

FIELD TRIP POLICY

PHIL & JENNIE GAGLARDI ACADEMY

RATIONALE

Field trip activities can involve risk to both students participating in the trip and the school itself.

This policy applies to students participating in trips as part of the school's curriculum.

The purpose of this policy is to:

- Provide guidelines for behaviour and outline expectations for safe and enjoyable extra-curricular activities off campus.
- Ensure that PJGA is informed of the itinerary of students participating in planned activities.
- Ensure that the proper travel and medical insurance is obtained for all students in a timely manner prior to the trip's departure.
- Outline supervision ratios and expectations.

Teacher-in-Charge Responsibilities

On behalf of Phil & Jennie Gaglardi Academy, the Teacher-in-charge is responsible for:

- Planning and organizing trip.
- Organizing students for fundraising; where applicable.
- Planning and attending parent & student meetings; where applicable.
- Ensuring adequate supervision ratios are met.
- Choosing qualified chaperones.
- Providing the school with the appropriate documentation.

The Teacher-in-charge will provide to the school one week prior to departure date the following information:

- List of all participants (adults, chaperones and students) and their role on the trip.
- A full itinerary of travel dates & times
- Copy of BC Medical card and proof of additional medical insurance for all participants.
- Emergency contacts for all participants.
- Signed travel Code of Conduct form for each student and chaperone.

Prior to the scheduled activity, Teachers will:

- Review parent/guardian consent forms for all participants
- Review the full itinerary and schedule.
- Review the *Code of Conduct* and expectations of behaviour and dress.
- Review emergency protocols.

Trip Supervision

- The Teacher-in-charge will ensure that the trip supervision ratios are met and there are an appropriate male and female supervision ratio in place. The Teacher-in-charge may be considered part of the supervision ratio calculation.

Grades K-3: 1 chaperone for every 5 children

Grades 4-7: 1 chaperone for every 8 children

Grades 8-9: 1 chaperone for every 8 children

Grades 10-12: 1 chaperone for every 12 children

- **Criteria for Chaperones**

When selecting chaperones, the following should be considered:

- Previous experience supervising youth.
- The first-aid ticket would be helpful.

Chaperones should be well briefed on a trip itinerary and supervisory expectations, including, but not limited to, emergency protocols (ie student illness, or missing students), relevant medical or learning conditions.

- **Travel expenses for Teacher-in-charge and Chaperones**

Trip travel & accommodation expenses for the Teacher-in-charge and official Chaperones will be borne by the student group. Out-of-pocket fees or spending money will not be covered by the general trip and must be considered as personal expenses to the Teacher-in-charge and Chaperones. Parents who want to join their children on the trip and are not official Chaperones will be expected to pay the full cost of the trip.

- **Forms and other paper requirements**

- All adults, including the Teacher-in-charge and Chaperones, travelling and participating in any field trip sanctioned by the school, must provide the following forms,
 - Ministry of Justice Criminal Record Check.
 - Copy of valid Drivers License and proof of insurance with \$5,000,000 liability, and drivers abstract.