



HIGHLAND SECONDARY

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Organizing Field Trips:

[SD 71 Environmental Outdoor Learning Forms](#)

1. Determine what type of activity you are planning and complete the proper field trip proposal, which should then be submitted to Laura for review, who will then send to the district office for approval:

- If you are planning a low/normal risk activity, please complete and submit the proposal **at least 2 weeks prior to your trip:** [Proposal for Normal Risk Activities](#)
- If you are planning a higher risk activity (WIP/Wild Play, water-based excursions, caving), please complete and submit the **proposal at least 4 weeks prior to your trip:** [Proposal for Higher Risk Activities](#)
- Overnight travel **within** BC information: [AP 260 Appendix B](#)
- Overnight travel **outside** of BC information: [AP 260 Appendix C](#)
- Inter-School/Provincial/National/International Competitions information: [AP 262](#)
- Mountain Travel and Winter Activities information: [Mountain travel](#)

2. Once you have received approval for your trip, please send home the appropriate consent form:

- For a low/normal risk activity: [Parent/Guardian Consent for Normal Risk Activities](#)
- For a higher risk activity: [Parent Guardian Consent for Higher Risk Activities](#)

3. Supervising/Chaperoning Volunteers:

- All volunteer supervisors need to have a **Criminal Record Check** completed and on file at the office: [Criminal Record Check](#) – use access code **LTVWF4GGKE**
- All volunteers must review and uphold the [Volunteer Code of Conduct](#). They must also complete the [Highland Volunteer Form](#).
- For same-day normal-risk field trips you will need a minimum of 1 adult supervisor who is a district employee (yourself). If you require an EA* for specific support, this should be on top of the normal 1 adult supervisor.

- For higher-risk outdoor activities, you will need **1 adult supervisor for every 10 students**, with at least one supervisor being a district employee. If you require EA* for specific support, this should be on top of the required # of supervisors.
- Overnight travel – **fewer than 30 students** require 2 adult supervisors
- Overnight travel – **more than 30 students** require 1 adult per 15 students

**If you are requesting an EA, please see #4.*

4. Requesting EAs to accompany your class:

- If you feel like having an EA present would be helpful/essential, please contact Admin/LST ASAP. A joint decision will be made to determine if an EA will be able to accompany you on your trip. Please do not assume that an EA will be able to attend your field trip.

5. Volunteer Drivers:

- All volunteer drivers need to have a **Volunteer Driver Application, Criminal Record Check, and Driver's Abstract** completed and on file at the office: [Volunteer Driver Forms](#)
- All volunteer drivers must supply a current copy of their **Driver's License**.
- All volunteer drivers must supply a **current copy of their vehicle insurance** (page 1 & 2). Insurance coverage must be at least \$1,000.000.
- Teachers must check with Erin Anania to ensure that all volunteer drivers have their approved driving forms on file in the office.
- Please ensure that on the day of your trip, a list is submitted to the office of your drivers, their phone #s, and the students that each driver is transporting to/from the activity.

6. District Approved Transportation:

- Use only the following district approved companies: [Transportation](#)

7. First Aid:

- For outdoor higher risk activities, at least one adult supervisor or site-based staff shall have either previous experience/ training in first aid relevant to the activity to be undertaken or a current first aid ticket. The length, difficulty, route or destination of a trip shall determine the degree of first aid competence and the numbers of first aid responders, in accordance with the following certification levels:
 - Single-day/24-hour trip - Standard First Aid **OR** St. John's or Red Cross (or equivalent) Wilderness First Aid
 - Multi-day trip - St. John's or Red Cross (or equivalent) Advanced Wilderness First Aid

8. Planning for students not attending your trip:

- Make arrangements for students who are not attending your trip (this includes confirming whether or not they are staying home or making arrangements for them to attend another class).

9. Field Trip Checklist:

Have you:

- Let the office know when you are leaving/arriving back?
- Given the office a contact # that you can be reached at in case of emergency?
- Given the office your list of drivers with their contact information?
- Checked in the office to make sure your drivers all have their paperwork on file?
- Do you have a portable first aid kit from the office? (If the activity you are participating in requires it)
- Do you need to take any Epi-pens or medication for your students?
- Given the office a list of the student attendance prior to leaving for your trip?