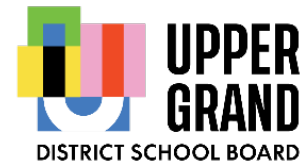


# Educational Field Trips and Off-Site Activities

## Policy 508



<b>Category:</b>	Students
<b>Administered by:</b>	Appropriate Superintendent
<b>First adopted:</b>	February 2000
<b>Revision History:</b>	February 2012, November 2021
<b>Next Review:</b>	2025-2026 school year

### 1. Policy Statement

It is the policy of the Upper Grand District School Board to support school-organized and supervised educational programs and activities which occur beyond the school site that offer educational value to students, enhance the curriculum, and/or support the mission and vision of the board and the school.

When organizing and planning educational field trips and off-site activities, full consideration must be given to ensure a safe and inclusive learning and working environment is available for all students regardless of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, socio-economic status, employment, housing, sex, and sexual orientation.

### 2. Details

- 2.1 It is the responsibility of the appropriate superintendents to administer this policy in accordance with the procedures manual for day trips (508-A) and overnight trips within Canada (508-B).
- 2.2 It is the responsibility of principals to ensure that all aspects of this policy and procedures are implemented by all school staff and volunteers.
- 2.3 It is the responsibility of all board employees to adhere to this policy and procedures.
- 2.4 All field trips and off-site activities must be approved by the school principal for day trips, and the school principal and superintendent for overnight trips. Only approved field trips and activities may be promoted through the school.

- 2.5 All education field trips and off-site activities must provide equity of opportunity and equity of access for all students. Accommodations to allow all students to participate fully and completely must be considered.
- 2.6 The teacher-in-charge of the field trip must ensure compliance with the [Ontario Physical Activity Safety Standards in Education \(OPASSE\)](#) when planning/during a field trip with physical activity components.
- 2.7 The principal will ensure that a sufficient number of teachers and adult supervisors accompany students on all field trips and off-site activities in accordance with the supervision ratios outlined in the procedure manuals.
- 2.8 All field trips with aquatic or water-based activities shall meet or exceed the more stringent of the supervision ratios for the activity outlined in the [Ontario Physical Activity Safety Standards in Education \(OPASSE\)](#) and [Regulation 565 for Class "A" pools](#).
- 2.9 Prior to the start of any aquatic activity on a field trip, all students must participate in a swimming assessment given by a certified aquatic instructor as per the [Ontario Physical Activity Safety Standards in Education \(OPASSE\)](#).
- 2.10 Student participation on a field trip is voluntary. Consent from the parent(s)/guardian(s) of each student participant must be received prior to a student being permitted to participate in a field trip. In cases where students do not participate, the principal is responsible for ensuring that an appropriate instructional program is provided at the school.
- 2.11 Teachers have the primary responsibility for the supervision of students on field trips. They shall demonstrate an acceptable standard of care, and consider their significant responsibility for safety and risk management when planning, preparing and supervising these programs in order to ensure every activity is conducted in accordance with the *Education Act* and related regulations.
- 2.12 Volunteers may assist teachers with field trips and off-site activities, and may be assigned specific supervision responsibilities by the teacher-in-charge or the principal.
  - 2.12.1 All non-employee volunteer supervisors will abide by Policy 205, which includes the completion of a Volunteer Agreement (205-2)

and if required, a vulnerable sector check from the local police service.

- 2.13 Preference for field trip destinations is given to local destinations to achieve educational objectives. Out-of-province destinations shall only be considered when it can be demonstrated that the objectives cannot be met in Ontario.

### 3. References

This policy operates in conjunction with:

- [Education Act](#) and its regulations
- [Ontario Physical Activity Safety Standards in Education \(OPASSE\)](#)
- UGDSB policies:
  - [205 School Volunteers](#)
  - [214 Accessibility Standards](#)
  - [300 Emergency Procedures](#)
  - [304 Transportation](#)
  - [316 Records and Information Management](#)
  - [317 Fees for Learning Materials and Activities](#)
  - [504 Equity and Inclusive Education](#)
  - [509 Health Support Services](#)
  - [518 Students with Life-Threatening Medical Conditions](#)
- Ontario School Boards Insurance Exchange (OSBIE) Risk Management Guidelines for Field Trips