



MAPLE HILL SCHOOL
SUMMITTING TOGETHER

Maple Hill School

SECTION	General School Administration
POLICY NAME	Field Trip Policy
POLICY NUMBER	319
DATE CREATED	August 10, 2017
DATE REVISED	September 9, 2019
DATE IMPLEMENTED	September 1, 2017

Preamble:

Field trips are an integral part of the education process. Research shows that students gain a deeper understanding of what they learn in the classroom by experiencing and observing real-life scenarios that are relevant to their learning. To this end, Maple Hill School offers field trips at various times throughout the school year that help develop the whole child, intellectually, physically, socially and emotionally.

Policy:

All official school field trips will provide satisfactory supervision of students for the type of field trip being undertaken. Staff members will be responsible for the planning, approval and completion of the field trip following Maple Hill's policies of General Safety (Policy #317), Supervision (Policy #318) and Emergency Procedures (Policy #307).

Implementation:

1. Supervisory Standards:
 - a. The principal may on his/her discretion prevent any field trip if it poses a significant risk to students.
 - b. For class trips or part day trips there must be a minimum of one certified teacher per class with the students at all times. For a full day trip there must be a minimum of two supervisors required at all times with an additional supervisor per additional class, one of which must be a certified teacher. The other supervisor(s) should preferably be another teacher or employed in a profession that requires working with school age students. The other supervisor must be over the age of 21 and fill out and sign the supervisor agreement form and any necessary non-disclosure agreements outlined in the field trip package when applying for a field trip.
 - c. For any overnight trip there must be at least two certified teachers with a maximum ratio of 1 adult to 15 students.

2. Responsibility and Duty of the Teachers & Supervisors:

Teachers, staff members and other supervisors:

- are responsible for the safety of students during a field trip.
- must take reasonable steps to reduce the risks of injuries including being prepared for emergencies.
- must ensure that they have pertinent student information and equipment in their possession at all times, e.g., medical information, First-Aid kit, emergency telephone numbers, etc.
- are required to communicate with parents/guardians as quickly as possible, if needed, e.g., change in pick up/drop off time, emergencies or discipline issues.
- must take attendance at all points of departure and periodically during the field trip, as needed.
- are expected to ensure that students show the same standard of behaviour on field trips as is expected during in-school programs.
- are to ensure that students do not partake in activities that pose a significant risk or deviate from the planned/reported objectives of the field trip.
- shall not consume alcohol or other intoxicating substances at any time while on a field trip.

Teachers must go through the below checklist before and during the day of the field trip. It is vital that students who have medical alerts are acknowledged and that risk is mitigated. It is also imperative to have a staff person go over the safety features of the vehicle if they are using public transit or must have the operator of the vehicle go over the safety features of the vehicle (emergency exits, first aid kit, etc.). Please see the detailed checklist below for more information

Field Trip Communication Checklist

1. Before the field trip day, designate who is the lead and who are the secondary and tertiary leads in case the lead or a secondary is incapacitated. Each adult should have a cellphone on them.
2. Check to see the files of any of the students for medical alerts. If a student has a chance of anaphylaxis, make sure that a staff member who is trained in first aid is present on the field trip and that there is an EpiPen in the first aid kit.
3. Before departing the school, take attendance to make sure all students are present that are supposed to be present. Lead should also bring along the travel first aid kit.
4. If taking the school's own transportation or using public transit, inform the students of the safety equipment in the mode of transport they are using. If this is public transit this means telling students where the emergency exits are in a bus or on a Skytrain. If taking a private charter bus or other private transportation, inform the driver that they must present the students an introduction to the safety features of the vehicle.
5. Each adult supervisor should have attendance sheets available for the group they are responsible for. The lead should have attendance sheets for all the students.

6. In the event of an emergency proceed with the following:
 - a. The lead ascertains the situation
 - b. Determine where you are
 - c. Call 911
 - d. After calling 911 follow their instructions
 - e. While the lead or whoever is in charge is calling 911, have the secondary or tertiary lead call the school at 604-285-9665. If you can not get through call the principal Eric Di Nozzi at 604-506-1911
 - f. The school will ask for the situation, where you are, and if 911 has been called
 - g. The school will work to call the authorities on our end and begin to inform parents and guardians of the situation
 - h. The lead and the adult supervisors need to care for the safety of the students while the authorities arrive on scene and follow instructions
 - i. If in the emergency your location is not safe, move all students to a safe location before calling 911 and before calling the school
7. At the end of the field trip take attendance before departing on transportation. Repeat step #3 above if you are using a different mode of transportation or a different vehicle than on what you came in with.
8. Once you have arrived at your final destination for departure (i.e. the school) you can dismiss students. Sometimes, dismissal at a location other than a school may be appropriate. In these scenarios make note of which students have been dismissed.