



ADMINISTRATIVE PROCEDURE 260 SECTION: GENERAL ADMINISTRATION	
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Contact	Superintendent – Program Services

SCHOOL EXCURSIONS

BACKGROUND

Renfrew County District School Board recognizes the value of creating authentic and contemporary learning and life experiences that empower students with a deeper understanding of, and respect for, both community and global citizenship.

Student excursions can be defined as organized educational activities that occur away from the school in which the participants are enrolled. These excursions can be an effective means of providing students with learning opportunities beyond those which can be offered within the school. The Director of Education provides the following definitions and guidelines to govern the operation of student excursions:

PROCEDURE

1. Definitions

Section 1.01 Excursions

Excursions are organized educational activities selected because of a connection to one or more subjects of study. The purpose is to reinforce or extend student knowledge, skills, or attitudes being developed within the school setting. Excursions can also be organized student activities selected because of a connection to broader educational goals of an academic, artistic, athletic or social, nature. Excursions will fall into one of three categories: day-trip (within one calendar day); overnight (one or more calendar days domestically; and international (out of country).

2. Responsibilities of the Principal

The Director of Education holds the principal responsible to ensure that:

- A. excursions are thoroughly planned and are linked to curriculum and student growth; no student will be excluded for financial reasons;
- B. the teacher responsible for the grade, subject area, or classroom, is willing to be the lead teacher organizing and supervising the trip;

- C. personnel trained in CPR and First Aid are available to all students and staff on the trip, and access to first aid supplies are readily available;
- D. excursions are adequately supervised. The Ophea guidelines must be consulted as they are a tool to establish minimum safety standards. We will do our best to exceed these standards. As the safety and well-being of students is of paramount importance, staff are aware of their obligation to adequate supervision for the entire duration of the activity;
- E. parents and students are informed of any material and known risks and should be given adequate information about the trip/excursion;
- F. all excursions are managed carefully and informed consent is obtained (please refer to O.S.B.I.E. guidelines);
- G. overnight excursions involving both male and female students have at least one male and one female supervisor;
- H. Staff/parents/guardians and students are made aware of, and agree to conform with, the school [Code of Conduct](#) according to the [Education Act](#); and the expectations outlined in AP 496, 411, 170;
- I. proper liability insurance coverage is in place prior to the student excursion;
- J. any student participating in an excursion off school property has written permission from his/her parent/guardian and all consent forms are collected and accounted for prior to each trip;
- K. students who are not participating in an excursion which occurs during school hours are provided with appropriate in-school activities;
- L. it is recommended that any approved vehicle used for a student excursion is staffed with at least one of the designated school personnel. This supervisor will be responsible for monitoring the behaviour of the students riding the bus. If private vehicles are being used for transporting students, then the appropriate Travel by Private Vehicle Forms must be completed. The Form numbers are: 260-8A and 260-8B;
- M. no commitment is made to students, parents/guardians, transportation authorities, or travel agents until approval in principle for the trip has been received from the appropriate approving authority as set out in this procedure.
Approval in principle does not guarantee final approval. In considering final approval, the approving authority will consider the following:
 - (i) expressed educational value of the excursion;
 - (ii) evidence of good planning and appropriateness of activities;
 - (iii) evidence of appropriate liability insurance;
 - (iv) suitability of proposed supervision;
 - (v) suitability of proposed travel and accommodations;
 - (vi) evidence of an appropriate financial plan identifying proposed sources of funding;
 - (vii) evidence of written approval from parents/guardians;
 - (viii) appropriate plans for non-participants;
 - (ix) excursion transportation provider must be from the Board Approved Transportation Provider list on the [Renfrew County Joint Transportation Consortium](#) web site.
 - (x) impact on regular program caused by student and teacher absence during excursion;
 - (xi) appropriate training/qualifications for supervisors;
 - (xii) provision of itinerary and contingency plan;
 - (xiii) and any other relevant factor(s).

All excursions require written approval from the designated authority as indicated in the following chart.

Type	Approving Authority	Deadline for Request for Approval in Principle	Deadline for Request for Final Approval	Expectations
Day Trip	Principal	Determined at school level	Determined at school level	Scheduled to minimize instructional days missed; Accessible to all eligible students; Involve minimum cost.
Overnight	Superintendent	Three months in advance (excluding school teams)	One month in advance (excluding school teams)	
International	Board	Ten months prior to the trip	One month in advance through Superintendent of Education	Scheduled to minimize instructional days missed; Accessible to all eligible students; Involve minimum cost; Consultation with parents and appraisal of school council must take place during the 10-month planning period.

3. Criteria for School Excursions

- A. Situations that do not meet the criteria above should be proposed to the family of schools superintendent by the school principal.
- B. Excursions using a commercial holiday tour provider where teachers will not accompany students are not connected with the educational program and are, therefore, not sanctioned by the Director. Advertising for these trips will not occur on board property or board media. Please note the service contract is between the tour provider and the parent/student. The district will not enter into any contracts with the tour provider or with parents and thus is not in a position to cancel the excursion. However, individual participants may choose to withdraw at any time and pay the cancellation penalty. Excursions using a commercial holiday tour provider where teachers will accompany students and provide leadership and are connected to the educational program (e.g. international excursion using an

established commercial tour provider) may be approved by the designated authority.

- C. Student and teacher absences resulting from curricular excursions must have a minimal impact on regular school programs.
- D. Parents must be made aware of the potential of trip cancellation and that students may be sent home at parents' expense if there are behaviour concerns.
- E. It is expected that all students travel on the approved vehicle on school excursions. School principal must approve any alternate transportation arrangements. Renfrew County District School Board does not, however, have any responsibility for co-op students travelling by private vehicle.
- F. If any excursion requires a waiver to be completed, staff must inform their administration for approval.

4. Liability Insurance

Note: All "trip drivers", including volunteer drivers are advised that in order to bring into effect the board's excess liability insurance, they must:

- A. use a licensed automobile, which carries valid automobile Third Party Liability Insurance as required under Ontario legislation;
- B. notify the driver's insurance company and place a rider on policy;
- C. provide the administration with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on board-related business;
- D. be aware that the school board's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
- E. be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on board-related business is not covered by the school board's Excess Automobile Liability insurance;
- F. N.B. A "trip driver" is defined as any person authorized by the administration who has agreed to be a driver for a certain trip while he or she is driving his or her own or another licensed automobile. This includes, but is not limited to trustees, employees, teachers, parents, volunteers, officials of the school board;
- G. Volunteers accompanying any students on a school excursion are required to have a criminal background check including a vulnerable sector screening.

Appropriate Supervision for the Various Grade Levels for Excursions

Activity	K- Grade 2	Grade 3-5	Grade 6-8	Grade 9-12
Day Trip	1:8	1:10	1:12	1:15
Overnight	N/A	N/A	1:8	1:12
International	N/A	N/A	N/A	1:6

Supervision requirements are dependent on many factors. Ontario School Board Insurance Exchange (O.S.B.I.E.) notes that courts have defined 'adequate supervision' as a product of many variables (e.g. student age, student ability, student experience, and the nature of the activity). The professional judgement of the designated approving authority may supersede the above ratios (e.g. a short walk around the school neighbourhood may not require a specific ratio). Additional supervision may be required to meet the needs of the classroom due to special circumstances. For any excursion that includes student activities referenced in the Ontario Physical and Health Education Association (Ophea.) guidelines, the designated authority will ensure that these guidelines have been consulted. Note that the Ophea guidelines represent the minimum levels of supervision required.

Excursions Involving Water-based Activities

To further clarify expectations when schools are planning and scheduling excursions that involve swimming or water based activities applicable to all employees and students of the District and is based on the present safety standards of the Ontario Physical and Health Education Association (Ophea).

With respect to swimming and water-based activities, students and their parents/guardians must be informed of any swim test(s) and the results of the swim test(s) prior to participating in any water-based activities.

Staff shall consult the Ophea website prior to booking a trip to confirm the standards for elementary and secondary excursions involving water-based activities (safety.ophea.net)

When swimming and participating in water-based excursions, please ensure you have a list of students present (class list), and a confirmation with a signature from the lifeguard that a swim test from the facility has been completed for each student listed.

Class "A" pools

Public pools where the general public is admitted and are operated in conjunction with or as part of a program of an educational, instructional, physical fitness or athletic institution or association. These pools are permitted for school trips.

Wave pools

Must be designated Class "A", have an admission standard (swim entry test) along with the appropriate lifeguarding qualifications and supervision ratios to be permitted for school excursions.

Class "A" pools (including Class A wave pools) attached to a waterpark are not permitted.

The following chart provides examples of water-based activities that are permitted and not permitted. For a more thorough explanation including a list of definitions, please consult the Ophea website.

Permitted	Examples
Class "A" public pools with swim entry test	Dundonald Hall Pool Kinsmen Pool Carleton University Pool
Wading Pools (if they have admission policy and are lifeguarded)	Kinsmen Pool
Beaches (so long as there are the proper amount of qualified lifeguards on site as per Ophea guidelines)	Black Bear Beach Lamure Beach
Class "A" wave pool	Kanata Leisure Centre and Wave Pool
Not Permitted	Examples
Class "C" pools Hotel Pools Private pools (backyard) Waterparks	Calypso Mont Cascades Fallsview Great Wolf Lodge Wonderland
Unsupervised beaches and unmarked waterways.	Arrowhead Beach Park Riverside Park

Students shall not perform the duty of lifeguard under any circumstance.

Furthermore, no school shall arrange their own lifeguards for an excursion unless they offer a Secondary Outdoor Education course. In this case, they shall arrange for someone with First Aid and Lifeguarding certification to accompany the students and staff on the trip.

Excursions Involving Trampolines

Excursions involving trampolines are strictly prohibited.

[F260-1 - Permission Medical Form](#)

[F260-2 - Day Trip Proposal Form](#)

[F260-3 - Overnight Trip Proposal Form](#)

[F260-4A - International Trip Proposal Form](#)

[F260-4B - International Trip Planning Form](#)

[F260-5 - Contingency Plan](#)

[F260-6 - High Risk Form](#)

[F260-7A - Water Activity Validation Form](#)

[F260-7B - Water Activity Validation Form - Onsite](#)

[F260-8A - Travel by Private Vehicle Form - Board Staff /Non-Student Volunteer](#)

[F260-8B - Travel by Private Vehicle Form - Student Driver, 18 years or older](#)

Legal Reference Education Act S. 1; S. 170; S. 265

Procedure History

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