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## AP L3 Field Trips Manual

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Legislative References: None

Policy Reference: 3.50 Curricular, Co-Curricular and Extra-Curricular Activities

Collective Agreement References: None

Date: November 13, 2024

School District No. 64 (Gulf Islands) recognizes that field trips enhance the educational program by supporting a student's intellectual, human and social development, as well as their career development.

There are a wide variety of considerations related to the planning and provision of field trips, including individual responsibilities, supervision, transportation, risk assessment and management, emergency preparedness, health and safety, and relevance to learning objectives. To achieve these objectives, each off-site activity must be age/grade-appropriate and planned in relation to the BC Curriculum and the needs and readiness of the students.

This manual serves as a comprehensive set of administrative practices designed to mitigate student risk and ensure orderly processes for the planning, preparation, and approval of school field trips and off-site activities.

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## Overview

### 1. Definitions

- 1.1. **Curricular Activity** – The activity is an integral component of the curriculum, occurs during the school day, and all students are expected to attend. There are no student costs involved.
- 1.2. **Co-curricular Activity** – The activity is an extension of the curriculum, and all students are encouraged to attend, and should they not attend alternate learning opportunities will be made available to them. Some of these activities have costs and fundraising responsibilities and opportunities, along with financial hardship considerations, apply.
- 1.3. **Extra-Curricular Activity** – The activity is not an extension of the curriculum, and student participation is fully optional. The activities are sponsored by the school to provide opportunities for student(s) to participate in activities and athletics which are related to the school program and supervised by teachers or other authorized personnel. The majority of these activities take place outside regular school hours. These activities have costs and fundraising responsibilities and opportunities, along with financial hardship considerations, apply.
- 1.4. **Excursions** – These activities refer to interest-based or commercial trips that may be provided by companies specializing in student travel and generally occur over a school closure period.
- 1.5. **Low Risk:** The activity is routine and does not generally pose a risk to student health and safety and occurs in close proximity to emergency or medical care. Activities that occur 20 minutes or more from emergency medical services may not be considered low risk.
- 1.6. **Moderate Risk:** The activity has some inherent risk and/or will have delayed or limited access to immediate medical attention. Risks can be significantly reduced with appropriate consideration to safety precautions and risk management procedures.
- 1.7. **Higher Care:** The activity has greater inherent risk. Higher care activities require conscious ongoing assessment and management of risk factors. Specialized instructional competence is mandatory for supervision of higher care activities and may be established by virtue of certification from a governing body (e.g., Red Cross, Canadian Canoeing Association). In areas where certificates are not



issued, competency may be recognized by the leader's peers, by virtue of experience and demonstrated expertise in the activity.

- 1.8. **High Risk:** The activities has significant risk to students health and safety (which could result in death or paralysis) due of dangers that cannot be overlooked regardless of the attention to risk management considerations such as supervision, instruction, and supervisors'/instructors' experience and training. High risk activities will not be permitted or approved.

1.8.1. Examples of high risk activities include:

- Gladiator-style events
- Auto racing and drag racing
- Motorcycle riding/racing
- Boxing or kick boxing
- Bungee jumping
- Demolition derbies
- Hang-gliding
- Paragliding
- Skydiving/Parachuting
- Free or lead climbing, and ice-climbing
- Horse jumping
- Hot-air balloon rides
- Mechanical bull riding
- Motorized watercraft operation and racing
- Rifle ranges or other activities involving firearms
- Rodeos
- Highwire or trapeze work
- Scuba diving with bottled air (in open water)
- Travel on glaciers and back country activities where there is an avalanche risk
- Outdoor pursuits in extreme terrain or any terrain beyond the participants' abilities

## 2. **Responsibilities**

Students and their parents/guardians have a right to expect teachers/leaders who are qualified in the subject (content) and instructional pedagogy (methods and techniques). To lead off-site activities, teachers or other leaders need a variety of capacities to provide a safe, enjoyable experience.

- 2.1. **Parent Responsibility:** Parents are responsible for determining whether their child may participate in a student field trip. Comprehensive student field-trip



information that clearly describes the educational benefits and safety risks of moderate risk and higher care activities must be communicated to parents so they can provide informed consent.

**2.2. Student Responsibility:** Students participating in a field trip are responsible to comply with the school rules, student code of conduct, board policies and administrative practices, and fulfill the preparatory requirements and cooperate with all supervisors.

**2.3. Educator-in-Charge Responsibility:** The educator-in-charge is responsible for:

- 2.3.1. ensuring the field trip is appropriately planned, authorized and organized;
- 2.3.2. ensuring parents have been provided with comprehensive student information that clearly describes the educational benefits and safety risks of the field trip, as well as the safety plans;
- 2.3.3. exercising supervision that is appropriate to the age and needs of the students and the nature of the activity;
- 2.3.4. ensuring detailed contact and trip information is left with the principal and communicated to parents;
- 2.3.5. taking whatever precautions are necessary to ensure the proper conduct, appropriate behaviour and safety of students;
- 2.3.6. arranging transportation if needed.
- 2.3.7. ensuring alternate learning opportunities are provided for students not participating in curricular or co-curricular activities during the regular school day.

**2.4. Supervisor Responsibilities:** Supervisors (teachers, volunteers and contracted instructors) are responsible for supervising students at all times, serving as role models to students, acting as ambassadors of the district, and conducting themselves within the expectations of the school's code of conduct. No alcohol or recreational drugs are to be consumed before or while supervising students, as supervisors must be capable of reasoned judgment at all times in case of an unexpected emergency during the field trip. This expectation includes international locations where the cultural norms may vary.

**2.5. Principal Responsibilities:** The principal has primary responsibility and authority to conduct student field trips and ensure planned activities prescribe to Board policy and District administrative practices. The principal must be satisfied that the educator-in-charge and other supervisors will provide adequate supervision and follow recognized safety procedures for the planned activities to mitigate potential risks and address the safety of students and supervisors. The principal



or designate will ensure that they are available to the field trip supervisors, if necessary, to attend to emergencies that arise during field trips.

### 3. **Categories and Associated Risk**

Planning and approval processes for curricular, co curricular, and extra-curricular activities/field trips will be dependent on the associated level of risk (per YouthSafe Outdoors standards), and categorized as follows:

- 3.1. **Walking Day Trips: Low Risk** – Neighbourhood explorations. Requires annual parental/guardian consent.
- 3.2. **Category 1: Low risk** – Routine day trips. Requires approval from the principal.
- 3.3. **Category 2: Low risk** – Low risk activities 3 nights or less, in province. Requires approval from the principal.
- 3.4. **Category 3: Moderate Risk/Higher care** – Moderate risk and higher care activity, 4 nights or more in province. Must be approved by the principal. Requires final approval from the Superintendent or designate.
- 3.5. **Category 4: Educational Travel Out of Province or International.** Moderate Risk. Must be approved by the principal. Requires final approval from the Superintendent or designate.
- 3.6. **Excursions:** The District will not assume any responsibility for commercial or interest-based excursions provided by companies specializing in student travel or are for excursions based on a common interest that have not otherwise been approved by the Superintendent or endorsed by the Board.
  - 3.6.1. **Exception:** Excursions may be approved by the principal (in-province, 3 nights or less) or the Superintendent/designate (4 nights or more and/or out of province) in accordance with Board Policy as part of the Gulf Islands International Student Program.

## General Procedures

### 4. **Risk Management**

- 4.1. All off-site activities/field trips will be planned in accordance with [YouthSafe Outdoors](#) standards for risk management and planning.
  - 4.1.1. To access [YouthSafe Outdoors](#) standards and the off-site activities risk management and planning toolkit, the educators-in-charge must



request log-in credentials from their school administrator or administrative assistant.

YouthSafe Outdoors: <https://www.youthsafeoutdoorsschools.ca>

## **5. Fees and Expenses**

- 5.1. For curricular activities where attendance is mandatory and/or assessment will take place, the school will provide these activities for students free of charge.
- 5.2. For co-curricular and extra-curricular activities, the school may charge fees for expenses such as transportation, accommodation, meals, entrance fees and equipment rentals.
  - 5.2.1. Consideration must be given to equity and inclusion when planning trips or activities that have significant financial costs (e.g. out-of-province or international field trips).
  - 5.2.2. Efforts to minimize costs to students and parents is to be evident in all field-trip planning. Every effort should be made to reduce costs and to explore financial supports where possible. For example, planning trips in advance to allow fundraising opportunities, working with travel services to mitigate costs, and seeking any discounts or contributions.
  - 5.2.3. Efforts to remove financial barriers to equitable access must be demonstrated where there is significant cost to students and families.

## **6. Communication and Consent**

- 6.1. Annual consent (i.e. one form for the whole year) may be appropriate for a series of common low-risk activities. For example, a basketball team travelling to a series of in-district tournaments or an elementary class partaking in regular nature-walking trips in the local neighbourhood may be covered by one consent form.
  - 6.1.1. An annual consent provides the parent the opportunity to list the activities from which the student is to be excluded, but the onus of responsibility is on the educator-in-charge to see that the student does not participate in those activities for the remainder of the school year.
- 6.2. In all cases, parents/guardians must be informed and provide consent when students are to be absent from school premises. Consent is obtained, dependent on the category and associated risk of the activity, through:
  - 6.2.1. [Walking Day Trip Annual Consent form](#)
  - 6.2.2. [Consent form for low-risk activities](#), or
  - 6.2.3. [Consent form for moderate risk/higher care activities](#)
- 6.3. The contents of consent forms and/or the parent information letter must disclose all of the details of the activity, including:



- 6.3.1. educational rationale and curricular objectives
  - 6.3.2. full disclosure of all activities to be undertaken
  - 6.3.3. accommodation, emergency contact information, and sleeping arrangements if overnight
  - 6.3.4. level of supervision
  - 6.3.5. name of the educator-in-charge
  - 6.3.6. departure date and time, destination, return date and time
  - 6.3.7. mode of transportation
  - 6.3.8. the date and time of a parent meeting about the trip (if required)
- 6.4. **Known risks:** the consent form must clearly outline all potential known risks of the field trip to ensure informed consent is being obtained from the parent/guardian.
- 6.5. **Safety plan:** consent forms must indicate to parents that an appropriate safety plan is in place, and the particulars of that safety plan need to be made available to parents for higher care outdoor pursuits.
- 6.6. **Expected expenses:** The consent form must include all expected expenses for the planned activities/trip. When an extra charge is levied, parents shall be notified of available financial assistance for those in financial need.
- 6.7. **Behaviour expectations:** All students participating in a field trip are expected to comply with the school's expectation for students and the school's code of conduct; cooperate fully with all supervisors of a field trip and participate in a responsible and cooperative manner at all times during the field trip.
- 6.7.1. Both parents/guardians and students are to be advised of behavioural expectations for any field trip, which includes specific consequences for breaches to the school's code of conduct. For example, if a student needs to be sent home from a trip at the parent's expense, this consequence must be communicated on the parent consent form.
  - 6.7.2. Consent forms are to be used to outline student conduct expectations and consequences or, at minimum, must require parent acknowledgment that their child has been informed that they must abide by the rules and regulations of the field trip.
  - 6.7.3. For higher care activities or for out-of-province or international educational travel, the educator-in-charge should consider having students, especially those in the senior grades, sign a field-trip-specific behaviour contract.





6.8. **Waivers:** School-based parent consent forms are not considered waivers that release teachers from legal responsibility.

6.8.1. Legally, parents cannot waive the rights of a minor (the student) to sue if a student is injured during a school field trip. As such, the district discourages the use of industries or commercial enterprises that require parents to sign student waivers/indemnification agreements as a condition of participation in field trips. However, an industry/commercial enterprise may request signed informed consent/acknowledgment of risk of the parent, in addition to the signed informed consent obtained through the school-based parent consent form. The district encourages staff to ensure that parents are informed of the risks associated with field trips.

6.8.2. If an industry or commercial enterprise insists on a waiver of liability, the educator-in-charge must consult with the principal and consider whether the proposed activity and the risks associated with the activity are to be pursued. If the activity is an exceptional opportunity that the educator-in-charge and principal wish to pursue following the risk assessment, the approval of the superintendent or designate is required.

6.9 **Parent meetings:** Parent meetings may occur to review field-trip arrangements:

6.9.1 It is recommended that parent meetings occur to review field trips that are not routine, including moderate risk and higher care activities and all out-of-province or international trips.

6.9.2 The school principal should attend the meeting and the educator-in-charge must keep a record of attendance at the parent meeting.

6.10 **Alternatives:** Should a student be unable to participate or the parent refuse permission or fail to sign the consent form prior to a scheduled curricular or co-curricular activity occurring during regular school hours, the educator-in-charge will organize an alternate learning plan for that student at the school.

## 7. **Transportation**

7.1. Transportation will be arranged by the educator-in-charge.

7.2. Charter or school bus is always the best option for transporting large numbers of students. Public transportation, where available, may also be a safe and viable option.

7.3. Should private transportation (independent or small business) be engaged, the school must ensure service is provided in a safe manner in accordance with



Transportation Canada regulation, the federal *Motor Vehicle Act*, the *BC Motor Vehicle Act*, Board policies, and district administrative practices. Evidence of current and appropriate certification, licensing and insurance must be provided.

- 7.4. Where a field/activity requires or involves volunteer drivers, drivers and their vehicles must be authorized, prior to driving students other than their own child(ren), following processes outlined in [Administrative Practice AP A8 Volunteer Drivers](#).

- 7.4.1. The principal will ensure that all required documentation is in place for volunteer drivers, including a current Criminal Record Check, a Volunteer Driver Application form, current drivers abstract, and copies of a valid B.C. Drivers Licence and automobile insurance (minimum \$1,000,000 third party liability).

## 8. **Supervision**

To ensure the safety of students, a sufficient number of supervisors must be present to adequately support the students and to manage foreseeable contingencies. It is the responsibility of the principal to ensure that all students receive supervision adequate to the situation and appropriate to their ages, developmental levels, and abilities while on school premises and during school-sponsored activities both off school grounds and outside of school hours.

- 8.1. As a general guide, the following may be used as a quick reference for suggested supervision ratios:

	<b>Suggested Ratios (Quick Reference)</b>			
<b>Grade</b>	<b>Category 1</b> Low Risk Day/Routine*	<b>Category 2</b> Low Risk and Overnight (3 or less)	<b>Category 3</b> Moderate Risk/Higher Care, 4 nights or more	<b>Category 4</b> Out of Province and International
K to 3	2 supervisors per class	1 supervisor for 8 students	N/A	N/A
4 to 7	1 supervisor per class, with additional supervision support required depending on the activity.	1 supervisor for 10 students	activity dependent -minimum 1 supervisor for 10 students	1 supervisor for 10 students
8 to 12	1 supervisor per class	1 supervisor for 15 students	activity dependent -minimum 1 supervisor for 10 students	1 supervisor for 15 students



- 8.2. Minimum supervision for any activity, including walking day trips, should be no less than is typical for the particular class or grouping of students.
- 8.3. To ensure the safety of students, a sufficient number of supervisors must be present to adequately support the students and to manage foreseeable contingencies.
- 8.4. It is generally required that at least one teacher be included as a supervisor for any off-site activity. When deemed appropriate by the principal, and in consideration of the activity being supervised, the requirement for a teacher supervisor may be replaced by an approved adult supervisor.
  - 8.4.1. Regardless of the activity or level of risk, it is always preferable to have a least two adult supervisors for off-site activities.
- 8.5. Additional supervision is warranted with the level of assessed risk, and dependent on the following:
  - 8.5.1. nature, duration, and inherent risk of the activity
  - 8.5.2. student needs
  - 8.5.3. environmental factors (terrain, potential weather, season, time of day)
  - 8.5.4. venue/location (crowded, limited visibility, proximity/access to emergency services etc., external communication capacity)
  - 8.5.5. knowledge, skill and experience of the students and supervisors involved
- 8.6. Efforts shall be made to secure adult supervisors who reflects the gender identity of student participants; however, the district recognizes the diversity of student gender identity and that similar representation in adult supervisors may not always be possible or practical.
  - 8.6.1. Overnight trips require adult supervisors, regardless of gender, who can provide adequate supervision of sleeping arrangements while respecting student privacy.
- 8.7. The educator-in-charge will communicate with students who identify as gender non-binary prior to departure to determine the supervisor(s) with whom those students feel most comfortable.
- 8.8. Only volunteers with a clear criminal record check on file with the school district will be authorized by the principal to supervise students during a school sanctioned trip or activity.



## Planning and Approval by Category

### 9. Walking Day Trips

- 9.1. These activities will have the following characteristics:
  - 9.1.1. less than a day in duration
  - 9.1.2. do not require transportation
  - 9.1.3. considered an extension of the classroom (curricular)
  - 9.1.4. are low risk
- 9.2. An [annual consent for walking day trip](#) must be obtained from the parent/guardian and kept on file for the school year.
- 9.3. The classroom teacher:
  - 9.3.1. will notify the principal before leaving the school premises with students (complete a [Walking Day Trip Notice](#) to be signed by the principal and kept on file at the school office);
  - 9.3.2. inform parents of the planned day trip;
  - 9.3.3. arrange alternate learning activities for students not participating.

### 10. Category 1: Low risk – routine day trips

May include trips to: parks, farms, museums, concerts, plays, government buildings, skating with helmets, sporting events, local conservancies, swimming in supervised pools with certified lifeguards).

- 10.1. These activities will have the following characteristics:
  - 10.1.1. one day or less in duration;
  - 10.1.2. do not involve moderate risk or higher care activities (such as backpacking, mountain biking, snowshoeing, canoeing, kayaking, snowboarding, skiing, residential camping).
- 10.2. Parents are to be informed of the proposed trip through a parent information letter/consent form and the teacher is to obtain a signed [Field Trip Consent Form for Low Risk Activities](#) for each student involved.
- 10.3. The educator-in-charge shall:
  - 10.3.1. ensure all volunteer supervisors and drivers are aware of their responsibilities;
  - 10.3.2. consider having multi-gender supervisors on multi-gendered field trips. (This could include a parent supervisor);
  - 10.3.3. have a contingency plan for out-of-district day trips should the trip itinerary change due to unexpected circumstances (ferry cancellations,



- inclement weather, emergency, etc.);
  - 10.3.4. enter details of planned trip to the [District Field Trip Approval App](#) at least one week prior to the planned trip/activity (timeline could be reduced at discretion of the principal);
  - 10.3.5. fill out a Transportation Request Form if bus/water taxi transportation is required (signed by principal and submitted no less than 8 school days prior to the trip) or, if volunteer drivers, complete [Private Vehicle Passenger List\(s\)](#);
  - 10.3.6. bring with them on the trip, a copy of the Parent/Guardian Consent Form and medical information for each student.
- 10.4. The principal shall:
- 10.4.1. confirm that current criminal record checks and volunteer driver authorizations (where applicable) are in place and approved for all volunteer supervisors and drivers;
  - 10.4.2. review contingency plans for out-of-district day trips should the trip itinerary change due to unexpected circumstances;
  - 10.4.3. require all forms and permissions to be in place prior to providing final approval;
  - 10.4.4. ensure field trip details and required forms are complete and documentation is entered and uploaded to the [District Field Trip Approval App](#).

## **11. Category 2: Low risk overnight activities (3 nights or less, in province)**

Activities may include: overnight sports tournaments or games, overnight to the aquarium or Science World, band retreats, music tours within British Columbia, overnight stays in school gymnasiums or libraries, indoor rock climbing, retreats that do not involve outdoor pursuits.

- 11.1. These field trips will have the following characteristics:
- 11.1.1. are more than one day in duration (3 nights or less);
  - 11.1.2. take place within the province of British Columbia;
  - 11.1.3. do not involve moderate risk or higher care activities (such as day hiking, mountain biking, snowshoeing, canoeing, kayaking, snowboarding, skiing, residential camping).
- 11.2. Parents are to be informed of the proposed trip through a parent information letter/consent form and the teacher is to obtain a signed [Field Trip Consent Form for Low Risk Activities](#) for each student involved.
- 11.3. The educator-in-charge shall



- 11.3.1. ensure all volunteer supervisors and drivers are aware of their responsibilities; and
- 11.3.2. endeavour to secure gender-representative supervision (this could include parent supervisors);
- 11.3.3. have a contingency plan for out-of-district day trips should the trip itinerary change due to unexpected circumstances (ferry cancellations, inclement weather, emergency, etc.);
- 11.3.4. enter details of planned trip to the [District Field Trip Approval App](#) at least 1 week prior to the planned trip/activity (timeline could be reduced at discretion of the principal);
- 11.3.5. fill out a Transportation Request Form if bus/water taxi transportation is required (signed by principal and submitted no less than 8 school days prior to the trip) or, if volunteer drivers, complete passenger lists for each vehicle (e.g. [Private Vehicle Passenger List Form](#));
- 11.3.6. bring with them on the trip - a copy of the Parent/Guardian Consent Form, relevant medical information, and emergency contact information for each student.

11.4. The principal shall:

- 11.4.1. confirm that current criminal record checks and volunteer driver authorizations (where applicable) are in place and approved for all volunteer supervisors and drivers;
- 11.4.2. review contingency plans for out-of-district day trips should the trip itinerary change due to unexpected circumstances;
- 11.4.3. require all forms and permissions to be in place prior to giving final approval;
- 11.4.4. ensure field trip details and required forms are complete and documentation is entered and uploaded to the District Field Trip Approval App.

**12. Category 3: Moderate risk / higher care activities (and/or 4 nights or more)**

Activities may include: backpacking, canoeing, kayaking, retreats that involve outdoor activities, swimming in natural settings, wilderness orienteering, camping, cycling.

12.1. These field trips will have the following characteristics:

- 12.1.1. may be 4 or more nights in duration;
- 12.1.2. take place within the province of British Columbia;
- 12.1.3. include one or more activities determined to be moderate risk or higher care per [YouthSafe Outdoors](#) standards.



- 12.2. Parents are to be informed of the proposed trip through a parent information letter, a [Field Trip Consent for Moderate Risk/Higher Care Activity](#) form and a parent information meeting.
- 12.3. The educator-in-charge shall:
- 12.3.1. consult [YouthSafe Outdoors](#) off-site activities toolkit and follow YouthSafe recommended guidelines for planning and emergency preparedness;
  - 12.3.2. ensure all volunteer supervisors and drivers are aware of their responsibilities;
  - 12.3.3. ensure at least one supervisor has a current first aid certification;
  - 12.3.4. ensure students and parents are appropriately informed about specific activities and that they are aware of all expectations, including knowledge of risks involved (parent meeting);
  - 12.3.5. obtain signed parental consent forms for each student involved ([Field Trip Consent for Moderate Risk/Higher Care Activity](#)). The information shall clearly state to the parents the specific activities, including knowledge of risks involved;
  - 12.3.6. ensure supervisors meet the requirements for training (if applicable);
  - 12.3.7. endeavour to secure gender-representative supervision (this could include parent supervisors);
  - 12.3.8. have a safety plan that includes contingencies for itinerary changes due to unexpected circumstances (ferry cancellations, inclement weather, emergency, etc.);
  - 12.3.9. require an [Emergency Medical Information Form](#) or equivalent for all participants (emergency contact and medical information must be taken on the trip by the trip leader);
  - 12.3.10. enter details of planned trip to the [District Field Trip Approval App](#) at least two weeks before the excursion (timeline could be reduced at discretion of the Superintendent/designate);
  - 12.3.11. fill out a Transportation Request Form if bus/water taxi transportation is required (signed by principal and submitted no less than 8 school days prior to the trip) or, if volunteer drivers, complete passenger lists for each vehicle (e.g. [Private Vehicle Passenger List Form](#)).
- 12.4. The principal shall:
- 12.4.1. confirm that current criminal record checks and volunteer driver authorizations (where applicable) are in place and approved for all volunteer supervisors and drivers;
  - 12.4.2. ensure field trip details and required forms are complete and





documentation is entered and uploaded to the [District Field Trip Approval App](#).

- 12.4.3. review safety and contingency plans;
  - 12.4.4. require all forms and permissions to be in place before signing approval;
  - 12.4.5. ensure field trip details and required forms are complete and documentation is entered and uploaded to the [District Field Trip Approval App](#) (14 days prior to departure);
  - 12.4.6. confirm final approval from the Superintendent/designate prior to the commencement of the trip.
- 12.5. All Category 3 field trips are to be approved by the principal of the school who shall ensure that the guidelines laid out in the [YouthSafe Outdoors](#) off-site activities toolkit and this administrative practice are followed. Final approval will be made by the Superintendent or their designate.
- 12.6. Wilderness trips are not approved for glacier travel or in areas where there is risk associated with avalanche at any time of the year. Other activities that are not approved are listed in this administrative practice under section 1.8.1
- 12.7. All outdoor and wilderness activities must be led by a guide with the appropriate licence and certification to support youth in that specific activity and appropriate first aid certification for that activity, and they must be insured.

### **13. Category 4: Educational Travel Out of Province or International**

Activities may include: any activity (except high risk) for any length of time that takes place outside the province of British Columbia, including international travel. The following procedures shall be followed:

- 13.1. Parents are to be informed of the proposed trip through a parent information letter, a [Field Trip Consent for Moderate Risk/Higher Care Activity](#) form and a parent information meeting.
- 13.2. The educator-in-charge shall
  - 13.2.1. consult [YouthSafe Outdoors](#) offsite activities toolkit and follow YouthSafe recommended guidelines for planning and emergency preparedness;
  - 13.2.2. consider to equity and inclusion must be given when planning trips or activities (participation, financial cost);
  - 13.2.3. endeavour to secure gender-representative supervision (this could include parent supervisors);





- 13.2.4. ensure students and parents are appropriately informed about specific activities and aware of all expectations, including knowledge of risks involved (parent information letter and parent meeting);
  - 13.2.5. inform parents of the specific nature of the activity and its place in the school curriculum;
  - 13.2.6. obtain signed [Field Trip Consent Form for Moderate Risk/Higher Care Activities](#) for each student;
  - 13.2.7. require an [Emergency Medical Information Form](#) or equivalent for all participants (emergency contact and medical information must be taken on the trip by the trip leader);
  - 13.2.8. have safety and emergency plans that include contingencies for itinerary changes;
  - 13.2.9. create a budget for all anticipated costs and indicate who is to assume each itemized expense (the school, the supervisor, the student/family);
  - 13.2.10. provide alternatives and/or opportunities for students to cover expenses where there is substantial associated cost to students/families. Any fundraising efforts must not commence prior to preliminary approval (in principle) from the principal and the Superintendent;
  - 13.2.11. enter details of planned trip to the [District Field Trip Approval App](#) at least one month before an out of province travel, and at least 3 months before an international travel; timeline could be reduced at discretion of the Superintendent/designate;
  - 13.2.12. fill out a Transportation Request Form if bus/water taxi transportation is required (signed by principal and submitted no less than eight school days prior to the trip) or, or, if volunteer drivers, complete passenger lists for each vehicle (e.g. [Private Vehicle Passenger List Form](#));
- 13.3. The principal shall:
- 13.3.1. where there is substantial cost to students/families, require evidence that financial barriers to equitable access have been removed;
  - 13.3.2. require all forms and permissions to be in place before signing approval;
  - 13.3.3. confirm that current criminal record checks and volunteer driver authorizations (where applicable) are in place and approved for all volunteer supervisors and drivers;
  - 13.3.4. meet with the educator in charge to review and revise all plans (itineraries, contingencies, safety etc.) at least 1 month prior to departure;
  - 13.3.5. ensure field trip details and required forms are complete and documentation is entered and uploaded to the into the [District Field Trip Approval App](#). Final documentation (confirmed itinerary) must be



- updated and uploaded prior to departure (ideally 30 days when possible and with the discretion of the principal and Superintendent);
- 13.3.6. confirm final approval from the Superintendent/designate prior to the commencement of the trip.

13.4. All out-of-province and international trips are approved by the Superintendent or designate no less than one month prior to departure for travel out-of-province and three months prior to departure for international travel:

- 13.4.1. The information provided to parents through the [Field Trip Consent Form for Moderate Risk/Higher Care Activities](#) shall clearly state the specific activities of the trip and risks involved, including possibility of cancellation.
- 13.4.2. If there is a reasonable and foreseeable risk to students as a result of political unrest or any other unexpected concerns (e.g., student withdrawals, risk of financial loss, etc.) such that a prudent parent would not allow a child to travel, the district has an obligation to cancel the trip.
- 13.4.3. All participants for out-of-province/international travel, including students, supervisors, and the educator-in-charge, must provide confirmation of adequate travel insurance (medical and cancellation) prior to departure.
- 13.4.4. Excursions will not be approved except for those undertaken as part of the Gulf Islands International Student Program where greater cultural exploration of Canada is an enhanced offering of the program.

#### 14. **Supporting Documentation**

The District Field Trip App allows for supporting documents to be uploaded along with trip details to support the field trip application process. The principal or the Superintendent/designate, at their discretion, may request additional documentation be uploaded to the app prior to granting their approval.

The table below serves as a guide to help determine what supporting documentation may be required for planning purposes and what documentation should be uploaded to the District Field Trip App as part of the application process.

**Note:** It is always acceptable to upload supporting documentation that is otherwise not required.

Examples of Supporting Documentation	Required for Planning	Attach with Online Application *
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Parent communication and/or information letter	yes	no (unless requested)
Parental consent form	yes	category 3 and 4
Field trip checklist	recommended	no (unless requested)
Student emergency/medical info	yes	no
Vehicle passenger lists	yes	no
Safety/emergency plans	yes	category 3 and 4
Certifications/special licences/ qualifications/permits	where applicable	yes
Expense considerations for equitable access	where applicable	no (unless requested)
Travel insurance	category 4	yes (evidence of requirement)

*\* additional documentation may be required at the discretion of the principal or Superintendent.*



## Checklists and Forms

### **AP L3.1. Category 1 Field Trip Checklist**

For low risk/routine day trips. Please prepare at least three days before the trip. Principal provides final approval.

Educator-in-Charge: \_\_\_\_\_ School: \_\_\_\_\_

Trip/Activity: \_\_\_\_\_

Date(s): \_\_\_\_\_ Number/Grades of Students: \_\_\_\_\_

#### **A. Risk Management**

- ☐ 1. Activity has low inherent risk, close to medical/emergency services
- ☐ 2. YouthSafe Outdoors Toolkit: <https://www.youthsafeoutdoorsschools.ca>
- ☐ 3. Contingency plans in place if off island
- ☐ 4. First Aid Kit; charged cell phone
- ☐ 5. Student list, including medical needs and emergency contact information

#### **B. Supervision**

- ☐ 6. Supervision ratio meets or exceeds suggested minimum. Is additional supervision warranted? Does the activity require additional supervision?
- ☐ 7. Confirm all parent/volunteer supervisors have Criminal Record Check on file
- ☐ 8. Efforts to provide gender representative supervisors for multi-gendered groups

#### **C. Parent Information**

9. Parent Information Letter / Low Risk Activity Consent Form includes:

- ☐ • Educational purpose
- ☐ • Destination
- ☐ • Activities and itinerary
- ☐ • Supervision and emergency contact information
- ☐ • Method of transportation
- ☐ • Risks
- ☐ • Expected expenses and means of removing financial barriers
- ☐ • Behaviour expectations and consequences

#### **D. Transportation**

- ☐ 10. Fill out bus/water taxi request form and then give it to the principal for signature (8 school days' notice required)..  
And/or if using parent/volunteer drivers:
- ☐ 11. Confirm/request that Volunteer Driver Application, including current Criminal Record Check, insurance, drivers' abstract and licence on file.
- ☐ 12. Complete Private Vehicle Passenger List(s)



**E. Expenses**

- ☐ 13. Make sure you have money for the field trip (confirm with office administration).
- ☐ 14. Funding options/alternatives for students who can't afford this. Be clear about all associated costs to students/families.

<i>(if applicable)</i>	Total Cost	# Students	Cost per Student
Cost of transportation (bus)			
Cost of admission/activity			
Meal costs			
Incidental costs			
<b>Total Cost</b>			

**F. Communication with Administration and Approval**

- ☐ 15. Complete and submit the [District Field Trip Approval App](#) (min. 1 week prior to departure). You will receive an automated email letting you know when the trip has been approved.
- ☐ 16. Provide safety and contingency plan (off island and/or overnight travel) for principal review.
- ☐ 17. Send out a Low Risk Activity Consent Form to parents/guardians describing trip and requesting their signed permission.
- ☐ 18. Provide complete lists of students and supervisors, as well as Private Vehicle Passenger List(s) if applicable, to office administration prior to departure.
- ☐ 19. Write trip details in the field trip calendar so office staff can inform parents/guardians when they call about field trips.

Have a great field trip!



### **AP L3.2. Category 2 Field Trip Checklist**

For low risk activities, including overnight (3 nights less, in province). Please prepare at least one week before the trip. Principal provides final approval.

Educator-in-Charge: \_\_\_\_\_ School: \_\_\_\_\_

Trip/Activity: \_\_\_\_\_

Date(s): \_\_\_\_\_ Number/Grades of Students: \_\_\_\_\_

#### **A. Risk Management**

- ☐ 1. Activity has low inherent risk, close to medical/emergency services
- ☐ 2. YouthSafe Outdoors Toolkit: <https://www.youthsafeoutdoorsschools.ca>
- ☐ 3. Contingency plans in place
- ☐ 4. First Aid Kit; charged cell phone
- ☐ 5. Student list, including medical needs and emergency contact information

#### **B. Supervision**

- ☐ 6. Supervision ratio meets or exceeds suggested minimum. Is additional supervision warranted? Does the activity require additional supervision?
- ☐ 7. Confirm all parent/volunteer supervisors have Criminal Record Check on file
- ☐ 8. Efforts to provide gender representative supervisors

#### **C. Parent Information**

9. Parent Information Letter / Low Risk Activity Consent Form includes:

- ☐ • Educational purpose
- ☐ • Destination
- ☐ • Activities and itinerary
- ☐ • Supervision and emergency contact information
- ☐ • Method of transportation
- ☐ • Accommodations/sleeping arrangements
- ☐ • Risks
- ☐ • Expected expenses and means of removing financial barriers
- ☐ • Behaviour expectations and consequences

#### **D. Transportation**

- ☐ 10. Fill out bus/water taxi request form and then give it to the principal for signature (8 school days' notice required).  
And/or if using parent/volunteer drivers:
- ☐ 11. Confirm/request that Volunteer Driver Application, including current Criminal Record Check, insurance, drivers' abstract and licence on file.
- ☐ 12. Complete Private Vehicle Passenger List(s)



**E. Expenses**

- ☐ 13. Make sure you have money for the field trip (confirm with office administration).
- ☐ 14. Funding options/alternatives for students who can't afford this. Be clear about all associated costs to students/families.

*(if applicable)*

	Total Cost	# Students	Cost per Student
Cost of transportation			
Cost of accommodations			
Cost of admission/activities			
Meal costs			
Incidental costs			
<b>TOTAL COST</b>			

**F. Communication with Administration and Approval**

- ☐ 15. Complete and submit the District Field Trip Approval App (min. 1 week prior to departure).  
You will receive an automated email letting you know when the trip has been approved  
Provide safety and contingency plan for principal review.
- ☐ 16. Provide detailed itinerary, including travel, accommodations, and activities
- ☐ 17. Provide Moderate Risk/Higher Care Activity Consent Form and information letter to parents/guardians.
- ☐ 18. Provide complete lists of students and supervisors, as well as vehicle passenger list(s) if applicable, to office administration prior to departure.
- ☐ 19. Write trip details in the field trip calendar so office staff can inform parents/guardians when they call about field trips.
- ☐ 20. Arrange a meeting with the principal, one month prior to travel, to review and revise as necessary:
- critical incident and contingency plans to deal with health, travel, financial, or discipline emergencies,
  - lists of all student participants, volunteer drivers, and supervisors
  - the detailed final itinerary
  - the general state of readiness and preparedness for the trip

Have a great field trip!



### **AP L3.3. Category 3 Field Trip Checklist**

For moderate risk/higher care activities, including 4 nights or more in province. Please prepare at least one month before the trip. Requires Superintendent's approval.

Educator-in-Charge: \_\_\_\_\_ School: \_\_\_\_\_

Trip/Activity: \_\_\_\_\_

Date(s): \_\_\_\_\_ Number/Grades of Students: \_\_\_\_\_

#### **A. Risk Management**

- ☐ 1. YouthSafe Outdoors Toolkit: <https://www.youthsafeoutdoorsschools.ca>
- ☐ 2. Safety and contingency plans in place
- ☐ 3. Student lists including emergency contact and medical information
- ☐ 4. First Aid Kit; charged cell phone

#### **B. Supervision**

- ☐ 5. Supervision ratio meets or exceeds suggested minimum. Is additional supervision warranted? Does the activity require additional supervision?
- ☐ 6. Confirm all parent/volunteer supervisors have Criminal Record Check on file
- ☐ 7. Confirm at least one supervisor has current First Aid Certificate
- ☐ 8. Efforts to provide gender representative supervisors

#### **C. Parent Information**

9. Parent Moderate Risk/Higher Care Activity Consent Form and Parent Information letter include:

- ☐ • Informational parent letter (recommended)
- ☐ • Educational purpose
- ☐ • Destination
- ☐ • Activities and itinerary
- ☐ • Supervision and emergency contact information
- ☐ • Method of transportation
- ☐ • Accommodations/sleeping arrangements
- ☐ • Risks
- ☐ • Expected expenses and means of removing financial barriers
- ☐ • Behaviour expectations and consequences
- ☐ • Parent information meeting date/time

#### **D. Transportation**

- ☐ 10. Fill out bus/water taxi request form and then give it to the principal for signature (8 school days' notice required).  
And/or, if using parent/volunteer drivers:
- ☐ 11. Confirm/request that Volunteer Driver Application, including current Criminal Record Check, insurance, drivers' abstract and licence on file.
- ☐ 12. Complete Private Vehicle Passenger List(s)





**E. Expenses**

- ☐ 13. Make sure you have money for the field trip (confirm with office administration).
- ☐ 14. Funding options/alternatives for students who can't afford this. Be clear about all associated costs to students/families.

<i>(if applicable)</i>	Total Cost	# Students	Cost per Student
Cost of transportation (bus)			
Cost of accommodations			
Cost of admission/activity			
Meal costs			
Incidental costs			
<b>TOTAL COST</b>			

**F. Pre-Travel Requirements, Administration and Approval**

- ☐ 15. Complete and submit the [District Field Trip Approval App](#) (min. 1 month prior to departure). You will receive an automated email letting you know when the trip has been approved.
- ☐ 16. Provide a copy of the Moderate Risk/Higher Care Activity Consent Form to be sent to parents/guardians describing trip and requesting their signed permission. Additional parent/guardian information letter recommended.
- ☐ 17. Provide safety and contingency plan for principal review.
- ☐ 18. Provide complete lists of students and supervisors information as well as vehicle passenger list (if applicable) to office administration prior to departure.
- ☐ 19. Write trip details in the field trip calendar so office staff can inform parents/guardians when they call about field trips.

Have a great field trip!



### **AP L3.4. Category 4 Field Trip Checklist**

For all educational travel out-of-province or international. Please prepare at least three months before the trip. Requires Superintendent's approval.

Educator-in-Charge: \_\_\_\_\_ School: \_\_\_\_\_

Destination and Purpose: \_\_\_\_\_

Date(s): \_\_\_\_\_ Number/Grades of Students: \_\_\_\_\_

#### **A. Risk Management**

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☐

1. YouthSafe Outdoors Toolkit: <https://www.youthsafeoutdoorsschools.ca>
2. Consult Canada Travel & Tourism (travel.gc.ca) for travel advisories, advice, and restrictions

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3. Ensure safety and contingency plans in place
4. Student lists including emergency contact and medical information
5. Obtain proof insurance coverage for all students and supervisors
6. Obtain copies of student's valid passport and travel visa (if applicable)
7. First Aid Kit; charged cell phone

#### **B. Supervision**

☐  
☐  
☐

8. Supervision ratio meets or exceeds suggested minimum. Is additional supervision warranted? Does the activity require additional supervision?
9. Confirm all parent/volunteer supervisors have Criminal Record Check on file
10. Confirm at least one supervisor has current First Aid Certificate
11. Efforts to provide gender representative supervisors for multi-gendered groups

#### **C. Parent Information**

12. Parent Information Letter and Moderate Risk/Higher Care Consent Form includes:

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- Educational purpose
- Destination
- Activities and itinerary
- Supervision and emergency contact information
- Method of transportation
- Accommodations/sleeping arrangements
- Risks
- Expected expenses and means of removing financial barriers
- Requirements for cancellation and health insurance coverage
- Behaviour expectations and consequences
- Parent/guardian information meeting date/time

#### **D. Transportation**

☐

13. Fill out bus/water taxi request form and then give it to the principal for signature (8 school days' notice required).

And/or if using parent/volunteer drivers:

☐

14. Confirm/request that Volunteer Driver Application, including current Criminal Record Check, insurance, drivers' abstract and licence on file.



- ☐ 15. Complete Private Vehicle Passenger List(s)
- ☐ 16. Reconfirm industry-travel (airlines, charter bus, rail etc.) 24 hrs prior to departure.

**E. Expenses**

- ☐ 17. Make sure you have money for the field trip (confirm with office administration).
- ☐ 18. Funding options/alternatives for students who can't afford this. Be clear about all associated costs to students/families.
- ☐ 19. Create a budget of all anticipated expenses (itemize who will assume each expense (student, school, supervisor)

<i>(if applicable)</i>	Total Cost	# Students	Cost per Student
Cost of transportation (bus)			
Cost of accommodations			
Cost of admission/activity			
Meal costs			
Incidental costs			
Package price (if applicable)			
Other costs			
<b>TOTAL COST</b>			

**F. Pre-Travel Requirements, Administration and Approval**

- ☐ 20. Complete and submit the [District Field Trip Approval App](#) (min. 1 month prior to departure).
- ☐ 21. Provide a copy of the parent /guardian information letter and the Moderate Risk/Higher Care Activity Consent Form to be sent to parents/guardians describing trip and requesting their signed permission.
- ☐ 22. Provide safety and contingency plan for principal review.
- ☐ 23. Provide complete lists of students and supervisors, as well as vehicle passenger list(s) if applicable, to office administration prior to departure.
- ☐ 24. Write trip details in the field trip calendar so office staff can inform parents/guardians when they call about field trips.
- ☐ 25. Arrange a meeting with the principal, one month prior to travel, to review and revise as necessary:
- critical incident and contingency plans to deal with health, travel, financial, or discipline emergencies,
  - lists of all student participants, volunteer drivers, and supervisors
  - the detailed final itinerary
  - the general state of readiness and preparedness for the trip

Have a great field trip!



**AP L3.5. Walking Day Trip Notice**

For elementary/intermediate. To be submitted to be signed off by school administration prior to commencement of trip.

Teacher: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Time leaving school: \_\_\_\_\_

Returning to school: \_\_\_\_\_

Destination: \_\_\_\_\_

Number of Students involved: \_\_\_\_\_

Planned Learning Activities and Instruction: \_\_\_\_\_

Students not participating: \_\_\_\_\_

Under supervision of: \_\_\_\_\_

Are you requesting an EA attend? \_\_\_\_\_

If yes, who?: \_\_\_\_\_

**Checklist:**

- ☐ Parents have been informed
- ☐ Supervision ratios adhered to (Primary: 2 adults, Intermediate: 1 adult)
- ☐ Safety Plan in place
- ☐ Mobile device with ringer on and battery full (please ensure office has # if a ttoc is covering)
- ☐ Students all have walking field trip permissions on file in office.
- ☐ First Aid Kit with you
- ☐ Student emergency contact list with you
- ☐ Alternate learning activities planned for students not participating

**Signatures Required:**

**Teacher:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Principal:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

This form is for local (walking distance within a few kms) trips that are an extension of a classroom activity (swimming at the pool requires District Field Trip Approval.)

This form will be kept on file in the office.

\*Note: EA supervision requirements at recess must be maintained and any volunteers must have criminal records checks completed. The trip may be declined if these criteria not met.



### **AP L3.6. Walking Day Trip Annual Consent**

Schools may use this form, printed on school letter head, to obtain annual parental/guardian consent for low risk walking day trips. Schools may incorporate the language below into their own parental communication as appropriate. Parent/guardian consent for walking day trips is only valid for the school year in which the consent is obtained.

#### **Consent for Walking Day Trips**

School Year: \_\_\_\_\_

At various times throughout the school year, students will be accompanied by their classroom teacher on local trips within walking distance of the school. Classes might explore the beach, hike local trails or visit nearby attractions. These trips are an extension of classroom learning and approved by the principal. While walking day trips are generally considered to be low risk and school staff take reasonable measures to protect students, potential risks may include: physical injury arising from slips, trips, and falls (scrapes, bruises, sprains and strains, concussion, broken bones; more serious injury arising from collisions with vehicles or cyclists; loss of property; and other unanticipated risks arising from participation in outdoor activities or the environment or inclement weather.

Your child will be supervised by school staff according to supervision ratios outlined by School District Administrative Practices and will be guided by the school code of conduct throughout the trip. For trips that require transportation or are inherently of a higher risk, a separate field trip permission form will be provided for you to sign and return.

We kindly request your permission for your child to participate in these local activities throughout the school year. Rest assured, you will be notified in advance of each trip via email, including the destination, and will have the option to decide if you would prefer your child not to attend. If at any time you do not wish to have your child to participate in these activities, please contact make sure to notify the classroom teacher. If there are any questions or concerns regarding these types of school outings, please contact the school.

I, \_\_\_\_\_ give permission for my child \_\_\_\_\_ to participate in school-sponsored walking day trips this year. I understand that my child may be exposed to the risk of accident or injury while participating in activities associated with local trips off school property.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Comments:** please include any restrictions or limitations that would prevent your child from fully participating in these trips, or concerns that the school should be aware of about your child.



**AP L3.7. School Field Trip Consent Form for Low Risk Activities**

(Field Trip Categories 1 and 2, or annual consent for series of low risk activities)

1. We are arranging a field trip for students in grade(s) \_\_\_\_\_ on \_\_\_\_\_.  
(mm/dd/yyyy)
2. We will be going to \_\_\_\_\_ (location), and will be away from  
the school from \_\_\_\_\_ to \_\_\_\_\_ (times). We will be travelling by \_\_\_\_\_  
\_\_\_\_\_. (i.e. school bus, public transport, foot).
3. On this field trip, we will be: \_\_\_\_\_  
(describe activities – a field trip to a park might include day hiking, walking, climbing apparatus, eating lunch,  
etc.)
4. Students will need to bring: \_\_\_\_\_  
\_\_\_\_\_
5. The class will be supervised by \_\_\_\_\_  
(A typical response might be “2 school employees and hopefully 2-4 volunteers.” It is important to indicate  
supervisory arrangements that will not be modified or reduced. Consider whether the trip will proceed  
even if there are no parent volunteers, or if a specific teacher is sick, but a substitute is available. \*With  
older grades, you should add a sentence “Your child will not necessarily be supervised by an adult at all times.”)
6. If you do not wish your child to accompany his or her class on this trip, please contact:  
\_\_\_\_\_, who will arrange alternate supervision.

**Accidents can be the result of the nature of the activity and can occur with or without any fault on either the part of the student or the School Board or its employees or agents, or the facility where the activity is taking place. By allowing your child to participate in this activity, you are accepting the risk of an accident occurring, and agree that this activity, as described above, is suitable for your child.**

I give \_\_\_\_\_ (name of student) permission to participate in  
the field trip to \_\_\_\_\_ on \_\_\_\_\_ (mm/dd/yyyy). I understand  
that my child may be exposed to certain risks while participating in this activity. Accidents and  
injuries may occur.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Address (please print):

*The Board recognizes that some students may not be able to cover these costs, and in such cases will ensure that no student is denied an opportunity to participate in educational programs or activities based on financial hardship. Please contact the school principal should you require assistance.*



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**AP L3.8. School Field Trip Consent Form for Moderate Risk / Higher Care Activities**

(Field Trip Categories 3 and 4)

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

---

**In consideration of School District No. 64 (Gulf Islands) offering an opportunity for my child \_\_\_\_\_, to participate in a field trip for Grade \_\_\_\_\_ students on \_\_\_\_\_ (mm/dd/yyyy), I waive any and all claims I may have against, and release from all liability and agree not to sue the Board of Education of School District #64 (Gulf Islands) and its officers, employees, agents, volunteers and representatives, and the Ministry of Education and Child Care for any personal injury, death, property damage or loss sustained as a result of my child's participation in the field trip, arising out of any cause whatsoever, including negligence.**

\_\_\_\_\_  
initial

**I hereby give my consent, and acknowledge by my signature that:**

---

1. Students will be going to \_\_\_\_\_ (location) and will be away from the school from \_\_\_\_\_ to \_\_\_\_\_ (times). They will be travelling by \_\_\_\_\_ (i.e. school bus, public transport, foot).

\_\_\_\_\_  
initial

---

2. On this field trip, up to \_\_\_\_\_ (number) students will be:

\_\_\_\_\_  
initial

*(describe all activities – i.e., skiing, backpacking, walking, using climbing apparatus, cooking meals on camp stoves, tenting.)*

---

3. The students will be supervised by \_\_\_\_\_ (a typical response might be "school employees and hopefully 2-4 parent volunteers". It is important to indicate supervisory arrangements that will not be modified or reduced. For instance, consider whether the trip will proceed even if there are no parent volunteers, or if a specific teacher is sick, but a substitute is available. \*\*With older grades, you should add a sentence saying, "Your child will not necessarily be supervised by an adult at all times.

\_\_\_\_\_  
initial

---

4. My child has no illnesses, allergies or disabilities that may require special attention, except as described here:

\_\_\_\_\_  
initial



5. I am aware of the usual risks and dangers inherent in participation in all of the activities associated with this trip and of the possibility of personal injury, death, property damage or loss resulting from the activities. The dangers and risks may include, but are not limited to: *(provide specific and comprehensive information on any risks that are applicable. Some examples follow.)* Initial
- *Unorthodox or high risk travel arrangements.*
  - *Program locations.*
  - *Rugged terrain.*
  - *Rock fall and avalanches.*
  - *Weather.*
  - *Equipment breakage, failures.*
  - *Delayed rescue, accessibility.*
  - *Conduct of the guide, chaperone or other group members.*
  - *The possibility that your child may not heed safety instructions or restrictions given to the group.*
- 
6. I will supply suitable equipment and clothing for my child's participation in all activities associated with the field trip, including: initial
- 
7. I am aware that I should contact the school for further information if I am unaware what clothing and equipment is required for the activities or possible weather conditions of this field trip. My child and I understand that it is our responsibility to ensure my child has all necessary equipment and clothing. initial
- 
8. My child and I understand that the school's *Code of Conduct* applies during this field trip. I will be responsible for any costs caused by my child's failure to abide by the *Code of Conduct*, including any costs to send my child home. initial
- 
9. Accidents can be the result of the nature of the activity and can occur with or without any fault on either part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By allowing your child to participate in this activity, you are accepting the risk of an accident occurring, and agree that this activity, as described above is suitable for your child. initial
- 
10. In signing this consent and Waiver, I am not relying on any oral or written representation or statements made by the Board of Education and its agents, employees, or authorized volunteers, or the Ministry of Education, to induce me to permit my child to take the trip, other than those set out in this Consent Form. initials
-





11. I am 19 years of age or more and have read and understand the terms of this Consent Form and understand that it is binding upon me, my heirs, executors and administrators.

initial

***NOTE: It is recommended that this form be signed by all custodial parents / legal guardians of a child who is under the age of 19 years . For all out-of-country trips or where a family law agreement requires it, this form MUST be signed by ALL custodial parents and legal guardians.***

Date: \_\_\_\_\_

Signature of Witness

Signature of Parent/Guardian

Printed Name of Witness

Printed Name of Parent/Guardian

Address

Address

Date: \_\_\_\_\_

Signature of Witness

Signature of Parent/Guardian

Printed Name of Witness

Printed Name of Parent/Guardian

Address

Address

*The Board recognizes that some students may not be able to cover these costs, and in such cases will ensure that no student is denied an opportunity to participate in educational programs or activities based on financial hardship. Please contact the school principal should you require assistance.*



**AP L3.9. Emergency Medical Information Form for Off-Site Experience**

This form should be used for higher care activities, travel 4 nights or more, or out-of-province or international educational travel and obtained for each student participant.

Student Name:		Birth date (yyyy/mm/dd):	
BC Medical Services Plan Personal Health No.		Student School Accident Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No Policy:	
Allergies (e.g., specific drugs, certain foods, insect stings, hay fever) Specify			
Reaction(s) to above?			
Carries Epi Pen? <input type="checkbox"/> Yes <input type="checkbox"/> No      Carries Ana Kit? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Medical/physical conditions that may affect participation in the stated program/activity (e.g., recent illness or injury, recent hospitalization or surgery, chronic conditions, phobias, etc.). Be specific.			
Specify the condition(s) and requirements for program modification or specific activities your child should not participate in:			
Medication(s) taken at this time (name, reason, dosage, storage, potential side effects/treatment of such):			
Other Health/Medical/Dietary Concerns			
Emergency Contacts Name	Day Phone No.	Evening Phone No.	Cell
Emergency Contacts Name	Day Phone No.	Evening Phone No.	Cell
Name of Physician	Phone		
Date (yyyy/mm/dd)			
Name of Parent/Guardian who is filling out and signing this form		Signature of Parent/Guardian	

Personal information contained on this form is collected under the authority of the School Act and the Freedom of Information Act for the purpose of participating in school trips. If you have any questions about this form, please contact your school administrator.



**AP L3.10. Private Vehicle Passenger List**

**Trip Information**

School Name: \_\_\_\_\_

Educator in Charge: \_\_\_\_\_

Trip Destination: \_\_\_\_\_

**Driver/Vehicle Information**

Driver's Name: \_\_\_\_\_

Make / Model: \_\_\_\_\_ Licence Plate #: \_\_\_\_\_

Passenger Name	Medical (concerns/needs)	Phone # (for emergency)
1.		
2.		
3.		
4.		
5.		
6.		



## Appendix to AP L3: Field Trip Planning Quick Reference

