

Policy Name	Field Trip Policy
Policy Number	
Date Created	January 2025
Date Revised	
Date of Implementation	January 2025

Rationale

OneSchool Global encourages and supports student participation in field trips as they enhance and broaden educational experiences and opportunities. Field trips provide students with opportunities for active engagement, learning at varied rates, and in diverse ways, both individually and in social contexts. These experiences offer firsthand learning through observations, participation, and immersion. OneSchool Global adopts the Ministry's Principles of Learning as the foundation for all programs to support these educational experiences.

Statement

This policy is designed to ensure the safety of all participants during school field trips at OneSchool Global. The school believes that any learning experience, including field trips, must prioritize student safety, curricular relevance, and the appropriateness of the activity to the students' educational program. It is essential that supervising adults have the necessary skills and experience to provide a safe and appropriate environment during field trips.

Principles

A field trip is a school-sponsored activity that takes place off school grounds and may extend beyond regular class time. Field trips can sometimes be arranged quickly, and necessary supports must be in place for success.

- The highest priority is student safety and well-being.
- Students on field trips are governed by OneSchool Global's code of conduct.
- Cost minimization should be a priority.
- Safety plans to address potential risks must be clearly outlined in the planning documentation.

Categories of Field Trips

Field trips are categorized into three types:

1. Lesson Trip (within scheduled classroom time)
2. Day Trip (during school hours)
3. Day Trip (outside of school hours)

Procedures

Approval for One-Day Field Trips

- All one-day trips must be approved by the principal and submitted at least two (2) weeks prior to the excursion date. Approval forms must be submitted to the front office.
- The principal is responsible for ensuring that field trips are authorized, planned, organized, and supervised. Risk management and the safety of all participants must be assessed.
- Staff members must submit detailed field trip forms, including the purpose, curriculum connection, costs, benefits, number of students, transportation, and number of supervisors.
- Once approved, the staff member will send a letter home to parents/guardians for approval and signature.

Before Going on a Day Trip

The teacher/supervisor in charge must carry the following information on the field trip:

- A list of emergency contact numbers (hospital, police, etc.) near the field trip location
- Contact information for school personnel (Principal and office)
- A second lead on the trip, to take charge in case the lead teacher is unable to do so
- A list of all participants and their contact details
- Medical information, including any medication or medical alerts for students
- An appropriate first aid kit for the nature of the event

Emergency Procedures

- A notification chain must be established in the event of an emergency, including the administrator and parents.
- One teacher is designated as the primary individual in charge of initiating the notification chain, with a second teacher or responsible student designated in case the first is unavailable.
- Emergency communication should be available on the trip.
- In the event of an emergency the lead teacher will inform the principal.

Information to be included on Field Trip Forms

- Location, contact name, and phone number
- Emergency contact information for the field trip location.

Multiple-Day and Out-of-Province Field Trips

- The principal is responsible for collecting and reviewing all paperwork for multiple-day and out-of-province field trips, including liability forms, transportation arrangements, and accommodations.
- For out-of-country trips, the principal will sign the permission form within seven (7) days

of departure, considering government-issued travel advisories.

- A pre-trip meeting for parents and students is mandatory, especially for high-risk activities, multiple-day, or out-of-province trips, with an administrator present to discuss expected behavior.
- Detailed emergency planning, cancellation policies, and supervisor descriptions must be outlined, along with transportation and accommodation arrangements.

Informed Consent

- Written parental consent is required for all field trips.
- Prior to obtaining consent, the supervising teacher will provide parents with detailed trip information, including the purpose, dates, departure and return times, transportation methods, costs, destination, and any risks.
- No student may participate without a signed consent form, which will be retained until the completion of the trip.

Safety and Emergencies

The safety of students and staff is the highest priority during field trips. Adequate supervision is essential, and factors such as student age, the presence of students with disabilities, and the nature of the trip must be taken into account.

- For students not attending the field trip, alternate arrangements must be made with other classroom teachers for supervision.
- Teachers should be aware of any health or emotional concerns for individual students.

Transportation

Traveling by bus introduces inherent risks, and all precautions must be taken to ensure safety. Supervisors should advise students on bus safety rules and emergency procedures. In the event of an emergency, all passengers must know how to respond.

- The principal or teacher lead will ensure that potential safety issues are identified and addressed, and that bus transportation companies have evacuation procedures in place.
- The bus driver will review safety protocols with all passengers before departure.

Emergency Procedures for Transportation

- The teacher/supervisor must carry the same list of emergency contacts and medical information as on the field trip itself.
- A designated chain of notification and means of emergency communication should be available.
- A responsible student may be designated as part of the emergency response plan if there is no second teacher.

Organizational Chart for Emergency Response

Lead Teacher _____	Phone Number _____
Second Lead Teacher _____	Phone Number _____
Student Representative _____	Phone Number _____
Student Representative _____	Phone Number _____

Field Trip Location Information

- Location: _____
- Contact Name: _____
- Contact Phone Number: _____

Emergency Contact

- Who to call in case of emergency: _____

Procedure When a Medical Issue Arises

Purpose

To ensure the health, safety, and well-being of all students in the event of a medical issue during school hours or school-related activities.

1. Immediate Response

- The lead teacher is responsible for assessing the situation quickly and calmly.
- If the situation is life-threatening or requires urgent medical attention (e.g., difficulty breathing, seizure, loss of consciousness), the lead teacher must:
 - Call 911 immediately.
 - Send a designated adult or responsible student to notify the office and/or administration.
 - Administer first aid only within the scope of their training and certification (e.g., EpiPen, CPR, etc.).
 - Stay with the student until emergency responders arrive.

2. Non-Emergency Medical Concerns

- If the situation is not urgent but requires attention (e.g., fever, nausea, minor injuries):
 - The lead teacher will escort or send the student to the designated first aid/medical area with appropriate supervision.
 - Parents/guardians will be notified by the office staff or administration.
 - A record of the incident must be completed using the school's incident report form within 24 hours.

3. Communication & Documentation

- The lead teacher must document:
 - Time, date, and nature of the incident
 - Actions taken
 - Who was notified and when

- All documentation must be submitted to the office and kept confidential according to school policy and privacy laws.

4. Follow-Up

- The lead teacher will check in with the student upon their return to class or school.
- Any accommodations required for recovery (e.g., reduced physical activity, frequent breaks) should be coordinated with support staff and administration.

5. Ongoing Medical Needs

- For students with known medical conditions (e.g., diabetes, asthma, severe allergies), the lead teacher must:
 - Be familiar with the student's Individual Care Plan (ICP) or Medical Alert Form.
 - Ensure the appropriate emergency medical supplies are accessible.
 - Work with the office and parents to update and review medical plans annually or as needed.

Procedure if the Lead Teacher Has a Medical Emergency

1. Immediate Response

- If the lead teacher is experiencing a medical emergency (e.g., collapse, loss of consciousness, severe pain):
 - The nearest available staff member (support staff, co-teacher, or other certified adult) will take immediate control of the class or group.
 - Emergency medical services (911) must be called without delay.
 - Office staff and administration must be notified immediately.
 - A responsible student may be directed (only if no other adult is immediately present) to notify the office or another staff member for assistance.

2. Student Supervision

- Students must be safely relocated or supervised:
 - If possible, another teacher or administrator will assume responsibility for the class.
 - If necessary, students may be split among nearby classrooms until a suitable substitute or plan is in place.
 - No student is to be left unsupervised.

3. Communication

- Parents/guardians from the lead teacher will be contacted by administration.
- Students' parents will be informed if there is a prolonged disruption or temporary reassignment of the teacher.

4. Documentation

- An incident report must be completed by the witnessing staff member or supervisor.
- Follow-up documentation will be maintained securely, respecting the teacher's privacy and in accordance with workplace health and safety protocols.

5. Return to Work

- The lead teacher must provide medical clearance if required, depending on the nature of the incident.
- A transition plan will be implemented if extended leave or accommodations are needed upon return.

By adhering to these procedures, OneSchool Global ensures that all field trips are educational, safe, and well-organized, allowing students to participate in meaningful and enriching experiences.