

SAFETY AND SUPERVISION ON FIELDTRIPS

Purpose:

To clarify procedures to follow while on fieldtrips in order to keep students safe

Scope:

All Teachers, volunteers, and drivers

Policy:

Student safety is always a priority. When traveling away from campus while on fieldtrips, all accompanying adults will be extra vigilant in ensuring that students are supervised and safe.

Procedure:

To ensure that fieldtrips are not only fun and educational, but also safe, the following protocols are to be followed.

Prior to the Fieldtrip:

- Get from Info Binder – admin permission, letter to parents that includes possible risks
- Parents and students are fully briefed on all the particulars of an outing, including potential risks, and are required to sign permission forms.
- Sponsor teacher must see that certified supervisors are available for any activities (such as swimming and canoeing) that require it.

While on Fieldtrips:

- The students on a fieldtrip are the responsibility of the teacher-in-charge. Parents and other chaperones may assist the teacher in this responsibility.
- At no time should a child be left unsupervised while on a field trip.
- Before leaving for the trip, the teacher must explicitly explain to the students and supervising adults the expected behaviours and guidelines.
- All bus rules must be followed if students are using school transportation.
- For Kg to 3rd grade classes a minimum ratio of 1 adult to 8 students is required.
- For 4th to 7th grade classes a minimum ratio of 1 adult to 15 students is required.
- For 8th to 12th grade classes a minimum ratio of 1 adult to 20 students is required.
- Students are to be given a safety demonstration before engaging in an activity with potential risk.
- At all points of movement throughout the trip, mornings and evenings, a head count will be taken.

- In the case of an overnight trip, a supervisor of each gender must be present.
- While on a field trip, a teacher must have the following items:
 - Contact list—safely stored so that personal information privacy is ensured;
 - Medical alert information and appropriate medical emergency supplies;
 - Available cell phone;
 - Prescribed epi-pens, inhalers, and other medical treatment supplies as necessary;
 - and First-Aid kit.

Communication Management of Emergencies on Field Trips

In Case Emergency During Regular Trips or Field/Sports Trips:

The Board believes that a format shall be established, and followed, for the reporting of school bus collisions or an emergency.

PROCEDURES

The teacher will contact their administrator and relay the following information:

- Location
- Number of students and parents on the trip
- Are there any injuries?

The teacher will contact 911 and not move any injured students until paramedics have arrived or safe to do so.

The teacher will move students if uninjured to a safe location away from any safety concerns.

The administrator will immediately:

- 1) Bring the student file to the location of the emergency
- 2) The Director of Education is then contacted and advised of the emergency, location, and any injuries
- 3) Send a relief bus to the scene of the emergency to pick up any uninjured students and return them to school.
- 4) Once the administrator has arrived at the scene the office staff will inform parents of the accident.
- 5) The administrator on scene, teacher, Transportation Manager or Director of Education will accompany any injured student to the hospital.
- 6) The administrator, teacher, transportation manager or Director of Education will stay at the hospital with the injured parties until a parent or guardian or next of kin have arrived and taken over communications with hospital personnel.

If the injured party is the teacher, the parent in charge (teacher will assign a parent prior to going on field trip to be next in charge in case of emergency) will complete the above protocol.