



Gwa'sala-'Nakwaxda'xw School  
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## FIELD TRIP POLICY

### RATIONALE

The Gwa'sala-'Nakwaxda'xw School recognizes the benefits of student field trips when such optional trips supplement educational programs for students. Effective learning experiences often result from first hand observation of, or participation in, events or activities that occur out in the community away from the school. The principal or designated administrator must ensure that all school field trips are appropriately planned, authorized, organized, and supervised. School Administration must be satisfied that the teacher(s) and other supervisors will provide adequate supervision and follow recognized safety procedures for the planned activities to mitigate potential risks and address the safety of students and supervisors.

The Gwa'sala-'Nakwaxda'xw School believes it is of paramount importance that field trips are selected, planned, organized, and conducted in the context of:

- Clear benefit to students
- Safety and security of all participants
- Risk assessment and management of off-site activities
- Protection of students, staff, volunteers, and the Gwa'sala-'Nakwaxda'xw School.

### POLICY

#### 1. Informed Consent

Permission slips will be issued at the beginning of the school, which will cover all field trips within school hours on the North Island. Any field trips beyond the North Island, or outside of school hours will require an additional signed written consent form.

A Pre-Trip parent/student scheduled information meeting is mandatory for all high-risk field trips, multiple day, and/or out-of-province field trips. Parents/caregivers attendance at these meetings are mandatory. An administrator must be present at the meeting to support discussion about expected behaviour.

**High Risk Field Trips** - A high risk field trip is defined as a school activity that occurs outside the traditional school setting and includes activities that have a higher potential for injury accidents, and therefore represent areas of concern.

#### 1. Supervision

Conscientious supervision of students is mandatory during all school field trips.

Volunteer supervisors must be screened by school administration for suitability, be advised of the expectations of their role and may be required to complete a criminal record check. Volunteers in Schools must be competent to deal with emergencies that might arise.

All overnight field trips require adult supervisors with a completed criminal record check.

Parent/guardian participation in field trips to augment supervision is generally encouraged and in some cases necessary. Circumstances determined by the principal may warrant increased levels of supervision according to the age, maturity, knowledge and skill of the students, and the nature and inherent risk of the field trip.

## 2. Expectations of Students

### Before Trip Expectations

Field trips are a privilege for students. For students to attend field trips they must abide by the following expectations during school.

- a) Student Code of Conduct Policy (Maya'xala Values)
- b) Attendance
- c) Fundraise, if applicable

Students who do not follow these expectations, may not be able to attend the field trip, based on a case-by-case basis.

### During Trip Expectations

While on field trips, whether local or outside the North Vancouver Island area, students shall adhere to behavioural expectations as outlined in the Gwa'sala-'Nakwaxda'xw Student Code of Conduct Policy. These expectations will also be reinforced in parent and student meetings, as well as in any communication prior to the departure of the trip.

## 3. Bussing

- a) Teachers must have a list of students (manifest) who are on the bus including medical and parent/caregiver contact information.
- b) Behaviour of students is the responsibility of the school staff. If necessary, the bus driver should make staff aware of areas of concern in misbehaviour by students. (The driver is still in charge and may implement safe ridership as required)

## 4. Field Trip Emergency Procedures

- a) Teacher should be designated emergency manager, unless injured, then another school staff should enact the plan. Enlist the support of other chaperones to help with managing the situation, keeping students safe and calm, and mitigating further crises.

- c) Determine the nature of the emergency and the number of staff, students, and others affected.
- d) Call 911 if any personal injury or damage to vehicles has occurred. Render first aid, if necessary.
- e) Notify School Administration of the incident.
- f) In conjunction with Principal and other members of the Emergency Management Team, make a plan for contacting parents/guardians of injured student(s) or family members of chaperones/staff (see "Communication" section of this document).
- g) Provide follow-up and supports for students and staff involved in accident.
- h) Call meeting to hold a review of the incident and discuss changes to procedures, update as needed.
- i) Determine other communications necessary, i.e. GNN band, other families, public
- j) Document all events, noting time, date, severity of injuries, names of injured persons, witnesses, and emergency personnel, etc.
- k) Provide a complete written report to the Principal as soon as possible.

## 5. Communication

The ability to communicate in case of an emergency is vital. School staff should have available communication devices capable of calling for help in case of emergency. When leaving school property on a field trip, school staff should bring a communication device with them for safety purposes.

In the event of an emergency, the sponsor teacher or designate will notify the school principal as soon as possible. The principal or designate will then contact parents/guardians to provide them with information regarding the status of the situation.