



2009 FIELD TRIPS & OFF CAMPUS ACTIVITIES POLICY

Policy Type: Educational Programs
Applies To: All Staff, Students,
Approved By: LCS Head of Schools
Policy Reviewed: every 2 years
Adopted: 08 2021
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1. PURPOSE

This comprehensive policy is intended to provide administrators, teachers, support staff, parents and students clear guidelines for the planning and implementation of all off campus activities from kindergarten to Grade 12. The goals of the policy are:

- (a) to affirm that Langley Christian School encourages educational staff to consider off-campus learning experiences and service opportunities as an integral part of curriculum development and pedagogy
- (b) to ensure the safety and well-being of students, staff members and parents participating in all LCS off-campus activities
- (c) to provide staff with current best-practice guidelines and due-diligence expectations for planning off-campus activities that have been a regular part of our LCS program and all future events
- (d) to provide clarity about the number, scope, and timing of off-campus activities at LCS.

2. CATEGORIES OF FIELD TRIPS

- (a) Major field trips that are whole cohort/grade, annually scheduled in the LCS calendar, and intended as distinctive experiences of the LCS program. The costs of these experiences are to be covered by campus budgets, exclusive of minor fees. Eg. SALTS (grade 8), Camp Kawkawa (grade 6)
- (b) Minor field trips are experiences planned by teachers and administration for the purpose of supporting the delivery of the K-12 curriculum, and may not necessarily be the whole cohort/grade, but are more typically involved only a small number or single class, course, or homeroom.
- (c) Costs for grad events planned for students in their final year at LCS will be covered by participating students and/or their families.

3. GUIDELINES

- (a) The maximum number of school days a group of students can be away from school for any one activity is five. When it is possible, trips longer than 3 days should take place over Spring Break.

- (b) Because all off-campus activities are educational opportunities, the school will do whatever is possible to ensure that a student is able to participate in an activity if there is a financial reason to not participate.
- (c) Campus principals are responsible for ensuring that an appropriate balance is struck in terms of the number and frequency of approved activities, the educational programs highlighted, the impact of activities on the entire LCS educational program, fund-raising efforts and coordination, and the financial impact of activities on the LCS community at large.
- (d) Principals will annually submit a calendar of all off-campus activities to the Head of Schools.
- (e) All other student policies apply to all school sponsored events.
- (f) No student must ever be left unsupervised during or at the end of the activity. There must be a safe transfer of all students.
- (g) Medical protocols must be addressed as outlined in the Informed Consent Form.
- (h) At the discretion of the Principal or Head of Schools, any activity may be cancelled due to unforeseen circumstances. Those circumstances may include, but are not limited to, political concerns, unusual health risks, unanticipated weather risk, and unpredictability of travel provision.

4. STAFF SPONSOR & SUPERVISION

- (a) The staff member initiating an off-campus activity is the Staff Sponsor (generally a teacher)
- (b) The Staff Sponsor will complete the "Langley Christian School Off-Campus Activity Request Form" and submit the request to the campus principal within the timeframe described in the Off-Campus Activity Categories section of this policy.
- (c) The Staff Sponsor must establish a clear purpose for the trip. Additionally, connections with the curriculum must be established. Overnight High-Risk Activities must be cross curricular and meet learning outcomes from a minimum of three curricular disciplines.
- (d) When choosing other staff members or parent chaperones to act as supervisors, the Staff Sponsor will consider student/supervisor ratio, gender requirements, areas of expertise, medical qualifications, and leadership abilities.
- (e) The Staff Sponsor, along with the Campus Principal are responsible for ensuring that students who remain at school are duly supervised and fully engaged in meaningful learning opportunities at the school. This will be done before the activity is approved.
- (f) The Staff Sponsor is responsible for developing an emergency plan for all off campus activities more than two hours away from the school. This will include phone numbers, medical information, and procedures to follow.
- (g) Once the activity has been approved, the Staff Sponsor will inform the rest of the staff and office as soon as possible. The Staff Sponsor will also share a list of participating students with all staff.
- (h) For all off campus activities, Staff Sponsors must inform parents in advance about the event. For ongoing, repeated events such as sporting events with teams, this needs to be done at the beginning of the season with a schedule provided. Any special tournaments that arise require notification.

- (i) The Staff Sponsor will ensure that for out of country activities parents will provide evidence that they have secured health insurance for their child(ren).
- (j) The Staff Sponsor will be the off-campus spokesperson for the activity off campus.

5. ADMINISTRATIVE RESPONSIBILITIES

- (a) All events must be approved by administration, primarily the Campus Principal or the Athletic Director.
- (b) The Campus Principal is responsible for the school academic calendar and will ensure that the number and type of off-campus activities are appropriate each year. The Campus Principal will also determine a reasonable multi-year rotation for activities that have a greater impact on the educational program, teaching staff and the parent community.
- (c) The Campus Principal, in consultation with the Staff Sponsor and parents, will make final decisions in terms of which students participate and which parents will be chosen to be parent chaperones.
- (d) In exceptional circumstances, the principal may accept informed parental/guardian consent orally for participation in a field trip involving low-risk activities.
- (e) Athletic trips to tournaments and Provincial championships do not have to meet cross curricular requirements.

6. DOCUMENTATION & APPROVAL PROCESS

- (a) The campus administrative assistant will also maintain a file of approved chaperones and coaches with evidence that they have undergone criminal records checks.
- (b) Any new proposals will require approval by the Head of Schools.
- (c) The principal will ensure that the amount of liability insurance necessary for each activity is the amount recommended by the school's insurance provider.
- (d) Should there be some question about whether an off-campus proposal is consistent with this policy, the principal will solicit advice from the Head of Schools.

7. TRANSPORTATION

- (a) Students in Privately Owned Vehicles
 - 7.a.1. Student drivers may not be used to transport other students for an approved off campus activity unless the school has permission from the parents of both the driver and passenger. "N" licenses permit only one non-family member passenger.
 - 7.a.2. Drivers must comply with all the requirements of the BC Motor Vehicle Act regarding the safe transportation of passengers.
 - 7.a.3. Specifically, drivers will be compliant with Section 36 of the Motor Vehicle Act Regulations with regard to the use of booster seats and Section 220 of the BC Motor Vehicle Act with regard to the use of seat belts;
 - Booster seats will be provided and used by all students who are shorter than 145 cm or less or 8 years old.

- Students taller than 145 cm and/or 9 years old or older must use seat belts provided in the vehicle and are not required to use booster seats. c. Students under 12 years of age are not to ride in the front seat of a vehicle equipped with air bags.
- 7.a.4. The administrative assistant, attending teachers and drivers/chaperones should have a list of cell phone numbers of attending teachers, drivers and chaperones, along with a list of which students they are driving.
- 7.a.5. Medical and emergency information as appropriate for each student, staff and volunteer should be in the vehicle (or with the attending teacher)
- 7.a.6. Drivers should be informed of any medical or unique conditions when transporting special needs children.
- (b) Students Traveling by Bus
 - 7.b.1. Bus and driver information should be submitted to the office along with a list of the children's names and relevant information.
 - 7.b.2. An updated list of certified bus drivers will be kept in the school office.

8. OFF-CAMPUS ACTIVITY CATEGORIES

Due diligence with regard to off-campus activities involves a comprehensive evaluation of the activity in terms of, among other factors; the number of students involved, the potential level of risk to student safety, the amount of time students will be in the care of school personnel, the level of supervision required and modes of transportation employed. To facilitate the preparation and evaluation process, LCS recognizes two distinct categories of off-campus activities: One Day Events and Overnight Events. Within each of these categories, activities are identified as being either Low Risk, Medium Risk or High Risk. The Policy mandates that activities identified as higher risk require a greater level of preparation and evaluation prior to being approved, and more stringent protocols during the activity.

(a) One Day Events:

- 8.a.1. Low Risk Activity: This type of activity is very common at LCS. Trips such as these may have the following features:
 - Transportation to and from the event and the activity itself occur during the school day
 - All transportation is provided by a contracted bussing service or the LCS bus driven by an LCS approved driver.
 - A minimum of one supervisor (LCS employees and LCS approved volunteers) for every fifteen students
 - The activity does not involve a level of risk beyond what would be considered normal on school property
 - Parents must be informed about the event in question no later than one week before the event.
 - Parents must complete a written "Informed Consent" form to indicate acknowledgement of risks and consequences of injury inherent in the activity. (Appendix B: *Informed Consent of Parent/Guardian and Acknowledgement of Risk Standard Form*)

8.a.2. Medium Risk Activity: Additional features may include:

- Transportation provided in multiple vehicles by LCS approved parents or other volunteers
- The activity requires additional time before and/or after the school day
- The activity involves greater risk than would be experienced in a normal school day at school
- A minimum of one LCS teacher and/or LCS approved volunteer for every 15 students

8.a.3. High Risk Activity: Additional features of this type of activity may include:

- Features listed in the Medium Risk section above, and/or
- More than one mode of transportation
- Significantly more risk than would be experienced at school
- An LCS employee or LCS approved volunteer with First Aid Training to be in attendance

(b) Overnight Events:

8.b.1. Low Risk Activity: Trips such as these may have the following features:

- Activity limited to the province.
- All transportation is provided by a contracted bussing service or the LCS bus driven by an LCS approved driver
- A minimum of one male and one female supervisor (LCS employees and LCS approved volunteers) and enough supervisors to maintain a ratio of one supervisor for every fifteen students.
- Aside from overnight accommodation and provision of meals, the activity does not involve a level of risk beyond what would be considered normal on school property
- Parents must be informed about the event no later than one month before the event.
- Parents must complete a written "Informed Consent" form to indicate acknowledgement of risks and consequences of injury inherent in the activity. (Appendix B: *Informed Consent of Parent/Guardian and Acknowledgement of Risk Standard Form*)

8.b.2. Medium Risk Activity: Additional features may include:

- More than one mode of transportation
- The activity involves greater risk than would be experienced in a normal school day at school
- Is three to four days in length
- Occurs out of province and/or the contiguous United States
- Requires that parents are informed a minimum of 3 months prior to the event • Requires a parent meeting

8.b.3. High Risk Activity: Additional features of this type of activity may include:

- Features listed in the Medium Risk section above, and/or

- Occurs overseas
- Significantly more risk than would be experienced at school
- Is 5 or more days in length
- An LCS staff member or LCS approved volunteer with First Aid Training
- Requires that parents are informed a minimum of 6 months in advance
- Requires a parent meeting where the information shared will include:
 - Purpose
 - Itinerary (dates, departure and return times, schedule of planned activities) Risk assessment for each activity)
 - Chaperones
 - Transportation and accommodation arrangements
 - Behavioural expectations
 - Emergency contact information
 - Emergency planning/Cancellation of trip information
 - Student medical and personal information
 - First Aid arrangements
 - Costs
 - Fundraising initiatives
- Parents must complete a written "Informed Consent" form to indicate acknowledgement of risks and consequences of injury inherent in the activity. (Appendix D: Informed Consent of Parent/Guardian and Acknowledgement of Risk Form)
- Sleeping arrangements must consider that males and females must sleep in distinctly separate areas.
- Parents and students need to be informed that if students violate the school's behavioural expectations, students will be sent home at the expense of the parents.

9. EMERGENCIES & COMMUNICATION MANAGEMENT

- (a) All emergencies require immediate reporting to the responsible campus principal and Head of Schools.
- (b) In case of serious behavioral issues, the staff members who are trained to deal with the behaviour will step in. Each fieldtrip has staff who know the children well and who are trained in dealing with problematic behavioural issues. If such a problem is anticipated, a staff member trained in nonviolent crisis intervention will be sent along on the fieldtrip.
- (c) In case of a natural disaster, the fieldtrip coordinator will meet the parents at a place designated prior to the fieldtrip. The coordinator will let parents know in advance of the designated safe place.

- (d) If a student has been hurt, an adult who has first aid training will attend to the injury. If a neck or spinal injury is a possibility, the student should not be moved. Professional medical attention should be sought, if necessary. Complete an accident report.
- (e) In order to counteract any possibility of a missing or lost child, each child is closely monitored. In case all precaution have failed, depending on the situation, adults will be designated by the person in charge of the fieldtrip to look for the child.
- (f) If a child has been abducted, the person in charge of the fieldtrip will immediately call 911, the school and the parents.
- (g) In the case of an extreme situation (i.e. hostage, natural disaster etc.) the school is the coordinator of information. The Head of Schools and the administration will inform parents via phone and email of developing serious incidents of concern. The safe school coordinator will also inform the Ministry of Education by phone when these school trip emergencies have developed.

RELATED POLICIES:

4102 EXTERNAL COMMUNICATION POLICY

4401 EMERGENCY PREPAREDNESS POLICY

4406 ANAPHYLAXIS POLICY

4601 TRANSPORTATION SAFETY PROCEDURES

4602 VOLUNTEER & PARENT DRIVER POLICY

Reviewed: 05 2025