



**Cascade Christian School Society**  
**Board Policy Manual**

**Policy No. 7080**

**Subject: Field Trips and Higher Risk Field Trips**

**Date: November 27, 2013**

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For any field trips as well as field trips which involve higher risk activities (and include but are not limited to skiing, snowboarding, snow-shoeing, tobogganing, ice-skating, swimming and hiking).

All field trips must receive prior Principal approval. Higher risk field trips (that the school has not participated in before) must receive prior Principal and Board approval. Planning for these types of higher risk activities must include a comprehensive review, supervision and a safety plan which is designed to reduce risk to a minimum and meet or exceed all generally accepted safety standards for participants in the activity in question.

**1) EDUCATOR-IN-CHARGE QUALIFICATIONS**

- a. The Educator-in-Charge doesn't necessarily need to be an experienced participant in the activity in question, however, should ensure that the group be accompanied by an adult experienced in the proposed activity. In higher risk activities a group should be accompanied (if possible) by an adult who has a current First Aid Level 1 designation.

**2) PRE-TRIP PLANNING**

- a. The Educator-in-Charge:
  - i. Is required to be familiar with the area and the facilities (i.e. first aid, safety patrol, food, shelter and washrooms).
  - ii. Is required to collect and take on the trip all medical forms for all participating students.
  - iii. Is required to ensure that the experienced adult is familiar with the proposed facility.
  - iv. Is required to ensure that ratio of students to adult supervisors is no greater than 10:1 with a minimum of two supervisors. *The Board reserves the right to reassess minimum supervision respective to particular events.*
  - v. Is required to ensure that supervisors are aware of their duties.

**3) EQUIPMENT**

- a. The Educator-in-Charge:
  - i. Is required to (in advance of Higher Risk Field Trip) advise parents of students, who bring their own equipment, that they are responsible for their own equipment and possessions. Students will be held responsible for the loss or damage of rental equipment. Students should also be reminded of this prior to the commencement of the activity.

- ii. Is required to determine the appropriate clothing by conditions and must include all safety equipment mandated by the school and/or facility hosting the proposed activity. The Educator in-Charge is responsible for informing parents and students what safety equipment and appropriate clothing is to be brought to the said activity.

#### **4) SAFETY PRECAUTIONS**

- a. The Educator-in-Charge:
  - i. Is required to ensure everyone is accounted for. This means taking attendance of participants before arriving at the field trip location and before leaving.
  - ii. Is required to advise students to remain in groups of three or more.
  - iii. Is required to instruct students on procedures to follow in case of an accident (i.e. have one person stay with the injured student, mark the location of the accident, quickly get help).
  - iv. Is required to arrange for a predetermined location to meet in case of emergencies, ensure that supervisors check in regularly at this location, and that students are informed of this location.
  - v. Is required to designate specific meeting times and places as required (i.e. lunch, departure point).
  - vi. Is required to, immediately upon arriving at the activity location, or earlier if possible, ensure students are advised about any special hazards; ice, white-outs, extreme cold and wind, sun burn, avalanche, etc., which are known to exist or are anticipated.

#### **5) DISCLAIMER**

Even though all requirements of the Policy are met, the Board reserves the right to refuse approval.

APPENDICES: Parent Permission Form