



CHECKLIST – Level Three 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 Three Field Trips have the following characteristics:

1. one day or less in duration;
2. take place outside of the SD22 catchment area within the province of British Columbia;
3. includes low risk and some "moderate" risk activities (such as cross-country skiing, snowboarding/snow-blading programs within controlled ski areas (Silver Star/Sovereign Lake), swimming in a natural setting (not a swimming pool) with certified lifeguards, biking on low-risk trails (e.g. rail trail.)

Guidelines:

The educator-in-charge shall do the following:

1. Ensure that all relevant information has been communicated to the parents.
 - If the designated activity requires a waiver, ensure that a copy of the waiver has been provided to the parents as part of their information package;
 - include information relative to cost of the trip and fundraising or fee expectations of the student, transportation, contact information and an itinerary as well as the field trip's place in the school curriculum; and
 - Ensure that parents are informed of the risks inherent in participation in the activity.
2. Obtain signed parental consent forms for each participating student;
3. Ensure that a list of participants, relevant medical information, and emergency contact information has been printed to be taken on the excursion.
4. Ensure there are multi-gendered supervisors where appropriate or needed. This could include a parent/adult supervisor. If it is not possible to have supervisors of both genders, parents must give informed consent for their individual child to participate. The principal must also be informed by the teacher/supervisor. Criminal records authorizations will be completed per policy 5.7.0 in advance of the trip commencing for any volunteer supervisors.
5. Ensure compliance with the Safety Protocols for activities as outlined in this procedure or based on the rules and regulations of the venue.
6. Where feasible, a private vehicle shall also be available to accommodate student incidents. Please see [Volunteer Automobile Driver Authorization](#) and [Private Vehicle Passenger List](#).

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

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 3 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 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 ratios. For indoor excursions, you may not need more than one supervisor if the venue has adult workers supporting the activity. For Level three 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.

	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? ¹		If the venue or nature of the activity requires gender-specific supervision, please explain. ¹	
☐	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.	
☐	The site/venue supervision ratios have been accounted for.		Please explain if applicable.	

¹ 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.

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	Task	Date Completed	Description	Details (please provide)
☐	Parents/caregiver information letter is attached.		Parents/caregivers have been informed of: ☐ Purpose ☐ Destination ☐ Proposed activities ☐ Method(s) of transportation ☐ Costs that may be incurred ☐ Potential risks inherent in the activity	
☐	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.	List students and 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	
☐	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.	
☐	Students have been informed of the school's and district's behaviour expectations, particularly with respect to drugs and		List any additional expectations specific to this excursion.	
☐	alcohol, and the consequences if these are not met.			
☐	Principal has approved the Field Trip Application prior to the excursion		Field trip application form is attached with principal signature.	
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

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Checklist

	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) 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: _____

Cost charged to students: _____

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.