, including confirmation of adequate medical and travel insurance.

c. Category 5 – Parent Information Meetings

For all Category 5 trips, at least one in-person or virtual information meeting must be held with parents and guardians to ensure they are fully informed about the scope, inherent risks, student expectations, and potential consequences for failing to meet those expectations.

7. SUPERVISION REQUIREMENTS

a. General Principles

All trips require a minimum of one approved RCS teacher or other RCS employee as the Lead Supervisor. The campus Principal is responsible for approving the Lead Supervisor; the Lead Supervisor is responsible for submitting additional chaperones to the Principal for approval. Only parents or guardians of students currently enrolled at RCS may volunteer as additional supervisors; additional supervisors must be approved by the Principal in advance of the departure date.

When possible an adult trained in first aid should be available for off-site activities, however, for lower risk activities a supervisor equipped with a first aid kit is sufficient if approved by the Principal. For all higher-risk, overnight and out-of-province trips, a current first aid certificate is mandatory.

Criminal record checks must be on file for any chaperone and a vulnerable sectors search must be included for overnight supervisors prior to the departure date.

b. Supervision Ratios

The following minimum adult-to-student ratios apply. Higher ratios may be required based on the needs of individual students, the nature of activities, or the judgment of the Principal:

Trip Type	K–5	Gr. 6–8	Gr. 9–12
One-day, low-risk	1:10–15 (min. 2 adults)	1:10–15 (min. 2 adults)	1:Class (max 30)
One-day, higher-risk	1:10	1:10	1:10
Overnight (indoor)	Not authorized	Min. 2 adults (1 male, 1 female)	Min. 2 adults (1 male, 1 female)
Overnight (outdoor)	Not authorized	Min. 2 adults (1M + 1F)	Min. 2 adults (1M + 1F)
Out-of-Province / Category 5	Not authorized	Min. 4 adults (1M + 1F)	Min. 4 adults (1M + 1F)
International (Cat. 5)	Not authorized	Min. 1:6	Min. 1:10

For Category 5 trips: the minimum ratio of supervisors to students is inclusive of non-RCS staff that would be on location when students arrive (i.e., A certified tour guide, ministry partner/coordinator). The campus Principal will work with the Lead Supervisor to confirm that minimum levels are established prior to announcing the trip.

For the safety and security of adult participants, it is strongly recommended that adult participants not share rooms with students. However, when unavoidable, at least two adult supervisors will share sleeping quarters with students on any overnight trip.

c. Supervisor Conduct

- i. All supervisors (teachers, staff, volunteers, contracted instructors) are expected to:
 - 1) Remain on duty 24 hours per day (where applicable);
 - 2) Conduct themselves professionally at all times;
 - 3) Serve as role models to students;
 - 4) Act as ambassadors of the school; and
 - 5) Ensure the safety and well-being of all participants.
- iii. No alcohol or non-prescription drugs are to be consumed before or at any time during any Off-Site Activity or school-sponsored event. This expectation applies in all jurisdictions, including international locations where cultural norms may differ — Canadian standards and expectations prevail. Supervisors must be capable of reasoned judgment at all times in case of an unexpected emergency.

8. DOCUMENTS AND FORMS

- a. At a minimum, the following forms must be completed. Additional forms may be required depending on the nature and category of the trip:
- b. Off-Site Activity Planning form (Category 1–3: Low Risk; Category 4–5: Higher Risk)
 - i. Off-Site Activity Administration Checklist
 - ii. Off-Site Activity Consent and Acknowledgment of Risk (parent/guardian consent)
 - iii. Passenger Manifest (supervising teacher, campus receptionist, and each driver)
 - iv. Student Awareness of Risk and Responsibilities (Category 3, 4, and 5)
 - v. Parent Awareness of Risk and Student Responsibilities (Category 4 and 5)
 - vi. Volunteer Driver Consent and Manifest (where applicable)
 - vii. Accident and Injury Report (completed in the event of any incident)
- c. All forms, including approvals, planning documents, and written consents, must be retained on file at the campus office.

9. MEDICAL AND STUDENT SAFETY

a. Medical Information

The supervising teacher must be informed of all medical and legal alerts for students on the trip. All necessary documentation, safety plans, and medications must accompany the student. Medical information is to be shared only with staff and supervising adults in order to protect student privacy.

The supervising teacher must carry:

- i. Student Medical Information Form cards for all participants;
- ii. A first aid kit (including an Accident and Injury Report form and pen); and
- iii. Any necessary emergency medications for affected students.

For Secondary students who manage their own medical conditions, the supervising teacher should have access to or knowledge of the medication in case of emergency.

b. Category 5: Out-of-Province Medical Coverage

For all Category 5 trips, confirmation that each student has adequate out-of-province/international medical insurance coverage is required. Proof of coverage must be received at least 45 business days prior to departure.

c. Student Preparation

The supervising teacher must ensure that students are appropriately prepared for all planned activities (equipment lists, physical preparation, pre-trip instruction). Students with known medical conditions must be clearly identified in the participant manifest.

d. Siblings

Siblings of enrolled students may not attend class field trips. Siblings may not attend when a parent is assuming a supervisory role.

10. TRANSPORTATION

a. General

All transportation arrangements must be disclosed to parents in writing prior to the trip. The method of transport must be included in the parent notification and consent documentation.

RCS teachers and staff are discouraged from transporting students in their personal vehicles.

b. Volunteer Parent Drivers

Parents or guardians who wish to drive students on field trips must have the following on file at the campus office prior to the departure date:

- i. Copy of vehicle insurance showing them as registered owner or principal driver;
- ii. Signed statement that the vehicle is and will be maintained in proper working condition;
- iii. Signed statement that the vehicle has working seatbelts and appropriate child safety seats;
- iv. Copy of a valid BC driver's license (in accordance with the BC Motor Vehicle Act);
- v. Vehicle is insured for pleasure use; and
- vi. Third-Party Liability Insurance of a minimum of **\$3,000,000**.

The volunteer driver must be the owner of the vehicle or the primary driver as set out in the insurance documentation or must have the owner's express written permission.

Neither the vehicle owner nor the driver will be reimbursed for vehicle expenses. RCS will not be responsible for physical damage, repairs, or loss of use of a personal vehicle used for school-sponsored purposes.

c. Student Drivers

RCS students are not permitted to drive other students to or from school-sponsored events. An exception may be made only 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 departure date. Student drivers must comply with all current ICBC Learner and Novice license restrictions.

11. **CATEGORY 5: ADDITIONAL REQUIREMENTS**

a. **Travel Organization**

For Category 5 trips, quotes must be obtained from a minimum of two professional travel organizations before any services are contracted, unless the trip is being planned along with a service provider (i.e. EduDeo, Impact Ministries). A detailed itinerary and all expected expenses and benefits must be provided in writing.

b. **Funding**

Category 5 trips must be self-funded by participants; there is no expectation that RCS will offset the costs of operating the trip.

RCS staff participating as supervisors are not required to contribute toward their own participation costs. Any complimentary seats or benefits provided by the travel company will be used first to offset required staff supervisory costs.

Priority for meeting staffing requirements is given to employees from the campus through which the trip originates.

Where fundraising is required for a Category 4 or 5 trip, fundraising activities must have a clear, pre-defined purpose and must comply with RCS Policy 6.02 (Development and Fundraising).

c. **Supervisor Written Agreement**

For Category 5 trips, all adult supervisors must sign a written agreement prior to departure confirming their understanding of the expectations and responsibilities of their role.

12. **EMERGENCY RESPONSE**

a. **Preparation**

The supervising teacher must have a working cell phone throughout the trip, with that number on file at the campus office. If the supervising teacher may be out of cell range, an appropriate alternative communication method must be arranged in advance.

A manifest of all participants must be left with the campus receptionist. The manifest must include each participant's name, address, and two emergency contact telephone numbers.

b. **Types of Emergencies**

Emergencies on field trips may include, but are not limited to:

- i. Medical emergencies, including serious injuries;

- ii. Natural disasters or severe weather;
- iii. A lost or missing student; and
- iv. Physically dangerous acts, illegal conduct, or serious disciplinary breaches.
- v. Terrorism

c. Minor Medical Emergencies

The supervising teacher must attend to the affected student, delegate an appropriate adult to maintain supervision of the remainder of the group, and assess whether the student is physically and emotionally able to continue the trip safely.

If the student cannot safely continue:

- i. Contact the campus Administrative Assistant and advise them of the situation;
- ii. Determine the safest method of returning the student to the appropriate campus;
- iii. The campus receptionist will notify the Principal or designate;
- iv. The Principal or designate will contact the student's parent or guardian and advise them of the expected return time.

d. Serious Medical Emergencies

If immediate medical attention is required:

- i. Call 911 and assign a capable volunteer supervisor to remain with the student until emergency services arrive;
- ii. Contact the campus and advise the Administrative Assistant of the situation and the course of action taken;
- iii. Once the campus has been notified and remaining students are safely supervised, ensure the injured student does not leave without adult supervision;
- iv. Periodically update the campus receptionist with information on the student's care and location;
- v. The campus receptionist will notify the Principal or designate, who will contact the student's parents or guardians;
- vi. It is strongly recommended that a school representative attend at the emergency facility to relieve the volunteer supervisor and support the student's family; and
- vii. The supervising teacher must complete a written incident report within 24 hours and a formal Accident and Injury Report within 3 business days, both to be provided to the campus Principal.

e. Critical Incident Support

Should RCS require immediate critical incident response, trauma-recovery support, or media/parent communications support, contact Safer Schools Together by email or phone: 604-560-2285 / 1-855-677-3720

RCS will notify the Ministry of Education about incidents involving media involvement, high-profile investigations, or emerging issues of concern (phone: 778-974-6388).

13. STANDARDS OF BEHAVIOUR

Each campus has age-appropriate behavioural standards that must be communicated to all students and supervisors prior to departure. The school's Code of Conduct applies to all school-sponsored events.

- a. **Elementary students:** Behavioural expectations are included on each Off-Site Activity Consent and Acknowledgment of Risk form and reviewed verbally before departure.
- b. **Middle School students:** Behavioural expectations are included on each Off-Site Activity Consent and Acknowledgment of Risk form and reviewed verbally before departure.
- c. **Secondary students:** Students sign an annual Code of Conduct applicable to all school-sponsored events. For Category 4 and 5 activities, a formal written reminder is recommended. Students must complete a Student Awareness of Risk and Responsibilities form at least 5 business days before departure.

14. ADDRESSING INAPPROPRIATE BEHAVIOUR DURING A TRIP

If a student engages in inappropriate behaviour during a school-sponsored trip:

- a. The supervising teacher will assess whether the conduct did or could have jeopardized the safety of the student or others.
- b. If the investigation determines that the student should be returned to school before the group's scheduled return, the campus Principal or designate must be notified immediately.
- c. The campus Principal will contact the student's parents or guardians immediately and make appropriate arrangements for the student's safe return.
- d. All arrangements and costs associated with the student's safe return will be borne by the student's family, subject to the Principal's approval.
- e. No student may be sent home, regardless of the severity of the conduct, without school officials first contacting a parent/guardian or designated alternate.
- f. The Principal will communicate decisions and safe-return instructions to the supervising teacher.

15. LIABILITY AND INSURANCE

Volunteers are considered workers under the terms of the Board's insurance policy, and the policy protects the Board of Trustees and volunteers for liability imposed by law as a result of possible

negligence by a volunteer worker. Coverage is in effect so long as the employee or volunteer is acting within the scope of their employment or volunteer mandate.

Participation in any activity includes a degree of hazard and risk. In the event of an incident, responsibility for an accident must be borne by the individual responsible.

16. **LIABILITY FORMS AND RESOURCES**

Required forms include, but are not limited to:

- a. Off-Site Activity Planning – Low Risk
- b. Off-Site Activity Planning – Higher Risk Activities
- c. Off-Site Activity Administration Checklist – Category 4 or 5
- d. Off-Site Activity Consent and Acknowledgment of Risk (Elementary, Middle, and Secondary versions)
- e. Volunteer Driver Consent / Volunteer Driver/Supervisor Consent
- f. Parental Consent for a Student Driver to Drive
- g. Student Awareness of Risk and Responsibilities (Category 3; Category 4 and 5)
- h. Parent Awareness of Risk and Student Responsibilities – Category 4 or 5
- i. Accident and Injury Report
- j. Transportation of Richmond Christian School Students – Guidelines
- k. Volunteer Off-Site Activity Supervisors – Guidelines