



### **Field Trips**

Field trips related to curriculum studies are seen as an integral component of a good education. Due to the legal risks associated with taking students on field trips it is important that all parents be aware of the information that follows.

### **Permission Slips**

There are official field trip forms, which have been approved by the Catholic Independent Schools of the Vancouver Archdiocese (CISVA). These will be sent home for all field trips and will include details such as the date, time, and location of the trip. Parents must sign and return the official form to the school in order for a student to be allowed to attend the field trip.

### **Awareness of Risks**

Parents have the right and responsibility to make themselves aware of all possible risks associated with a given field trip. Consent forms are designed to ensure parent awareness regarding a given field trip and should be read carefully.

### **Dress Code**

Students are required to be in full uniform for field trips unless otherwise specified by the teacher. Students must have the required clothing and supplies in order to be allowed to participate in a field trip.

### **Student Behavior**

Students who through action or behaviour pose a safety risk to a particular field trip may be excluded from attendance at the school's discretion. Parents who attend field trips in a supervisory role act on behalf of the school and students must respect their instructions. In the event of a student breaching school guidelines for appropriate behaviour during a field trip, parents and school administration will be notified and the student will be transported home or to school as soon as possible.

### **Siblings**

It is school policy that siblings do not attend class field trips. A parent cannot act as a supervisor and have siblings in attendance.

### **Parent Drivers/Supervisors**

- The classroom teacher arranges which children ride with each driver. That teacher must approve any changes to these arrangements.
- All parent drivers must have a current "driver authorization form" on file in the school office prior to driving on any school outing. This form is updated yearly as part of the registration package. Additional forms may be obtained from the school office.
- Parent supervisors should devote their undivided attention to the students in their care. They are responsible for the safety, supervision, and behaviour of these students. They should follow the direction of staff members and adhere to all school policies as outlined in the policy manual and report all concerns to the teacher-in-charge.
- **Parent drivers are to drive directly to and from the destination without stops for shopping or snacks.** Parent drivers are to refrain from purchasing treats for the children in their group unless directed to do so by the teacher.



**Driver Insurance /Responsibilities**

Additional Archdiocesan Insurance for excess third party liability covers volunteer drivers. They must have a valid driver's license and insurance on the vehicle. The mechanical condition of the vehicle is the responsibility of the parents who volunteer its use. The vehicle must carry only the allowed number of passengers and every passenger must wear a seat belt. Children under age 12 should not ride in the front seat if there is an airbag in the vehicle.

**Booster Seats**

The booster seat legislation took effect July 1, 2008 (amendment to Division 36 of the Motor Vehicle Act Regulations, Child Seating and Restraint Systems). This legislation is relevant to the K to 12 school systems when considering children riding with a teacher or parent volunteer drivers. All drivers are responsible for complying with all child restraint requirements. Booster seats are required for children over 18 kg (40 lbs) until they are 9 years old, unless they have reached the height of 145 cm (4'9").

**A child who requires a car seat or booster seat should bring it to school (clearly labeled with the student/family name) and use it for their field trip.**

The school has ten booster seats available for loan.

**Walking Tours**

At least two adult supervisors will accompany class walking-tours at all times. One adult will lead the group and one will follow the last student for the duration of the walk. A first aid kit must be carried on all tours and at least one cell phone must be available for use in the event of an emergency.

**Field Trips/Overnight Trips by Bus or Private Vehicles**

- For primary field trips, there should be one adult for every five students and for intermediate trips one adult for every eight students.
- For overnight trips, students must sign a code of conduct contract.
- If possible, buses will be used to transport students to and from venues. One extra staff member will accompany those on the field trip in a private vehicle and will be available to transport students in the case of an emergency or a disciplinary concern.
- A staff member must carry a first aid kit and emergency information for the duration of the field trip.

<b>Reference:</b>	<b>Approved:</b> St. Joseph's Parish Education Committee
	<b>Date(s) Revised:</b>