



School Trips Policy

Table of Contents

- 1.0 Principles**
- 2.0 Policy Framework**
- 3.0 Authorization**

1.0 Principles

- 1.1 The Halifax Regional Centre for Education (HRCE) recognizes the value of curricular school trips and encourages schools to consider trips as important for student learning.
- 1.2 The HRCE recognizes that co-curricular/extra-curricular trips contribute to the total development of students and as such are of value and must be considered on their own merit.
- 1.3 The HRCE is committed to the safety of students and staff on school trips.
- 1.4 The HRCE believes all students will be provided with equitable opportunities to participate in school trips.

2.0 Policy Framework

- 2.1 The HRCE is committed to ensuring school trips are provided in accordance with the following Acts, guidelines and policies:
 - 2.1.1 *Provincial Extracurricular Activity Supervision Policy*
 - 2.1.2 *Motor Carrier Act*
 - 2.1.3 *Nova Scotia Physical Education Safety Guidelines P-12*
 - 2.1.4 *A.011 Student Transportation Policy*
 - 2.1.5 *B.012 School and Bus Cancellation Policy*
 - 2.1.6 *Provincial Code of Conduct*
 - 2.1.7 *D.007 Student Protection Policy*



2.1.8 E.002 *Accounting for School Based Funds Policy*

2.1.9 HRCE Guidelines for the Supervision of Co-curricular/Extra-curricular/Coaching Activities (2019)

3.0 Authorization

3.1 The Regional Executive Director of Education is authorized to issue procedures in support of this policy.

4.0 Policy Review

4.1 This policy will be reviewed every five years or on an as needed basis.



School Trips Procedures

Table of Contents

- 1.0 Preliminary Conditions**
- 2.0 Day Trips**
- 3.0 Overnight Trips Within Canada**
- 4.0 Trips Outside of Canada**
- 5.0 School Trip Conduct**
- 6.0 Responsibilities of the Principal**
- 7.0 Responsibilities of the Teacher-In-Charge, HRCE Employee (non-teacher) or Registered Volunteer**
- 8.0 Severe Weather**
- 9.0 Transportation**
- 10.0 Safety**

1.0 Preliminary Conditions

- 1.1 The educational merits and value for a trip will be discussed with the school principal for pre-approval before any initiatives are taken by the teacher to plan and organize the trip.
- 1.2 School, class or group trips are limited to a maximum of three school days. High Schools are limited to a maximum of four school days for trips outside of North America.
- 1.3 School trips are to take place during the school year (September –June).
- 1.4 School trips for elementary students (Primary to Grade 6) are limited to within Nova Scotia.
 - 1.4.1 Exceptions for elementary school students travelling outside of Nova Scotia may be made for special events and must be approved by the Regional Executive Director of Education.
- 1.5 School trips for junior high students (Grades 7 to 9) are normally limited to within Canada.
 - 1.5.1 Exceptions for junior high school students travelling outside of Canada may be made for special events and must be approved by the Director of School Administration or designate.



1.6 Senior high students (Grades 10 to 12) may travel outside of Canada.

1.6.1 International trips for high school students are limited to a maximum of four school days.

1.7 Barrier free accessibility when planning and determining school trip destinations is to be considered.

1.8 School trips should not occur during professional development days.

2.0 Day Trips

2.1 The principal will approve day trips. Form A will be completed and filed at school for each school trip.

3.0 Overnight Trips Within Canada

3.1 The principal shall approve all overnight trips.

3.2 Trip Form B will be completed electronically and submitted three months prior to the date of the school trip to the appropriate School Administration Supervisor.

3.3 For school club, team and special program related overnight trips, Trip Form B must be submitted electronically one month prior to a trip.

3.3.1 In special circumstances, such as qualification for provincial championships that warrant a shorter time frame, Trip Form B must be submitted electronically to the School Administration Supervisor immediately after notification of entry into the event.

4.0 Trips Outside of Canada

4.1 The principal will discuss the educational merits and value of the proposed trip with the School Administration Supervisor before any initiatives are taken by the school to plan the trip.

4.2 The principal in consultation with the School Administration Supervisor shall approve all high school trips outside of Canada.



- 4.3 The principal in consultation with the School Administration Supervisor will refer to the Government of Canada and Department of Foreign Affairs and International Trade websites to determine risks associated with travel to the destination country(ies).
- 4.4 All students travelling on school trips outside of Canada must obtain out-of-country medical insurance coverage.
- 4.5 Six months prior to the date of the school trip, Form B will be completed and submitted electronically to the appropriate School Administration Supervisor.
- 4.6 The School Advisory Council must be advised of the school trip six months prior to the start of the trip.
- 4.7 When possible, school trips outside of Canada should be scheduled to coincide with March Break.

5.0 School Trip Conduct

- 5.1 The Provincial School Code of Conduct is in effect when students are on school trips.
- 5.2 Before and during a school trip, teachers and chaperones shall demonstrate responsible behaviour and promote an attitude of cooperation and safety awareness.
- 5.3 Students shall be responsible for demonstrating courtesy, cooperation, and safety awareness while on school trips.

6.0 Responsibilities of the Principal

- 6.1 The principal is responsible for the safety and welfare of students and staff while on school trips and must approve the planning, preparation and implementation of all school trips. The principal shall ensure that:
 - 6.1.1 Any activities involving risk of student injury are covered by the Nova Scotia School Insurance Program (SIP). A list of some prohibited activities can be found in myHRCE.
 - 6.1.2 Appropriate communication, preparation and orientation are provided to all students, staff, chaperones and parent(s)/guardian(s).



- 6.1.3 Appropriate classroom/school pre-trip and post-trip curriculum activities are part of the planning and implementation.
- 6.1.4 Appropriate forms are completed and submitted as required (Trip Forms A or B).
- 6.1.5 Teachers have personal contact with parent(s)/guardian(s) when an overnight school trip is planned.
- 6.1.6 A detailed itinerary citing the purpose of the school trip, transportation, eating arrangements, date, time and location of departure and return is provided to parent(s)/guardian(s).
- 6.1.7 Emergency communication procedures are provided to parent(s)/guardian(s).
- 6.1.8 A teacher-in-charge is appointed for each overnight school trip or high risk activity.
- 6.1.9 All activity planning is appropriate for the abilities and skills of the students.
- 6.1.10 The school strives to provide opportunities that enable all students to participate in school trips. This may include fundraising activities.
- 6.1.11 Adult supervision for school trips matches or exceeds the minimum ratios of students to adult chaperones indicated below:

Type of School Trip	Grades Primary - 2	Grades 3-6	Grades 7-9	Grades 10-12
Day	5:1	8:1	15:1	15:1
Overnight		5:1	10:1	12:1
Overnight Camping		5:1	7:1	10:1
Canoe		5:1	6:1	8:1
Downhill ski/snowboard		8:1	8:1	8:1

- 6.1.12 Criminal Records and Child Abuse Register search documentation are completed for volunteers chaperoning school trips in accordance with the *HRCE Student Protection Policy*.
- 6.1.13 When students are travelling overnight and are billeting in private residences, Criminal Records and Child Abuse Register search documentation are completed for all adults (18 years of age and older) residing in the residence where students are being billeted.



- 6.1.14 A current list of students participating on a school trip is available at the school office and a copy is in the possession of all staff members supervising the school trip. The list should contain the names of all students, the names of their parents or guardians, emergency contact numbers and any pertinent medical information.
- 6.1.15 All information pertaining to a school trip is maintained in a file at the school for a minimum of 6 months. Financial documentation will be maintained in accordance with the HRCE *Accounting for School Based Funds Policy*.
- 6.1.16 School trips that involve swimming activities shall have qualified life guard services on duty to supervise the activities.
- 6.1.17 In the event of a serious injury or incident on a school trip, the principal will notify the appropriate School Administration Supervisor in a timely manner.

7.0 Responsibilities of the Teacher-In-Charge, HRCE Employee (non-teacher), Student Support Worker or Registered Volunteer

- 7.1 All day trips have a teacher, administrator in charge (teacher-in-charge), HRCE employee (non-teacher) or registered volunteer who must be a participant on the school trip even in those cases where expertise comes from outside the school. The teacher-in-charge, HRCE employee (non-teacher) or registered volunteer shall ensure that:
 - 7.1.1 All necessary approval, consent and information forms are completed and submitted to the principal or designate within the timelines outlined in these procedures and required by the principal.
 - 7.1.2 Parent(s)/guardian(s) are informed whenever a school trip is planned and must receive a detailed itinerary and plan for the trip.
 - 7.1.3 Signed consent forms are collected for all students participating in a school trip.
 - 7.1.4 Supervision ratios, outlined above in 6.1.11, are followed.
 - 7.1.5 Appropriate orientation is provided for all students, staff, volunteers and parent(s)/guardian(s) to enable maximum safety and educational benefit.



- 7.1.6 The consequences of inappropriate behaviour on the part of students are clearly outlined to both students and parents.
- 7.1.7 In the event that any incident or accident occurs, that a SIP Incident Report Form is completed.
- 7.1.8 A serious injury or incident is immediately reported to the principal.
- 7.1.9 No form of compensation from a tour company or organization as a result of a school's participation is accepted. Any compensation, monetary or other, will be directed to the school.
- 7.1.10 If a HRCE employee (non-teacher) or registered volunteer, is supervising the trip, parents/guardians must give signed consent for the child to participate as per *HRCE Guidelines for the Supervision of Extra-curricular/Coaching Activities*. All necessary approval, consent and information forms and completed as per Guidelines for Supervision of Co-curricular/Extra-curricular coaching activities.

8.0 Severe Weather

- 8.1 If severe weather should develop when a school trip is scheduled to occur, the school principal will consult with the teacher-in-charge, HRCE employee (non-teacher), student support worker or registered volunteer and may cancel or reschedule the trip.
- 8.2 In the event that school is cancelled due to severe weather at any time during the day, any school trips scheduled to take place at these sites are also cancelled.
- 8.3 When weather and travel conditions improve significantly, the principal in consultation with the School Administration Supervisor may permit an overnight school trip to proceed.
- 8.4 The teacher-in-charge, HRCE employee (non-teacher) or registered volunteer is responsible for maintaining an awareness of weather conditions and forecasts both at the current location and the intended destination. Should weather conditions deteriorate at either the current location or the intended destination, the teacher-in-charge, HRCE employee (non-teacher), student support worker or registered volunteer will contact the principal to decide if circumstances warrant remaining at the current location or returning to the point of origin to avoid travelling in unsafe conditions.
- 8.5 The principal is responsible for maintaining an awareness of local weather conditions and forecasts and is required to notify the teacher-in-charge, HRCE



employee (non-teacher) student support worker or registered volunteer if local weather conditions deteriorate to the extent that it is advisable to delay a return to the home school.

9.0 Transportation

- 9.1 Transportation of students is to be in accordance with the *Motor Carrier Act* and the *HRCE Student Transportation Policy*.
- 9.2 The principal shall be responsible for the coordination of transportation services for the school.
- 9.3 The principal shall first consider the utilization of regular school bus vehicles to transport students on school trips.
- 9.4 Form J will be completed by all chaperones transporting students in their vehicles and submitted to the school principal prior to a school trip.
- 9.5 When multiple vehicles are used, the teacher-in-charge, HRCE employee (non-teacher), or registered volunteer shall indicate on a list, the vehicle in which each student is travelling.

10.0 Safety

- 10.1 For a school trip involving physical activity, the provincial *Physical Education Safety Guidelines* (Primary to Grade 12) are to be followed.
- 10.2 The competencies and qualifications of the staff and adult chaperones must be directly related to the activity.
- 10.3 Certified helmets are to be worn by all students and staff while skating, skiing or snowboarding on a school-sponsored trip.
- 10.4 An adult, qualified in first aid will be available during overnight school trips and/or trips involving physical activity.
- 10.5 A first aid kit will be available on all school trips.
- 10.6 Schools shall not sign waivers or release forms for any activities if a company is providing a service or activity to a school. This company must accept the liability associated with the activity.



- 10.7 Correctly fitting and Transport Canada approved PFD/life jackets, with whistle attached must be worn by all students and staff while canoeing or kayaking.
- 10.8 Personal contact is made with a parent/guardian of each student participating in an overnight school trip. The personal contact involves a parent/guardian meeting or a phone conversation with those parent(s)/guardian(s) who do not attend the meeting.