



CHECKLIST – Level Four Field Trip

Dream. Believe. Achieve.

School: _____

Principal: _____

Educator(s)-in-charge: _____

Class/Grade/Course: _____

Destination(s): _____

Departing from: _____ Date: _____ Time: _____ ☐ am ☐ pm

Returning to: _____ Date: _____ Time: _____ ☐ am ☐ pm

Level Four Field Trips have the following characteristics:

1. may be more than one day in duration;
2. take place within the province of British Columbia
3. may involve indoor or outdoor adventure activities including high risk hiking (beyond the scope of community walking trails), canoeing, kayaking, retreats that involve outdoor activities, swimming in natural settings (with certified lifeguards), wilderness orienteering, camping, cycling, rock climbing (top rope) or rope courses
4. activities not listed above will be considered on an individual basis by the principal

These field trips require the approval of the principal (or designate) and the Superintendent (or designate) prior to the activity

Guidelines:

The educator-in-charge shall do the following:

1. Submit this checklist and the [Student Field Trip Application form](#) to the principal or designate at least one (1) month before the activity.
2. Inform parents, in writing, of the specific nature of the activity and its inherent risks through a [Parent Information Letter](#). Also included will be information relative to cost of the trip and fundraising or fee expectations of the student, accommodation, transportation, contact information, itinerary and the field trip's place in the school curriculum.
3. Meet and inform the parents in writing of the hazards, inherent risks, and potential consequences through required parent information meetings;
4. Obtain signed copies of the Parent Consent form for each student involved;
5. Until the language evolves to reflect current context, ensure that both male and female supervisors are included where male and female students are participating. This could include a parent/adult supervisor. Where this is not possible parents must give informed consent for their individual child to participate. The principal must also be informed. If it is not possible to have both male and female supervisors, parents must give informed consent for their individual child to participate. The principal must also be informed by the teacher/supervisor;
6. Ensure at least one supervisor has a current St. John's Emergency First Aid Certificate, or equivalent for urban field trips; current St. John's Standard First Aid Certificate, or equivalent for outside urban area field trips where ambulance response is available within one hour; and a current Basic Wilderness First Aid Certificate (36-40 hours) for backcountry field trips where emergency response is more than one hour away;
7. Ensure students are appropriately prepared for specific activities and that they are aware of all expectations and risks involved;
8. Ensure supervisors meet the requirements. Criminal record authorizations will be completed in advance of the trip commencing for any volunteers. Volunteers should complete [the School Volunteer application](#);
9. Submit the [Field-Trip Application Form](#) to the principal at least three (3) weeks before the excursion;

All field trips are to be approved by the principal of the school who shall ensure that the guidelines are followed. Final approval will be made by the Superintendent or delegate.

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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 the field trip guidelines, section 21: [Prohibited Activities](#).

All outdoor and wilderness activities must be led by a guide with the appropriate license and certification to support youth in that specific activity and appropriate first aid certification for that activity, and they must be insured.

Risk Assessment and Mitigation

- 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. These known potential risks will need to be included in your parent letter and on the Level 4 Field trip application. They can be copied and pasted directly from the website.
- 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.

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 four trips, 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.

The principal shall ensure that the above is completed before giving final approval.

	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. (see table above)	
☐	Consideration has been given for both male and female supervisors as needed. ¹		*required for mixed gender overnight excursions.	
☐	Additional supervision requested in consultation with the school-based team, principal, or SBRT)		Please list the students the request is made on behalf of and the need if applicable.	

¹ Until the language evolves to reflect current context, ensure that both male and female supervisors are included where male and female students are participating. This could include a parent/adult supervisor. Where this is not possible parents must give informed consent for their individual child to participate. The principal must also be informed.

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	Task	Date Completed	Description	Details (please provide)
☐	The site/venue supervision ratios have been accounted for.		Please explain if applicable.	
☐	Supervisors are qualified/capable to supervise this activity.		☐ supervisors have the required first aid qualifications. ☐ supervisors possess the necessary skills and fitness levels to lead this activity.	
☐	Parents/caregiver information letter is attached.		Parents/caregivers have been informed of: ☐ Purpose ☐ Destination ☐ Proposed activities and itinerary ☐ Method(s) of transportation ☐ Breakdown of total costs and costs per student ☐ Potential (known) risks inherent in the activity (including the possibility of poor medical services for some destinations.) ☐ Methods of fundraising ☐ Accommodation arrangements.	
☐	Parent/Caregiver Consent Forms have been provided, which specifies event(s), date(s) and method(s) of transportation.		Copy of the Parent/Caregiver Consent Form attached.	
☐	Parents have been provided with the telephone number or numbers where student can be contacted if personal cell phones are not available.		Provide details – emergency number for educator in charge, school, that has been provided to parents.	
☐	Parents have been informed of the school's and district's behaviour expectations (as per SD22's Code of Conduct), particularly with respect to drugs and alcohol, and the consequences if students do not follow it.		Describe the consequence for infractions that has been provided to parents.	
☐	Closest emergency facility identified		State the closest emergency facility	
☐	Medical/First Aid kit is printed for each student to be taken on the excursion.		List additional needed Medical equipment (e.g. EpiPen) for the following student(s) is assembled to be taken on the excursion.	List students with specific medical conditions:
☐	Participant list has been printed to be taken on the excursion		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	

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	Task	Date Completed	Description	Details (please provide)
☐	Costs have been identified (see below) as appropriate.		Break down of costs listed below.	
☐	Transportation to event has been approved by the principal.		List method of transportation.	
☐	Transportation plan is attached to this checklist.		Transportation plan must include specifics respecting methods of transportation, flight numbers, airlines, itinerary, etc..	
☐	Students have been informed of the school's and district's behaviour expectations, particularly with respect to drugs and alcohol, and the consequences if these are not met.		Describe the consequence for infractions that has been provided to students.	
☐	The approval process has been followed as described.		☐ Principal receives initial checklist at least one (1) month prior to field trip departure. ☐ Principal approves letter to parents ☐ Principal approves transportation requests ☐ Principal receives list of field trip participants ☐ Principal gives final approval ☐ Principal emails the Field Trip Application and Itinerary to the Superintendent <u>at least one (1) month prior to field trip departure.</u> ☐ Superintendent or designate will sign and return the Field Trip Application to the principal. ☐ Once approval has been received, fundraising can commence.	

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.

COSTS/EXPENSES

	Cost per Student	Cost per Adult (Incorporated in student cost)	Total Cost
a) Cost of transportation			
b) Cost of admission			
c) Meal costs			
d) Incidental costs			
e) Accommodations			
f) Package price			
g) Other supervisors' costs (e.g. TTOC)			
h) Other			
TOTAL COST			

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

SD22 Bus Rates 2023/24

1. The rate for drivers is \$40/hr
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 (e.g. fundraising): _____

Cost charged to students: _____

In some cases, a **package price** may include accommodation, transportation, meals and admissions. In such cases, a breakdown of these costs is not required. Incidental costs could include a suggested amount for spending money.²

² If there is a cost saving due to bulk ticket purchases, or otherwise, that benefit must be shared by all those involved in the trip, and not taken solely by a supervisor or chaperone without consent by the Superintendent.