

Dream. Believe. Achieve.

Level One and Two Field Trips have the following characteristics:

1. one day or less in duration;
2. the destination is within the catchment areas of SD22 (see **exception for school athletics and skiing** below)¹ and;
3. does not involve high risk activities such as high-risk hiking, snowshoeing, canoeing, kayaking, bicycling, snowboarding, rock climbing, or other higher risk activities. Does include low risk excursions or excursions that happen typically throughout the year to known venues (may have a higher level of risk but SD22 have already vetted these venues and deem them to be safe.) These will include but are not limited to skiing at Silver Star, swimming at city swimming pools or skating at a local indoor arena.

A **single consent form** may be signed at the beginning of the year or completed with the student registration package for all Level One or Two Field Trips that occur throughout that year. Parents/caregivers must be notified of the date and time of the excursion whereby they may choose to opt out of the activity on behalf of their child.

Teacher(s)/Educator(s) must ensure that all documentation is in place prior to the excursion and that parents/caregivers are notified of the excursion at least 24 hours in advance of the date, time and location of the excursion.

- ✓ **Level One Field Trips** involve walking to the destination.
- ✓ **Level Two Field Trips** involve transportation other than walking.

Guidelines:

1. The educator-in-charge shall obtain approval by the principal or designate prior to the activity and notify the office that they are leaving the school property before they leave and when they will be returning;
2. The educator-in-charge will inform parents/caregivers of the proposed trip and ensure that the appropriate consent forms have been signed;
3. Teachers will provide alternative meaningful “in-school” experiences for students who do not participate in the field trip;
4. The principal shall consider the educational merit of the proposed activity in relation to the time and expense of the activity and ensure that the above is completed before giving final approval.
5. A Field Trip Application form is not required for Level One or Two excursions; however, the principal **may** request that the checklist be submitted prior to approval.

6. SUPERVISION

The following chart should serve as a guideline for potential ratios. SD22 classrooms should take into consideration the dynamic of the students and may require further supervision based on the composition of the class. For level one trips, it is good practice to ensure that you have 2 supervisors per group, regardless of group size or age of students and then determine ratios that make sense to the needs of the group. However, walking trips within *reasonable distance* of the school do not require more than one supervisor per group. Level 2 trips should consider the nature of the activity and the class make up when determining appropriate

¹ **The exception to the catchment area regulation are extracurricular teams or clubs where tournaments and events are part of the program and are provided to parents/caregivers in advance of signing the single consent form.** Local Ski trips to Silver Star/Sovereign that have a waiver for participants do not require additional permission from parents. The single consent form will cover these activities .

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ratios. For indoor excursions, you may not need more than one supervisor if the venue has adult workers supporting the activity. Level three and four trips will follow the guidelines below:

RISK RATING	SD22 Minimum (with no diverse needs)
Moderate Risk (Level 3)	Age 5-8 (1:15) Age 9-12 (1:15) Age 13+ (1:15)
Higher Care (Level 4)	Age 9-12 (1:8) Age 13+ (1:15)
Higher Care (Level 5)	Age 13+ (1:10) May vary depending on the destination and nature of the excursion.

Exceptions may be made in consultation with the Superintendent or designate.

7. Risk Assessment and Mitigation

- a. All activities have inherent risks. [YouthSafe Outdoors](#) have established a list of activities and their Known Potential Risks that have already been identified and vetted. Please review these risks with respect to the specific activity you are considering.
- b. It is important that you identify mitigation strategies to minimize the risk of injury to children. Please consult the website and ensure that you have strategies in place that you can identify should your activity be questioned or should an unfortunate injury happen during your excursion or activity. . Please access the [YouthSafe Outdoors website](#) (sign in Username: **VernonSD**, Password: **97CA2B43C**) to find known potential risks for most field trip excursions.

	Task	Date Completed	Description	Details (please provide)
☐	The appropriate supervision has been accounted for.		Supervision must be appropriate for the age of students, nature of the activity, and requirements of the venue.	
☐	Is there a need for male and female supervisors?		If the venue or nature of the activity requires gender-specific supervision, please explain. ²	
☐	Additional supervision requested in consultation with the school-based team, principal, and SBRT)		Please list the students the request is made on behalf of and the need if applicable. See youthsafe outdoors for guidelines around supervision ratios.	
☐	The site/venue supervision ratios have been accounted for.		Supervision ratios should follow the recommendations for the specified activity/age group provided in the YouthSafe Outdoors guidelines (sign in Username: VernonSD , Password: 97CA2B43C)	

² Until the language evolves to reflect current contexts, please ensure that both male and female supervisors are included where male and female students are participating as appropriate to the students or the activity.

	Task	Date Completed	Description	Details (please provide)
			97CA2B43C.)	
☐	Parents/caregivers have been informed at least 24 hours prior to the excursion.		At least 24 hours prior to the event, parents/caregivers have been informed of: ☐ Purpose ☐ Destination ☐ Proposed activities ☐ Method(s) of transportation ☐ Costs that may be incurred	
☐	Closest emergency facility identified		State the closest emergency facility	
☐	Medical/First Aid kit is assembled to be taken on the excursion.		Needed Medical equipment (e.g. EpiPen) for the following student(s) is assembled to be taken on the excursion (describe)	
☐	Participant list has been recorded and taken on the excursion or left with the office as appropriate.		List of participants, relevant medical information, and emergency contact information has been printed to be taken on the excursion where applicable. List of participants will be left with the office	
☐	Costs have been identified (see below) as appropriate.		Break down of costs listed below.	
☐	Transportation to event has been approved.		List method of transportation.	

Note: Where safety equipment (e.g. helmets) are required to be worn by students, the same requirement applies to adults and supervisors participating in the same activities in their supervisory roles.

CHECKLIST – Level One or Two Field Trip

COSTS/EXPENSES should be considered and submitted with this checklist to the principal for excursions that have a fee attached.

	Total Cost	Cost per Adult (Incorporated in student cost)	Cost per Student
a) Cost of transportation			
b) Cost of admission			
c) Meal costs			
d) Incidental costs			
e) Other			
TOTAL COST			

[Click on this link for SD22 Bus Transportation Processes.](#)

SD22 Bus Rates 2023/24

1. The rate for drivers is \$40/h
2. The rate for mileage is \$2/km
3. Any quotes also need to be sent to activitytrips@sd22.bc.ca

Source(s) of funding: _____

Cost charged to students: _____