



## Administrative Procedure 4085

# *Off-Site Programs and Activities*

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**Board Governance Policy Cross Reference:** [1](#), [12](#), [13](#), [14](#)

**Administrative Procedures Cross Reference:**

[Criminal Record, Check Child Abuse Registry Check and Respect in Schools](#)

[Student Code of Conduct](#)

[Human Diversity](#)

[Out of Class Physical Education Approval Process](#)

[School Fees and Fundraising](#)

[Use of School Buses for School Field Trips](#)

**Form Cross Reference:**

[Low Risk Off-Site Activity Proposal](#)

[Higher Risk Off-Site Activity Proposal](#)

[Driver/Vehicle Approval Form](#)

[Passenger Assignment Form](#)

[Billeting Guidelines](#)

[Off Site Activity/Trip Checklist](#)

[Cross Border Consent Letter](#)

[Emergency Response Plan Template](#)

[School Bus Requisition Form](#)

[Incident Report Form](#)

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**Legal/Regulatory Reference:**

[Appropriate Educational Programming Legislation](#)

[Child Abuse Registry Check \(CARC\)](#)

[Government of Canada: Travel Advice And Advisories](#)

[Manitoba Physical Activity Safety in Schools \(MPASS\)](#)

[Out-of-Class Safety Handbook: A Resource for Grades 9 to 12 Physical Education/Health Education \(Manitoba Education\)](#)

[Supporting Transgender and Gender Diverse Students in Manitoba Schools](#)

[Swim Safe Program: A Reference Guide for Schools \(Manitoba School Boards Association\)](#)

[The Highway Traffic Act](#)

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The mission of the Brandon School Division is, “to enable each student to achieve maximum intellectual, emotional, social and physical growth. We accomplish this through the provision of programs and services which facilitate the development of students as healthy contributing members of society.”

In support of this mission, the Division supports a balanced education involving the provision for programs and activities at the school site as well as off-site programs and activities that provide the opportunity for all students to participate.

This Administrative Procedure is to be used as a basis for planning, preparing and conducting all off-site educational programs and activities in the Division.

### **Definitions**

“Off-Site” programs and activities are defined as any planned teacher-supervised educational activity that removes an individual student or a group of students from school facilities and grounds.

Off-site programs and activities include educational experiences within the full spectrum of the curriculum in areas such as cultural, ethnic, civic affairs, arts, sciences, physical education, and the environment. They may also include but are not limited to interscholastic, recreational and/or community-based activities, residential camping, wilderness experiences and student travel.

Three types of off-site programs and activities will apply as follows for the purposes of this administrative procedure.

- Curricular
  - are necessary to achieve mandated learning outcomes;
  - occur entirely within regular hours of instruction; and
  - are fully funded by school and Divisional budgets.
- Co-curricular
  - may enrich instructional/curricular activities but are not essential to achieve mandated learning outcomes;
  - mandate the participation of a specific classroom or group of students; and
  - may require funding outside of school and/or Divisional instructional budgets.
- Extra-curricular (Optional)
  - are linked to curricular activities, but are not essential to achieve mandated learning outcomes or credits;

- do not mandate the participation of any specific classroom or group of students; and
- requires funding outside of school and/or Divisional instructional budgets but may be funded by specific extra-curricular budgets for costs such as registration fees.

Examples: travel excursions, interscholastic team trips, school events or excursions occurring outside the regular school day, including weekends or holidays.

Off-Site activities are to take place within a context of:

- enhancing the school program;
- providing demonstrated educational value;
- the age(s) and developmental need(s) of student participants;
- the staff expertise necessary for a safe and successful experience;
- the impact of staff and student time away from the school;
- the affordability of the program/activity to students;
- parent/guardian notification, communication and approval;
- planning for appropriate alternative programs/activities for students who do not participate in the off-site activity, unless defined as extra-curricular;
- attention to safety/risk assessment of off-site programs and activities; and
- protection of students, staff, volunteers, and the Division.

### **General Regulations**

- Programs and activities must be age appropriate and within the developmental level of students.
- Activities shall be within reasonable limits of staff expertise or provide for appropriately trained support personnel including volunteers, cooperating individuals, groups or agencies.
- Activities defined in these procedures must receive approval of school administration.
- Plans for off-site programs and activities shall be submitted within appropriate timelines to facilitate the required approval processes.
- Parent/Guardian notification and communication must be deferred until approval in principle has been granted at the appropriate level.
- A teacher(s) must accompany students and shall assume overall responsibility for student supervision.

- All supervisors and volunteers need to be adults and at least two years older than the students they supervise.
- The number of teacher supervisors and volunteers shall be directly related to the risk level and shall ensure safety of all students (see Manitoba Physical Activity Safety in Schools)
- Volunteers must be provided with orientation and provide or possess a Criminal Record Check, a Child Abuse Registry Check and have completed Respect in School. Coaches will also require Respect in Sport.
- Students on field trips may only attend if they are members of a sponsoring school.

The Division will work with agencies at the local, provincial, national, and international levels in programs involving students, provided such programs have the approval of the administrative staff of the school and, when required, the Superintendent/CEO or designate.

## **Planning**

The following objectives must be addressed in planning off-site programs and activities:

- To provide educational experiences which are within the full spectrum of the curriculum. These would include off-site activities that develop skills, knowledge or attitudes related to: cultural diversity, civic affairs, global issues, the arts, science, physical education, vocations and the environment.
- To provide educational experiences which are sound and are developed in concurrence with the mission and goals of the Division. These can include activities of a social-recreational nature, which provide opportunities to foster self-reliance, independence and group responsibility. These can also include positive activities for the purpose of enhancing school spirit.
- To provide educational experiences which provide opportunities for all students. These would include activities that encompass community-based learning for students with diverse learning needs.

Planning pertaining to off-site programs and activities will follow the guidelines and procedures provided in this procedure, the Manitoba Physical Activity Safety in School and Out-of-Class Safety Handbook: A Resource for Grades 9 to 12 Physical Education/Health Education.

It is the responsibility of the Principal and supervising staff member(s) to refer to the above referenced documents and regulatory requirements to ensure that all off-site activities meet with the Administrative Procedure requirements of the Division.

For the purposes of planning, there are two categories of off-site programs and activities:

- **Low Risk Activities:**
  - short duration of one day or less (Kindergarten – Grade 8);
  - activity and environment does not pose a threat;
  - day field trips may include activities such as a visit to museums, watching a sporting event, attending a play, walking to the local library, paddling pool and splash parks;
  - Grade 9-12 off-site activities within the Province; and
  - excludes trips that involve a high risk activity.
- **Higher Risk Activities:**
  - short (day) or extended duration (overnight) **and** are high risk;
  - a higher risk activity requires conscious ongoing assessment and management;
  - may include activities such as aquatics, or a trip out of province. Activities listed below are high risk. If you are unsure in your trip is high risk, please consult your Principal.

<ul style="list-style-type: none"> <li>• Alpine/Downhill Skiing</li> <li>• Aquatics</li> <li>• Archery</li> <li>• Backpacking</li> <li>• Board Sailing/Windsurfing</li> <li>• Camping</li> <li>• Canoe Trips (Grade 7-12 in moving water less than grade 1 rapids)</li> <li>• Cross country skiing</li> <li>• Cycling</li> <li>• Horseback riding</li> </ul>	<ul style="list-style-type: none"> <li>• In-line skating/Roller skating</li> <li>• Kayaking</li> <li>• Mountain biking</li> <li>• Sailing</li> <li>• Skating</li> <li>• Snorkeling</li> <li>• Snowboarding</li> <li>• Snow-tubing</li> <li>• Tobogganing/sledding</li> <li>• Wall climbing (artificial)</li> <li>• Winter camping</li> </ul>
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Schools planning either of these types of offsite activities are required to complete and submit for approval either:

- Form **4085Fa – Low Risk Off-Site Activity Proposal** or
- Form **4085Fb – Higher Risk Off-Site Activity Proposal**

### Restrictions

- Grade Level Restrictions
  - Kindergarten to Grade 4 students are restricted to day trips, unless circumstances are exceptional and the Superintendent/CEO or

designate grants approval for higher risk day trips or extended duration trips.

- Grades 5 - 8 (middle years) students are restricted to day trips or higher care day trips and extended care trips within Manitoba, unless circumstances are exceptional and the Superintendent/CEO or designate grants approval.
- High school trips are unrestricted.
- Unacceptable and Prohibited Activities

Permission for an activity may be denied if the following conditions apply:

- Unacceptable travel time - too long for the age of students
- Inordinate expense (see Financial Requirements)
- Excessive school absence (see maximum school absence below)
  - **Trips within Canada – 4 school days**
  - **Trips to USA – 3 school days**
  - **International trips – 2 school days**
- Any off-site activities that are hazardous or prohibited (see below)

The activities listed in the table below are prohibited. Other activities not listed may be prohibited from time to time by the Superintendent/CEO or designate.

<ul style="list-style-type: none"> <li>● Aerial gymnastics</li> <li>● Aircraft or helicopter rides from school property</li> <li>● Auto racing</li> <li>● Backcountry activities (skiing, snowboarding, or hiking)</li> <li>● Bicycle motocross (BMX)</li> <li>● Bobsledding</li> <li>● Boxing</li> <li>● Bungee jumping</li> <li>● Caving (spelunking)</li> <li>● Canoeing for Grades K-6 and for higher grades in moving water greater than grade 1 rapids</li> <li>● Cliff rappelling</li> <li>● Demolition derbies</li> <li>● Drag racing</li> <li>● Gladiator style events</li> <li>● Horse jumping</li> <li>● Hot air balloon rides</li> </ul>	<ul style="list-style-type: none"> <li>● Motorcycling of any nature</li> <li>● Mountain climbing and mountaineering but not including hikes in the mountains</li> <li>● Paintball, laser tag games or war games</li> <li>● Personal watercraft</li> <li>● Racing of watercraft</li> <li>● Rifle ranges or other activities involving firearms</li> <li>● Rock climbing (not including climbing walls)</li> <li>● Rodeos</li> <li>● Scuba diving</li> <li>● Skydiving</li> <li>● Snow-tubing, unless at approved ski resort</li> <li>● Snowmobiling</li> <li>● Tower diving</li> <li>● Use of fireworks or other pyrotechnic</li> </ul>
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<ul style="list-style-type: none"> <li>• Ice climbing</li> <li>• Luge</li> <li>• Mechanical bull riding or mechanical rodeo events</li> </ul>	<ul style="list-style-type: none"> <li>• devices</li> <li>• White-water rafting</li> </ul>
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### Off-Site Activity Approval Process and Timelines

<b>Activity Designation</b>	<b>Required Approval</b>	<b>Proposal Timelines</b>	<b>Detailed Trip Plan</b>
<b>Low Risk</b>	Principal	One Week	N/A
<b>Higher Risk</b>			
<b>Extended Duration Trips</b>	Principal and Superintendent/CEO or designate	Three Weeks	Ten days
<b>Higher Risk Trips</b>	Principal and Superintendent/CEO or designate	Three Weeks	Ten days
<b>Out of Province Trips (within Canada)</b>	Principal and Superintendent/CEO or designate	Three Months	One Month
<b>United States of America Trips</b>	Principal, Superintendent/CEO or designate and School Board	Six Months	Two Months
<b>International Trips</b>	Principal, Superintendent/CEO or designate and School Board	Twelve Months	Three Months

**Note:** Before communication occurs with students and parents, high risk trips require approval in principle by the Superintendent/CEO or designate. Exceptions to the timelines may be considered by the Superintendent/CEO or designate on a case by case basis.

### Financial Requirements

The cost of Off-Site Activities is a joint responsibility of the school and participants.

Schools may apply for federal, provincial, commercial and private assistance to finance off-site activities, with the proviso that such assistance respects existing Divisional administrative guidelines on fundraising, community partnerships and management of conflicts of interest.

Additional funding support is provided by the Division through the school operating budgets. This support recognizes that some students may experience financial hardship from time to time, and require assistance. Information about financial assistance is to be provided through all avenues of home school communications.

Schools must adhere to Administrative Procedure School Fees and Fundraising and other Fiscal Management administrative procedures in financing off-site programs and activities.

- **Curricular Activities and Trips**

Funding for curricular activities and trips are provided by Divisional and school budgets.

- **Co-Curricular Activities and Trips**

Funding for co-curricular activities and trips may be shared between the school through available school and/or parent council funds, and by the student/parent/guardian or group fundraising.

Costs to parents/guardians for their child's participation in co-curricular activities and trips will be kept to a minimum. No child shall be denied access to the off-site activity/trip because of cost.

- **Extra-Curricular Activities and Trips**

Funding for extra-curricular activities and trips must be shared between fundraising and by the student. Registration fees may be funded by specific extra-curricular budgets.

The maximum total cost per student of any trip will be adjusted every July 1<sup>st</sup> based on the Consumer Price Index for Manitoba. The total includes any fundraising done by students and cannot exceed the maximum.

A proposed budget must be included for overall costs together with timeline for fundraising or payments towards trips when costs are associated with any Off-Site Activity proposal. The proposed budget should include:

- fundraising timelines;
- overall cost of trip for all participants;
- sources of revenue from fundraising to reduce the overall cost;
- overall cost of trip for individual participants;
- sources of revenue from fundraising to reduce the individual student's cost; and
- estimate of the number of students requiring/identified as needing additional financial support due to need.

### **Parental/Guardian Consent (refer to forms 4085Fa and 4085Fb)**

Parents/guardians shall receive timely communication about planned off-site activities and the opportunity to participate in the planning of the activity (where appropriate).

Parents/guardians must provide consent for their children to participate in all off-site programs and activities. A separate Parent/Guardian Consent and Acknowledgement of Risk Form must be completed for each off-site program or activity.

One Parent/Guardian Consent and Acknowledgement of Risk Form is acceptable for a series of off-site activities/trips, such as a series of walking activities in the neighbourhood of the school, performing arts, swimming lessons, physical education classes, outdoor education classes, or interscholastic athletics, as long as the Parent/Guardian Consent and Acknowledgement of Risk Form includes a schedule of all activities and meets the requirements of this Administrative Procedure.

In addition to the Parent/Guardian Consent and Acknowledgement of Risk Form, parents or guardians must be informed in writing of the following information about off-site activities:

- a detailed itinerary, setting out the general nature and number of activities;
- teacher-in-charge contact information;
- risks and hazards associated with the activity;
- where necessary, a map of the area; and
- any other relevant information about the trip that may influence the parent or guardian's decision to withhold permission, such as a controversial museum exhibit.

In some situations, it may be necessary to have a parent/guardian meeting to ensure informed consent for trips with increased risk. **Parent/guardian meetings are required for out of province activities/trips and activities/trips requiring air travel.** A record of attendance must be kept of this meeting.

### **Dismissal from Extended Care Field Trips for Disciplinary Reasons**

When off-site activities/programs extend beyond one day in length, the school shall provide parents/guardians with prior notice that the school may suspend a student who does not comply with school and/or Divisional Student Code of Conduct from participation in the program.

Students can be sent home early from a trip if they are involved in behavior that is not in compliance with school and Divisional codes of conduct. School and Divisional codes of conduct will be reviewed at parent meetings, where applicable.

In the event of a student dismissal for disciplinary reasons, an Incident Report Form must be filed with the Superintendent/CEO or designate outlining the details of the event(s) and cause of dismissal.

Students and their parent/guardians are required to submit a signed Higher Risk Parent/Guardian Consent and Acknowledgement of Risk Form, which will include the following details:

- Parent/guardian contact information to ensure communications to facilitate an early return of their child.
- Students will be returned by airplane whenever possible.
- A supervisor will be with the student(s) until departure for home if the return trip is direct and non-stop.
- If the return trip includes a stopover, a supervisor must attend with the returning student(s).
- Parents/guardians must make an arrangement to have the student picked up upon arrival.
- Any additional costs as a result of sending the student home early will be at the expense of the parent/guardian.

### **Transportation**

The teacher-in-charge must organize and coordinate transportation. They will attempt to use Divisional transportation whenever possible, with public or approved chartered transportation as preferable alternatives.

One exception is travel for activities within 100km of Brandon and **outside the school day**. In this case, parent drivers may be used to provide transportation without teacher co-ordination. Student drivers are strictly prohibited.

For activities that involve multiple off-site trips during the school year (example: band, sports teams), the Division expects all staff to follow this Administrative Procedure regarding transportation. There should be no expectation that parents are responsible for driving their child to any/all events beyond the parameters in this AP. If a parent chooses to drive their own child, they need to notify the coach/supervisor and all school rules and fees would still apply. Coaches/supervisors are not expected to adjust fees in this situation but can do so if they so wish. Coaches/supervisors of these types of activities may choose to either:

- a) set the student fees for the activity for all items for the year or:
- b) set the student fees for the activity not including travel and determine the fee for travel on a case by case basis during the school year (example: sports tournaments)

**Note:** During severe weather or poor driving conditions, Principals or designate must ensure that weather and road conditions are safe for travel before students leave Brandon for an off-site trip. The trip shall not proceed if the following factors prevail:

- There are blizzard conditions en-route or blizzard or severe weather conditions are forecasted by Environment Canada.
- The RCMP or Highways Department has issued an advisory against travel on any en-route highway.
- The wind-chill falls in the “very high” or “extreme” (-45 C) category as defined by Environment Canada.
- In the event of rural school routes being cancelled due to weather, out-of-division off-site travel will require Superintendent/CEO or designate approval.

On return trips, the teacher-in-charge must verify weather and road conditions prior to departure. In case of inclement weather, the teacher-in-charge will notify the Principal of alternative arrangements.

Students must be appropriately clothed for travel by road for the seasonal conditions as determined by the teacher-in-charge. Emergency equipment must be available in vehicles.

It is required that for travel outside the Division limits, any vehicles used to transport students contain or have immediate access to a first aid kit and a cell phone. (The cell number is to be left with the Principal.)

- **Division School Buses**

Bus requests must be submitted to the Supervisor of Transportation on a School Bus Requisition Form and follow the procedures in the Use of School Buses for School Field Trips administrative procedure.

Where more than one bus is used:

- A list of students traveling on each bus must be on file at the school office as well as given to trip supervisors and bus driver(s).
- Students must travel on the same bus at all times (pending emergencies).

- **Private Vehicles**

When the use of private vehicles for transporting students is necessary:

- Divisional employees or parents will complete the Driver/Vehicle Approval Form.
- The school shall inform the parents about how students will be transported to off-site experiences.
- Drivers must be on the approved volunteer list when transporting students other than their own children in accordance with Administrative Procedure Criminal Record Check, Child Abuse Registry Check and Respect in School.

- There must be a minimum of 2 students unless only transporting your own child.

**Note:** Students/minors are not to be used as volunteer drivers.

Private vehicles may be used to transport students only with the knowledge and permission of the Principal. Principals shall ensure that vehicles used are appropriately registered under The Highway Traffic Act C.C.S.M. c. H60 and that drivers have a current and valid driver's license (see Driver/Vehicle Approval Form). The vehicle used must be insured by the owner for at least the minimum of MPIC Basic Insurance coverage, but the owner shall be encouraged, for their own protection, to carry at least \$1 million liability coverage.

It is recommended that the vehicle be operated by an employee or other responsible adult. For out of Division trips, the principal shall ensure that the teacher/supervisor prepares a list of students assigned to each vehicle and provides a copy to the driver and the Principal (Passenger Assignment Form). The list shall include the names, addresses and telephone numbers of the passengers. The passenger list must remain the same for the return trip unless previous arrangements are made with the written consent of the parent/guardian.

In the event of an accident, the Principal shall immediately verbally advise the Superintendent/CEO or designate and as soon as possible file a full written report (*Incident Report Form*) to the Superintendent/CEO or designate.

- **Rental Vans**

If a school bus is unavailable, rental vans may be used.

Fifteen (15) passenger vans are permitted ONLY between May 1<sup>st</sup> and October 31<sup>st</sup>, provided that inclement weather (snow/sleet/freezing ice or rain) is not likely in the forecast. This must be confirmed with the Superintendent/CEO or designate 24 and 48 hours prior to departure.

Drivers must have a minimum of Class 4 license to rent vans with seating capacity in excess of 10 passengers (including the driver). Schools are to purchase additional insurance on the rental vehicle. The driver shall not be a student.

- **Bicycles**

The teacher-in-charge must take the following steps when traveling to an off-site activity by bicycle:

- Students on bicycles are to be accompanied by a teacher on a bicycle.
- Recommended that a form of communication, i.e., cell phone, 2-way radio, whistle, etc. is used.
- Approved helmets for participating students and supervisors are required.

- All bicycles are to be inspected to ensure they are safe and are of operation worthiness for the route planned.
- Brightly coloured vests or clothing are encouraged for all riders.
- **Water Travel**

Canada:  
Canadian Service Providers must provide documentation that they meet Transport Canada requirements as stipulated by the *Canada Shipping Act, 2001* S.C. 2001 c.26 and subsidiary regulations.

Countries other than Canada:  
Organizers for activities outside Canada must take every reasonable and practical step to ensure commercial watercraft standards and regulations are met.
- **Public Transit**

Public transit buses can be used on a group/individual pay system. When using public transportation, it is wise to alert the public transit of your plans beforehand.
- **Walking**

When walking is used as a mode of transportation for trips, care and group control should be exercised, especially when passing through high traffic areas. Group limits such as age, fitness, familiarity and amount of supervision available must be considered.

### **Releasing Students from Off-Site Activity**

At the conclusion of an off-site activity:

- Students will be dropped off at the predetermined end of activity location and released from the supervision of the activity as outlined in the completed Parent/Guardian Consent and Acknowledgement of Risk Form (refer to forms 4085Fa and 4085Fb).
- In extenuating circumstances, students may be dropped off and released from supervision at an alternative predetermined location if the parent or guardian has provided written instructions to the supervisor listing the alternative location and the person to whom the student is to be released. These instructions may be delivered to the trip supervisor electronically.
- In the event that the receiving adult as outlined in the special written instructions is not present at the identified alternative drop off location, the student will be transported to the predetermined end of activity location as outlined in the completed Parent/Guardian Consent and Acknowledgement of Risk Form. Further parental/guardian communication will be necessary prior to releasing the student.

## Supervision of Students

- Field trips are simply an extension of regular school activities and therefore the Principal, as well as teachers, are legally responsible for ensuring safety and maintaining the code of conduct during curricular, co-curricular and extra-curricular trips.
- The teacher in charge must provide for both male and female supervisors for all off-site trips involving an overnight stay.
- Supervision of students shall be assigned in accordance with the risk outlined in Manitoba Physical Activity Safety in School (MPASS).
- If the supervision ratio for the activity is not listed in MPASS please use the following ratios:
  - Low Risk
    - K-4 1:20
    - 5-8 1:25
    - 9-12 1:30
  - High Risk
    - K-3 1:8
    - 4-8 1:10
    - 9-12 1:15
- Student behaviour shall be in accordance with school and Divisional codes of conduct.
- Students must be under direct supervision of a Brandon School Division staff member.
  - Exceptions may be made in accordance with MHSAA guidelines for extra curricular sports. (example: Provincials require a teacher in attendance)
- Staff Supervisors have the primary responsibility of ensuring acceptable standards of student conduct.
- Principals may approve other volunteers as supervisory personnel to assist staff in providing a safe environment for all students. Parents and other adults may be designated as supervisors provided they meet the volunteer requirements.
- Principals may approve other volunteers with special skills in coaching or training to assist staff, however, they may not be deemed as a primary supervisor.
- All supervisors and volunteers must be on the approved volunteer list, in accordance with Administrative Procedure Criminal Record Check, Child

### Abuse Registry Check and Respect in School/Sport.

- For all Low Risk and Higher Risk Activities/Trips, parents/guardians must be provided sufficient briefing regarding their role and responsibilities prior to the trip taking place.
- All supervisors and volunteers must complete and submit a Volunteer Consent and Acknowledgement of Risk Form (refer to forms 4085Fa and 4085Fb) to the school prior to participating in the trip.

### **Safety Procedures**

The Division and its schools are required to ensure the safety of its students, who are deemed to require exceptional protection for which responsibility cannot be relinquished to another party, by:

- avoiding activity that may reasonably and foreseeably contribute to or cause injury respecting the standard of care consistent with a responsible and judicious parent; and
- considering students' ages and behavioural profiles, training requirements, an activity's inherent risk, and the functional and safe condition of any required equipment.

Accordingly, a staff member must supervise students at all times during an off-site activity. A "staff member" is defined to include teachers or other adults designated as supervisors by the Principal.

The following safety provisions must be in place:

- Staff supervisors will have the primary responsibility to enforce Divisional Student Code of Conduct guidelines.
- Staff supervisors need to inform volunteers of their duties and guidelines for supervision of students.
- Staff supervisors must ensure that special equipment required by children with health care plans (e.g. epi-pens, inhalers, etc.) is taken on the trip.
- Students are not allowed to leave the field trip unless prior written arrangements have been made.
- Teachers shall include a pre-site orientation (or familiarity) as part of the planning process.
- Necessary steps must be taken to address potential risk factors to students. (see Manitoba Physical Activity Safety in School)
- Students must receive briefing and orientation sessions to acquaint them with activity procedures and site information.
- Supervision plans shall be in place and be provided to trained personnel on certain trips (see Manitoba Physical Activity Safety in School.).

- Safety equipment such as first aid kits, emergency plans, alternative transportation, telephone (cell), two-way radios, and other emergency equipment that may be necessary shall be available at all times.
- Environmental, wilderness excursions and nature hikes require a high level of supervision and shall include the support service of trained personnel.

Safety procedures will comply with the stipulations outlined in this administrative procedure as well as the Manitoba Physical Activity Safety in Schools.

Planning for off-site activities will incorporate health care plans and emergency response plans for students as per Division procedures.

Any accident that requires medical attention must be reported on the Incident Report Form.

For High Risk Activities, a minimum of one person must be qualified in first aid and CPR. This may include a qualified person employed at the off-site location (e.g. camp counsellor).

### **Emergency Preparation**

All participants of the Off-Site Activity need to be informed of the safety and emergency procedures, including evacuation routes, contingency plans and available rescue and medical support for each activity. Emergency skills and procedures are taught to participants and supervisors so they understand what to do in an emergency.

An emergency during an off-site activity may include a medical emergency, lost person, motor vehicle accident, animal/wildlife attack, an act of violence, kidnapping or any other incident that involves serious injury or loss of life or the potential for serious injury or loss.

In a wilderness or remote setting, rescue personnel may not be immediately available and the teacher(s)-in-charge will have to assume total management of the crisis for an extended period of time.

Schools should note that in the event that outside agencies such as Police, Fire, Ambulance, Search and Rescue, Coast Guard, etc. are responding to the emergency, the external agency will often take over the management of the situation. Staff Supervisors and Principals must work co-operatively with these agencies for the benefit of all involved.

An emergency requires an immediate response that should be carried out calmly. As part of any off-site activity, an emergency response plan should be developed collaboratively between the Principal and Staff Supervisor as part of the Off-Site Activity Proposal (refer to forms 4085Fa and 4085Fb). See the Emergency Response Plan for details.

## Off-Site Programs and Activities Procedures

- **Low Risk Activities**

1. All forms to be completed by “teacher-in-charge”.

**4085Fa – Low Risk Off-Site Activity Proposal** – must be submitted to Principal at least one week in advance.

2. The Principal reviews the **Low Risk Off-Site Activity Proposal** and approves if it meets the educational and safety criteria as outlined in the Administrative Procedures.

3. **Principal must approve prior to forms being sent home to students.**

4. Once approved, the following forms must be collected for each student and/or volunteer and taken on the trip, with an electronic copy retained on file at the school:

- **Low Risk Day Trip Parent/Guardian Consent and Acknowledgement of Risk Form** (Teacher will distribute and collect. Provide a list of names to the School Administrative Assistant to generate a Trip Roster.)
- **Volunteer Consent and Acknowledgement of Risk Form** (if required)
- **Driver/Vehicle Approval Form** (if required) (The form must be collected for each volunteer using their own vehicle and retained on file at the school)

A copy of the approved Off-Site Activity forms is to be in the possession of the teacher-in-charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an Incident Report Form must be filed with the Superintendent/CEO or designate. Incidents must be verbally reported to the Principal immediately, and an Incident Report Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain with the Principal and be retained in the school until the end of the third (3<sup>rd</sup>) school year after the youngest participant turns 21 years of age.

The Off-Site Activity Trip Checklist will assist you in completing all steps required but is not mandatory.

- **Higher Risk Activities**

1. All forms to be completed by the “Teacher-in- charge”

**4085Fb – Higher Risk Off-Site Activity Proposal** – must be submitted to the Principal at least three weeks in advance. Exceptions to the timelines may be considered by the Superintendent/CEO or designate on a case by case basis.

**Note:** Out of Province travel requires longer advance notice.

- **Canada** - three months
- **USA** - six months
- **International** - twelve months

**Note:** The maximum allowable absence of school days is as follows:

- **Trips within Canada – 4 school days**
- **Trips to USA – 3 school days**
- **International trips – 2 school days**

2. The Principal reviews the Higher Risk Off-Site Activity Proposal and provides approval in principle if it meets the educational and safety criteria as outlined in the Administrative Procedure.

3. The Principal forwards a copy of the Higher Risk Off-Site Activity Proposal to the Superintendent/CEO or designate for approval. The Superintendent/CEO or designate will then forward it to the Board of Trustees, where required.

**Note:** Approval from the Principal, Superintendent/CEO or designate and School Board (if required) must be received before any communications with parents and students.

4. Once approval is received from the Superintendent/CEO or designate, the teacher-in-charge must begin the completion of the **Detailed Off-Site Activity Plan Form**. This form must be submitted for approval along with the following supporting documents:

- **Detailed Itinerary;**
- **Higher Risk Off-Site Activity Parent/Guardian Consent and Acknowledgement of Risk Form** (Teacher will distribute and collect. Provide a list of names to the School Administrative Assistant to generate a Trip Roster.);
- **Volunteer Consent and Acknowledgement of Risk Form** (if required);
- **Driver/Vehicle Approval Form** (if required) (The form must be collected for each volunteer using their own vehicle and retained on file at the school); and
- **Cross Border Consent Letter** (if required).

The **Detailed Off-Site Activity Plan Form** and supporting documentation must be submitted to the Principals as follows:

- **Overnight within Province – ten days prior to departure.**
- **Out of Province (within Canada) – one month prior to departure.**
- **USA – two months prior to departure.**
- **International – three months prior to departure.**

Exceptions to the timelines may be considered by the Superintendent/CEO or designate on a case by case basis.

When Principals are approving trips out of country, government travel advisories should be taken into consideration. Travel advisories must be checked online at Government of Canada: Travel Advice And Advisories. Travel in countries that are exercising a “high degree of caution” will not be approved.

For all USA and International trips, parents must complete the Cross Border Consent Letter.

A copy of the approved Off-Site Activity forms is to be in the possession of the teacher-in-charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents or tragic events arise during the activity/trip, an Incident Report Form must be filed with the Superintendent/CEO or designate. Incidents must be verbally reported to the Principal immediately, and an Incident Report Form is to be completed within 24 hours of the completion of the trip.

All original documents must remain with the Principal and be retained in the school until the end of the third (3<sup>rd</sup>) school year after the youngest participant turns 21 years of age.

The Off-Site Activity Trip Checklist will assist you in completing all steps required but is not mandatory.

### **Cancellation Guidelines – Extended Duration Trips**

The Division retains the right to cancel a trip at any time if travel is deemed to be unsafe, such as dangerous weather conditions and/or natural disasters such as hurricanes, tornadoes, earthquakes and floods, war, threat of terrorist attack, health hazards (epidemics), etc.. The Division would not be held liable in the event of a cancellation.

For international travel, the advice of the Department of Foreign Affairs would guide decision making. Communications will be channeled through the Office of the Superintendent/CEO.

It is expected that school administration and trip planners will monitor travel conditions in the intended country/region throughout the planning.

For all extended care field trips requiring air travel, all participants are strongly encouraged to purchase travel insurance. Coverage should include trip cancellation, interruption and delay in the event that, due to unforeseen circumstances, the trip needs to be cancelled or an emergency return is required. Should parents choose not to purchase travel insurance, a waiver must be signed. Any costs incurred as a result of trip cancellation, interruption or delay, or emergency return will be at the expense of the student/parents.

### **Activity Services Providers**

Off-site activities can be highly complex and require a specific ‘skill set’ to effectively and safely provide a learning opportunity for students. The use of a “service provider” should be considered when Division staff or volunteers do not have the necessary skills for an activity, particularly high risk activities. The activity must be deemed as an appropriate learning opportunity for students.

In such situations, service providers should be contracted. Contracts must outline the nature of the activity provided, the specific certification credentials held by the service provider, the specific parameters of the activity, liability and insurance coverage, and an appropriate emergency plan should an accident occur.

Contracts for service should be presented as part of the Higher Risk Off-Site Activity Proposal and Detailed Off-Site Activity Plan Form and be approved by the Superintendent/CEO or designate before commitments are made.

### **Student Hotel Accommodations**

Where students stay overnight in an accommodation (e.g., hotel, motel, hostel, bed and breakfast), ensure that it is appropriate and approved.

- The school will ensure male and female supervision is provided for all off-site trips involving an overnight stay.
- Accommodations must be made for transgender students as appropriate and in accordance with the Administrative Procedure: Human Diversity.
- Arrange for same gender students to be located in the same corridor or wing of the hotel if possible.
- Arrange to have supervisor hotel rooms located next to student rooms.
- Ask the front desk to make pay per view movies and chargeable telephone calls inaccessible if possible.
- Try to book rooms that do not have connecting doors and multiple exits.
- Supervisor may inquire about safety deposit boxes for passports and money.

## **Billeting**

Billeting is prohibited unless there are special circumstances approved by the Superintendent/CEO or designate.

## **Insurance**

Insurance is not a substitute for reasonable management and proper care. It is part of an overall risk management plan which involves the careful assessment of risk and the purchase of appropriate coverage to minimize the economic effect of losses caused by accident, error and unforeseen circumstances.

The Division carries liability insurance in order to protect its own interests and those of its employees and volunteers while they are acting within the scope of their responsibilities.

- **Employees**

The Division participates in the Manitoba Schools Insurance Program, which provides for general liability insurance for protection from claim for bodily injury and protection for persons while transporting students on extra-curricular activities.

- **Accident Insurance for Volunteers**

The Division participates in the Manitoba Schools Insurance Program, which provides Volunteer Accident Insurance for:

- Accidental death, dismemberment, loss of use;
- Accidental major paralysis;
- Weekly indemnity maximum amount;
- Accidental medical expense reimbursement;
- Repatriation/rehabilitation;
- Hospitalization benefit if unemployed.

- **Universal Student Accident Insurance Program**

The Division participates in the Universal Student Accident Insurance Program which provides coverage for all full-time students registered in the Division while:

- In school buildings or on premises by reason of attending classes on any regular school day;
- In attendance at or participating in any school activity approved and supervised by proper school authority, whether at school or elsewhere;

- Traveling directly to or from any regular scheduled and approved school activity under the direction or supervision of a proper school authority;
- Traveling directly to or from their residence and school for the purpose of attending classes or participating in any school sponsored activity;
- Participating in physical activities taking place as part of the Grades 9 to 12 Physical Education Curriculum as approved by proper school authority;
- Engaged in the performance of the duties assigned to the Insured Person while they are participating in a school approved work experience program.

Insurance benefits include:

- Loss of life – Accident only;
- Dismemberment or total and permanent loss of use – Accident only;
- Accidental medical reimbursement benefit;
- Ambulance – Accident or sickness;
- Emergency transportation other than ambulance – Injury or sickness;
- Dental Expense – Accident only;
- Eyeglasses and contact lenses – in conjunction with bodily injury arising out of accident.

For further information or clarification, contact the Office of the Secretary-Treasurer.

- **Travel Health and Cancellation Insurance**

Student Travel Health and Cancellation Insurance is **mandated** for all School or School Division Sanctioned Trips.

MSBA (Manitoba School Boards Association) provides cancellation insurance for all students.

MSBA (Manitoba School Boards Association) provides student travel health insurance for all students with a provincial health plan. (This means a health card from a Canadian Province or Territory that is valid for the full duration of the trip.) Students without a valid provincial health plan must purchase a provincial health replacement plan. There are **NO EXCEPTIONS**.