

## Asasa Learning School Authority 0235

Safety for Outdoor Education and Field Trips 3.0
Updated: July 10, 2018
Approved by: Board of Directors
Applies to: All Alberta Certified Teaching Staff, Students, Parents, Volunteers

**Objective:** The purpose of this policy is to guide all abovementioned stakeholders in ensuring continued safety for outdoor education and field trips.

**Policy:** Outdoor education comprises the multitude of student activities that occur outside the school building. The playgrounds where the students play should be safe and comply with CSA standards. Field trips are an integral part of student education and take place at various locations throughout the City of Calgary. Students are to be safe and cared for during the entire duration of their field trip. There is to be a specific procedure in place to assign accountability at individual and group level with clear lines of communication between Group Leaders, Trip Leader, the school and parents.

**Procedure:**

1. Outdoor Education

During outdoor activities teachers are advised not to take students outdoors when the temperature is below -10 degrees Celsius, whether through wind chill or otherwise. Any time there is a risk of or actual storm, rain, hail, unsafe conditions due to damaged playground or a lockdown, teachers are not to take the students in the playground.

While in the playground, at least two individuals must be present to supervise the students. Of those two individuals, at least one must be an Alberta Certified teacher. Students are to be constantly monitored so that they do not leave the playground, engage in bullying, jump off high structures or try to climb the fence.

The play equipment must be professionally inspected once a year by Blue Imp or other licensed play structure inspection company. Any time a student comes forward with an issue regarding any of the play equipment; it must be promptly reported to the designated Health and Safety person at the school. In the absence of the person mentioned above, teachers on playground duty are required to promptly report to any member of the support staff and immediately direct children away from the playground equipment.

## 2. Field Trips

Parents must provide written consent if they wish to have their child go on a School Authority-sponsored field trip. There must be no more than eight students in a group and an authorized adult must supervise each group. Adults must have their Calgary Police background checks. The term “chaperone” can be used to specify any individual who is accountable for one or more students for the duration of the field trip.

The method of transportation must be approved by the principal and signed off by the parents/guardians. When staff, parents or volunteers transport students the driver and owner of the vehicle must be included in the permission form and signed off by parents/guardians. At least two teachers must supervise loading and unloading of students from a bus in a safe and caring manner. A head count of the students must be performed before leaving any location. Each chaperone must have his or her cell phone number provided to the Field Trip Leader. All trip supervisors will have access to all relevant contact and medical information.

Supervision requirements are as follows:

<b>Grade</b>	<b>Field Trips</b>
Junior Kindergarten –Kindergarten	1 adult/ 4 students
1-3	1 adult/ 8 students
4-6	1 adult/ 10 students

### Day Field Trips

For day field trips, students on the field trip must return to the school prior to the end of the school day so that they can return home on bus or with their parents in a timely manner. Should a bus carrying students to or from the field trip get delayed; the parents must be notified by a member of the support staff forthwith.

### Overnight Field Trips

Accommodations must be arranged in advance and be signed off by the parents/guardians. Room allocation for staff and students must adequately address supervision considerations and gender. All activities that include risk will be clearly indicated in the overnight trip parent consent form.

Parents/Guardians are advised that students not going on field trips cannot be cared for at the academy. The reason for this is that all concerned teachers are with the students chaperoning

them on the field trip.