PROCEDURE SO-015

FIELD TRIPS AND EXCURSIONS	
Superintendent Responsible: Superintendent of Curriculum and Student Achievement	**Initial Effective Date:** 2008/11/24
Last Updated: 2025/10/02	**Next Review Date:** 2029/10/02

Purpose:
To provide equitable access to field trips for Grand Erie District School Board (Grand Erie) student(s) to broaden their knowledge and enhance learning opportunities while ensuring safety of student(s) and employee(s).

Guiding Principles:
- Only school sanctioned trips will be approved. Any activity or travel tour which is not approved as part of the school program, shall not be promoted or organized during school hours or in association with the school or Grand Erie.
- All field trips remain "proposed" until the required approvals are fully obtained (by Administrator, and if applicable, by the Family of School Superintendent and Chief Executive Officer (CEO) through the trip application. The field trips should not be advertised/communicated, nor should any money be collected, until fully approved.
- It is the responsibility of all participants to adhere to Grand Erie's Code of Conduct (SO-012) at all times during a field trip or excursion.
- It is the responsibility of the teacher supervising the field trip and excursion that they understand and be familiar with the risks of the activity(ies).
- Written approval must be obtained for all student(s) to participate in any trip which takes student(s) beyond the school property. Parent(s)/caregiver(s) must be informed in writing as soon as possible regarding field trips and excursions.
- Learning expectations for the trip will be established early in the planning process.
- Refer to Appendix A for detailed information on trip approval categories, required approvers, insurance requirements and timelines for approval.
- All trips must take place between the first and last day of school unless connected to summer programming.
- May 30 is the final day to submit trip requests for Category II-year end trips. Submission timelines must still be followed.

1.0 **Supervision Ratio**

Supervisors: student(s)		
Grade	**Cat I & II**	**Cat III**
Kindergarten	1:8	n/a
Grades 1 – 8	1:10	n/a
Grades 9 - 12	1:15	1:10

1.1 Teacher-in-charge must include at least one certified teacher employed by Grand Erie.

1.2 Supervision ratios are based on the number of teacher(s), staff and volunteer supervisor(s) accompanying students (e.g. bus driver, tour guide and camp staff are not included in the supervision ratio).

1.3 Employee(s) and volunteer(s) supervisors are not permitted to bring children who are not part of the trip.

1.4 Volunteer(s) must receive written instructions on their supervisory duties from the teacher-in-charge, in consultation with the Administrator(s) attending an orientation meeting at the venue.

1.5 Chaperones are necessary for all overnight co-ed trips and will be selected based on the needs of the students in attendance. Non-employee(s) chaperones/supervisors are considered volunteer(s) and they must conform to all applicable procedures and complete the Volunteer(s) Supervisors' Release and Indemnification Form.

1.6 The minimum supervision ratio should be exceeded where special consideration is required including to the physical, emotional, medical and behavioural needs of any student(s) participating in the trip and/or when deemed necessary based on the nature of the activity including consideration of risks or as mandated by the facility, to improve student safety

1.7 Ontario Physical Activity Safety Standards in Education (OPASSE) (formerly OPHEA) Supervision Ratios must be met during any mode of transportation.

1.8 OPASSE Safety Guideline supervision ratios must be adhered to wherever they are lower than in this procedure.

1.9 For approved, Category I activities assigned to students in Grades 7–12, standard classroom supervision ratios may be applied. These activities will be designated within the trip application. Teacher-in-charge are required to complete a trip request form, obtain parent/caregiver permission, and evaluate student behaviour, ability levels, and any special supervision needs prior to proceeding.

2.0 Planning for Inclusive and Accessible Field Trips

2.1 When planning for field trips and excursions, accessibility for all student(s) shall be considered to ensure equitable participation inclusive of race, religion, socio-economic status, gender, sexual orientation and physical ability. Reasonable accommodations, to the point of undue hardship, including subsidies and specialized transportation should be made, to allow all student(s) to participate fully and equitably in field trips.

2.2 Consult with parent(s)/caregiver(s) of student(s) about any fears/anxieties or potential barriers on the trip. student(s)

2.3 Inquire about the accessibility of the field trip location, including washrooms and lunch areas, ahead of time. Consider if the site has a calming/sensory space for student(s) who require this. employee(s)

2.4 Identify potential challenges and rehearse with the child ahead of time. Create a social story to make the trip as predictable as possible. Ensure that essential self-regulation tools are available on the trip.

2.5 Check that accessible transportation has been confirmed. Contact the Manager of Transportation with concerns around funding accessible transportation.

2.6 Ensure that any support employee(s) requirements have been arranged (there is no admission cost for support workers who are required to assist a person with a disability). Contact your Teacher Consultant, Special Education with any concerns.

2.7 Field trips are meant to support curriculum expectations, trips should not exclude any student(s) if there is no other way to access that curriculum expectation. Student(s) not attending field trips should not be expected to stay home and arrangements should be made for school if it is deemed appropriate for student(s) to remain at school.

2.8 Promote the connection between all peers participating in field trips or any school special events. Ensure that student(s) with a disability can participate in the activities.

2.9 Trips should not be planned on days of significance.

3.0 Responsibilities

3.1 It is the responsibility of the teacher-in-charge, Administrator(s), Family of Schools Superintendent, and CEO to administer this process in accordance with all applicable policies and procedures.

3.2 For trips requiring hotel accommodations and flights, the trip must be booked through an approved Trip and Excursion vendor following TICO Guidelines for School Trips. For Educational/Leadership conferences, overnight tournaments and OFSAA or regional qualifiers, a trip and tour operator is not required. These trips may be booked directly by the school.

3.3 A student(s) may be denied participation on a school trip based on a demonstrated inability to follow school behaviour guidelines.

3.4 Consideration must be given to the possibility that a student(s) may have to return to the school or home prior to the completion of the trip.

3.5 The responsibility of the teacher-in-charge is to take reasonable steps to reduce the risks of injuries. This responsibility includes being prepared for emergencies and providing communication to parent(s)/caregiver(s) as quickly as possible in the event of a health or safety concern for the student(s)(s). Teacher-in-charges must conform to OPASSE Safety Standards.

3.6 It is the responsibility of the teacher-in-charge to hold an Orientation meeting for all overnight trips for parent(s)/caregiver(s)/ volunteer(s)/supervisors, once approval has been given for an overnight field trip/excursion. Orientation meetings should include the nature of the activities planned, the foreseeable risks of engaging in the activity, supervisors and how many, rules and parameters to be aware of, and abilities of all student(s). Parent(s)/Caregiver(s) must confirm in writing that they have participated in the Orientation meeting and/or that expectations for the trip have been clearly communicated to them.

3.7 Student(s) are required to abide by the school and Grand Erie's Code of Conduct while on field trips and excursions. Teachers are to ensure that the expectations for unstructured times are clearly communicated in the itinerary as well as expectations for curfew.

3.8 The Administrator(s), Family of Schools Superintendent, and CEO approval must be secured through Grand Erie's School Trips and Extra Curricular Activities application before any commitments, including fundraising for Category II and III trips, are made to agents, organizers, parent(s)/caregiver(s), or student(s). Teacher-in-charge to Administrator(s) communication about the trip will be continuous and on-going.

3.9 The Administrator(s) or teacher-in-charge shall accompany the student(s) and shall act as head teacher-in-charge for all field trips and excursions.

3.10 For Category II or III trips, one supervisor must have their Emergency First Aid Training and CPR and as outlined by OPASSE Safety Guidelines and have a travel first aid kit readily available for the duration of the trip.

3.11 For all trips, an adequate emergency response plan must be determined in advance of the trip for all activities and must be communicated with all teacher-in-charges.

3.12 For all trips, cancellation and resultant loss of funds, no matter what the cause, is the responsibility of the student(s), parent(s)/caregiver(s) or their insurer.

3.13 If school trips or travel must be cancelled/postponed Grand Erie is not legally liable for any cancellation fees, penalties, loss deposits or forfeiture of any pre-paid costs incurred by student(s). This is the reason why parent(s)/caregiver(s) are advised to purchase trip insurance.

4.0 Responsibilities – Water Activities

4.1 Residential pools and hotel pools are not permitted for swimming.

4.2 Swim tests are to be completed in advance of all trips involving water

4.3 Emergency procedures must be outlined to student(s) prior to entering the water.

4.4 For natural sites please refer to OPASSE Safety Guidelines for Outdoor Education-Swimming. For canoeing and/kayaking please refer to OPASSE Safety Guidelines for Outdoor Education-Canoeing/Kayaking.

4.5 It is the responsibility of the teacher-in-charge to ensure that the supervision ratio and qualifications for lifeguards is followed as outlined in the OPASSE Safety Guidelines.

4.6 Standard safety equipment must be accessible at pool or water sites, e.g., signaling devices, reaching poles, spinal boards, throwing line(s), first aid kit.

4.7 Swim Test:

a. The Administrator(s) or teacher-in-charge must refer to the OPASSE Safety Guidelines to select the activity specific OPASSE swim test requirements for their trip/excursion.

b. The teacher-in-charge must provide the activity specific OPASSE swim test requirements to the Head Guard conducting the test, along with the attendance sheet to record Pass/Fail status for each student(s). Swim Test results must be provided to the Administrator(s) and the teacher-in-charge.

c. For Excursions, student(s) must complete the OPASSE swim test upon arrival for their scheduled swim. Student(s) who do not pass the OPASSE swim test and are swimming at a public pool, must follow the Facility Swim Admission Standards. The teacher-in-charge must call the Public Pool Facility in advance to understand what the Facility's Swim Admission Standards are. For class trips not at a public pool, and where a student(s) is not successful, student(s) must be identified and wear a properly fastened Personal Flotation Device (P.F.D).. Where the trip is primarily a water trip and there are student(s) who cannot participate, it is recommended that an alternative trip be planned that does not have a water focus.

d. For Category II or III school trips that include swimming, it is required that swim tests are conducted in advance of the trip. The only exception to this is for overnight camps where swim tests are conducted on site. Overnight camps where the swim test is performed on site must provide a supervised alternative program in the event that there are student(s) that do not successfully complete the test. Programming should be offered by the camp employee(s) and information on the alternative programming is to be provided to the teacher-in-charge in advance of the trip.

e. The Head Instructor/Guard must be informed of any student(s) having life-threatening allergies, a history of diabetes, asthma, heart conditions, convulsions, epilepsy, frequent ear infections, or a medical condition that may affect the student(s)'s safety in the water.

5.0 Winter Activities

5.1 Review Ontario Ski Resort Association (OSRA) listing of member resorts to ensure that the resort is an approved OSRA member. Visit www.skiontario.ca.

5.2 For non-English/French speaking parent(s)/caregiver(s), refer to the Ontario School Board Insurance Exchange (OSBIE) Ski Package and use of a multilingual cover page to ensure there is a clear understanding of the risks, safety rules and use of consent forms.

5.3 All trips that include ski/snowboarding must adhere to the OSBIE School Board/Snow Resort Safety Guidelines for Out-Of-School Trips for Winter Sports Education Programs. Link to form available on the resource tab within the trip application.

5.4 Canadian Standards Association (CSA) approved ski or snow board helmets are mandatory for snowboarding, downhill skiing, and tubing for all student(s), employee(s) and volunteer(s). Skating/Hockey/Bicycle helmets are not an appropriate helmet for these activities.

5.5 An assessment of the student(s)' abilities by a visual assessment of performance must be completed. For all non-skiers/snowboards and/or beginners must have lessons before permitted on trails.

5.6 All student(s), employee(s), and volunteer(s) who are on a skating or hockey trip must wear a CSA approved hockey helmet while on the ice. Full-face masks are required for participation in hockey instructional program, games, or scrimmages. Bicycle or snowboarding helmets are not an appropriate helmet for skating or hockey activities

6.0 Multiple Event Trips and Excursions

6.1 For short and/or multiple excursions within regular school hours, an Informed Consent Form may be obtained at the beginning of the school year or semester (i.e., Skating programs, health and physical education programs, construction projects or activities that fall within Category II (ie: skating, swimming)).

7.0 Extra-Curricular Activities

7.1 Extra-curricular activities are defined as:

- all activities that take place outside of the instructional day
- all tryouts, games and tournaments for team sports that occur within Grand Erie's boundaries and organized through the appropriate Grand Erie athletic associations
- any school club or team
- all organized activities during nutritional breaks

7.2 Occasional events such as fun days, play days, school dances, barbeques etc. held during the school day at the school site, where parent(s)/caregiver(s) are informed through school newsletters or other communication channels, are exempt from Field Trips and Excursions Procedure (SO-015).

8.0 Insurance

8.1 *Student(s)*

a. Grand Erie does not provide insurance for student(s) against any accidental death, disability, dismemberment, or medical expenses that might occur as a result of an accident during school activities, including sporting events and trips.

b. Grand Erie requires that all parent(s)/caregiver(s) declare whether or not they have accident insurance. The declaration form is sent home at the beginning of the school year and kept on file at the school.

c. Grand Erie offers information on a protection plan that is made available to the parent(s)/caregiver(s) to purchase for their student(s) (Insure My Kids Protection Plan). This plan can be purchased throughout the year.

d. Student(s) Accident Insurance is mandatory for Category II high risk activities (ie: rugby, football) and trips out of Province and Category III trips as they involve activities requiring special skill or increased inherent risks. All student(s) travelling on Grand Erie approved trips outside the province of Ontario are required to have individual insurance coverage regardless of the length of the trip, even if it is only a one-day trip. All student(s) must have the appropriate travel insurance coverage that meets or exceeds the Insure My Kids Protection Plan offered to student(s).

e. Parent(s)/Caregiver(s) may purchase student(s) accident insurance through Grand Erie approved Travel and Tour operators or provide private accident insurance coverage.

8.2 *Employees*

Employees are provided with Workplace Insurance benefits provided by the Workplace Safety and Insurance Board (WSIB) while acting within the scope of their duties on behalf of the board. All employee(s) accidents must be reported according to Grand Erie's Employee Injury Reporting and Investigating Procedure (HS-006).

8.3 *Volunteer(s) and Chaperone(s)*

a. Grand Erie does not provide insurance for volunteer(s) or chaperone(s) against any accidental death, disability, dismemberment, or medical/dental expenses that might occur as a result of accidents during their involvement in school activities, including sporting events and field trips.
b. For all Category II trips out of Province or Category III trips, volunteer(s) must obtain or provide proof of accident insurance before participating in school trips.

8.4 *Confirmation of Insurance*

a. Proof of adequate commercial general liability insurance is required through a Certificate of Insurance from venues and service providers who are privately owned and operated independently including, and not limited to rock climbing, zip lining, summer camps, and family farms. Large established public venues, such as Canada's Wonderland, Rogers Centre, Royal Ontario Museum, CN Tower, Canadian War Plane Heritage Museum, Toronto Zoo, and Ontario Science Centre would not be required to provide proof of insurance.
b. Evidence of comprehensive general liability insurance in the amount of $2 million dollars must be provided in advance of the trip.

9.0 Transportation

9.1 Transportation methods (i.e., plane, marine) other than bussing or taxi, through approved vendors or public transportation, is beyond the approval level of both the Administrator(s) and Family of Schools Superintendent for all Categories and requires approval of the CEO.

For kindergarten and primary field trips and excursions, where transportation is required, student(s) must travel by bus only. Transportation must be appropriate to the age of the student(s). Provincial legislation regarding child car-seats must be followed.

9.2 When using public transportation, appropriate supervision must be maintained. This includes ensuring that the required supervision ratios are met, and the students are adequately supervised during transit. Be aware that public transportation may have capacity issues. As such, the teacher-in-charge may need to connect with public transportation in advance to arrange for adequate public transportation services for all students. Ensure that supervision ratios are maintained even if students are split into different groups. Depending on the nature of the trip, evaluate the transportation needs taking into consideration the age of the participants, distance of the trip and required accommodations.

9.3 For all activities that take place outside of the school day, communication to parent(s)/caregiver(s) must clearly outline all transportation responsibilities.

9.4 For extra-curricular activities during the school day, the school is responsible for the student(s)' transportation and ensuring the requirements are met for volunteer(s) drivers.

9.5 If the planned transportation method changes (such as a student(s) leaving with parent(s)/caregiver(s) instead of returning via the original transportation method), it is the responsibility of the parent(s)/caregiver(s) to inform the teacher-in-charge ideally prior to the activity, or at least before the activity has ended

9.6 Employee(s) and volunteer(s) are not permitted to transport student(s) in rental vehicles. Only certified ground transit through an approved Grand Erie vendor

is acceptable. These vendors can offer a variety of transportation options and can provide services across Canada.

9.7 Vehicle Restrictions:
9+ or larger passenger vans (driver plus eight student(s)) are not permitted for student(s) transportation.

9.8 For booking transportation outside of Canada, travel must be booked through an approved Travel and Tour operator.

9.9 If bussing or a taxi is required, the following steps must be completed
a. Obtain a quote through an approved Board vendor.
b. Complete a purchase requisition through the current purchasing system identifying the key transportation requirements of the trip.
c. Employee(s) will process the requisition and forward the completed copy to the school and successful vendor.
d. Vendors submit invoices directly to Business Services (apx@granderie.ca) for verification and payment.
e. Cancellations or changes must be made within 48 hours of the scheduled departure to avoid cancellation or change fees.
f. Please refer to the Staff Portal > Business Services > Purchasing > What to Buy and Where: Transportation for instructions on booking various modes of transportation, and Travel and Tour Operators to locate the approved transportation vendor listing.

9.10 Marine Travel Documentation & Guidelines
a. Any kind of Marine Travel including but not limited to ferry, tour boat or dinner cruise is considered a Category III trip.
b. Marine Travel must be booked through and an approved Travel and Tour Operator.
~~c.~~ It is the responsibility of the Travel and Tour operator to obtain a current Inspection Certificate and Liability Insurance Certificate.

10.0 Transportation Bookings

10.1 At least two weeks (Category 1) or 30 calendar days (Category II) prior to the date of the trip, school employee(s) will complete a requisition, using the board's purchasing software program, including the date and times of the trip, school name, destination, number of student(s) transported, special requirements, the number of busses required, and for services to be provided. School employee(s) will contact the operator or service provider to arrange the trip.

10.2 Regardless of the dollar value associated with the transportation requirements of the extra-curricular activity, multiple quotes should be collected to ensure that the school is receiving good value for their money. For additional information review Purchasing Procedure (BU-006).

10.3 At the time of creating the requisition, school employee(s) will contact the operator or service provider to provide detailed trip information including the requisition number.

10.4 Requisitions will be forwarded to Student(s) Transportation Services Brant Haldimand Norfolk (STSBHN) through the board's purchasing software program. Transportation Services will create an electronic Purchase Order, forwarding a copy to the school and the operator.

10.5 School employee(s) will contact the operator or service provider if changes are required to the arrangements detailed in the purchase order, or if the trip is cancelled. They will also notify (STSBHN) about these changes, via E-mail: transportation@stsbhn.ca

10.6 Confirmation to Business Services of receipt of services for fields trips is only required if the trip is over $2,500.00.

10.7 The operators or service providers will submit their invoices, quoting the purchase order, number directly to STSBHN who will forward the confirmed invoices to Business Services for posting and payment.

10.8 Costs will be charged to the account indicated on the requisition. If the cost is to be charged to (an) other account number (s), the account number(s) must be clearly listed on the requisition.

10.9 When student(s) or other parties are directly contributing towards the cost of the trip, school employee(s) collect monies, deposit to school banking, then submit a cheque, payable to Grand Erie District School Board to Business Services. The cheque should reference the purchase order number. These monies will be deposited to the credit of the account indicated on the purchase order.

10.10 Team Travel (Secondary Schools)

a. Each new school year, schools will create a requisition to electronically issue a blanket purchase order for team travel for the current school year (September to June).
b. School employee(s) will contact the operator or service provider, giving sufficient notice to arrange transportation for team travel, quoting the blanket purchase order number each time.
c. The operators or service providers will submit their invoices, quoting the purchase order number, directly to STSBHN who will forward the confirmed invoices to Business Services for posting and payment.
d. STSBHN will maintain records of team travel trips, including costs and invoice numbers.
e. Unless otherwise specified, all costs will be charged to the school's team travel budget

10.11 Operators and Service Providers

a. A current regularly updated list of operators and service providers will be posted on the STSBHN website.
b. Operators with accessible vehicles will be identified on the STSBHN website.

11.0 Volunteer(s) Drivers

11.1 Student(s) can only be transported in privately-owned vehicles by employee(s) or volunteer(s) who possess a valid G License and a minimum of $2 million of liability insurance.

11.2 Student(s) may be permitted to drive themselves to extra-curricular events. Student(s) that wish to provide transportation for other student(s) are considered volunteer(s) drivers and must follow the requirements for volunteer(s) drivers.

11.3 All volunteer(s) drivers must have completed and signed a Volunteer(s) Driver Form.

12.0 Vehicle Liability Insurance

Employee(s) and Volunteer(s) should be aware that under the *Insurance Act of Ontario* the insurance of the driver/owner of the vehicle is the primary policy accessed for claims. Grand Erie does provide liability coverage for employees and volunteer(s) providing transportation on approved out-of-classroom programs. Volunteer(s) drivers and the vehicle owners should check with their insurance providers to ensure their policy permits them to transport student(s) for "educational purposes".

13.0 Trips Involving Aircraft

13.1 Only licensed, certified commercial passenger air carriers are to be used.

13.2 Cancellation insurance is mandatory and is the responsibility of the student(s), parent(s)/caregiver(s).

13.3 Grand Erie assumes no financial responsibility in the event of flight cancellation for whatever reason.

13.4 For trips involving aircraft, the trip commences at the school. Student(s) can either take the chartered bus to the airport or arrive by their parent.

13.5 Booking of Flights:

a. The trip must be approved by the CEO prior to booking flights.
b. Flights must be booked in consultation with Purchasing Services and/or through an approved Trip and Tour Operator.
c. Direct flights are preferred over flights with layovers.

14.0 Category II and III – Overnight, Out of Province and Out of Country Trips

14.1 Travel And Tour Operators

a. It is required that Category II and III Overnight, Out of Province and Out of Country trips are booked through the vendors of record. Business Services has completed a competitive process and has provided a list of approved vendors for Travel and Tour Operators. Please refer to the staff portal Travel and Tour Operators to obtain a listing of the approved vendors who can provide full service trips and tours. (travel, accommodations, meals, links to curriculum). These vendors have Grand Erie's required insurance and licensing to provide this service and have been vetted.
b. Contracts/Agreements for overnight trips, will be reviewed and signed by the Superintendent of Business & Treasurer. All contracts/agreements should be forwarded to the Executive Assistant to the Superintendent of Business & Treasurer before a trip request is submitted in the School Trip and Extra-Curricular application.

14.2 Guidelines and Expectations

a. A Category II or III–Overnight, Out of Province and Out of Country trip is an excursion endorsed by Grand Erie lasting more than one day out of Ontario, as well as any trip within Ontario using air transportation as part or sole mode of transportation. A Category III trip will also include extra-curricular activity trips as described above, for excursions related to sports, DECA, robotics etc.
b. Excursions remain "proposed" until the required approval is obtained by Family of School Superintendent and the Director of Education or designate. The excursion should not be advertised, nor should any money be collected from students until fully approved.
c. Excursions are to be planned well in advance in order to allow families, students, and schools to budget accordingly and have a plan for supplementing the cost of activities where that cost would cause a student and/or their family financial hardship.
d. Excursions should not be scheduled on Professional Activity or other identified staff learning days; however, it is acceptable for excursions to span normal holiday periods (e.g. March Break,) with the understanding that participating staff will not be remunerated in any way for their voluntary supervision/chaperoning of such excursions. Excursions will have curricular relevance and/or a direct relation to ongoing co-curricular or athletic activities sanctioned by Grand Erie.

14.3 Chaperone(s)

a. Chaperone(s) should be current staff members from the school going on the trip (i.e.: educators, administrator, clerical, custodian, etc.) If supervisory ratio cannot be met with current school staff members, the following individuals may be considered, in order, from the following groups:
   - Current staff from another school (with consultation from School Administrators)
   - Community member volunteer (includes retired staff)
   - Family member of staff going on trip

   The teacher-in-Charge will need to provide rational and demonstrated steps for a family member participation.
b. Where overnight trips include mixed-gender student groups, supervisors will represent more than one gender and include supervisors with whom

students feel comfortable. If there are both male and female students on the Excursion, there must be both male and female Supervisors/Chaperones.

14.4 **Insurance**

a. Medical Insurance is mandatory on all overnight out-of-province and out-of-country excursions Where students do not have health insurance coverage under an extended health insurance plan, health insurance must be purchased from the travel provider. Proof of health insurance must be provided to Grand Erie before traveling.
b. Travel Guard and Event of Cancellation for "any reason" (CFAR) insurance is mandatory and must be purchased from the travel provider. This ensures consistency if the service provider and/or Grand Erie needs to postpone or cancel an Excursion where the level of actual or potential risk has increased due to specific or global events or circumstances in the intended destination.
c. Failure by a student or a parent/caregiver (where the student is a minor) to purchase cancellation insurance or to provide proof of health insurance, as stipulated above, may result in the cancellation of the student's participation in the Excursion, regardless of any costs or expenses incurred on behalf of the student in connection with the excursion.
d. Staff must outline to participants and include details outlining the cost of travel, as well as the cost of mandatory trip cancellation and health insurance. Grand Erie reserves its right to cancel travel, where to do so would be in the best interests of student travelers and the broader school community. Under no circumstance will Grand Erie assume any responsibility for any financial loss incurred by participants as a result of canceled or interrupted travel.

14.5 **Private Group/Accommodation**

a. Teacher-in-charge should select either private group or "Exclusive Rooming". No room sharing between Grand Erie and non-Grand Erie students.
b. Billeting will not be accepted as a form of accommodation.

14.6 **Cellular Phones**

A cellular phone is required for all Level 3 trips. Note: If cellular phone service is not available at the destination point, a satellite telephone must accompany the supervising teacher, or alternate arrangements for access (e.g. trip guide's communication medium) must be available. If students are divided into smaller groups for extended periods of time or overnight, more than one satellite telephone may be needed. Satellite phones can be rented at www.roadpost.ca.

15.0 **Travel Advisories**

15.1 When planning out-of-country trips, the teacher-in-charge must check the Government of Canada Travel and Tourism website for travel advisories to ensure it is safe to travel in the selected country, and again at one month, one week, and one day prior to travel:

15.2 Travel Advisories

a. Changes of a significant nature must be reported to the Administrator(s), Family of Schools Superintendent and CEO who will review the information and will reaffirm or withdraw permission for the trip.
b. The Senior Administrative Team will regularly monitor the health and safety implications of student(s) trip destinations which may result in the withdrawal of trip approvals.

16.0 **Immunizations Required for Travel**

16.1 Employee(s), student(s) and volunteer(s) are to consult their family health care provider at least three (3) months before departure to obtain immunizations

which may be required for travel to the planned destination. Please refer to the Public Health Agency for more information.

17.0 **Regional Provincial and National Athletic Trips Outside of Canada or Requiring Flights**

17.1 Athletic Trips include teams and individual student(s) who train outside of school but complete at higher levels. (i.e., OFSAA, Basketball teams).

17.2 Please follow all Category III requirements for Athletic Trips that are outside of Canada or requiring flights.

17.3 When a high school team is performing well, and the possibility of moving on to a higher level of competition is great, the teacher-in-charge and Administrator(s) will begin planning for team travel.

18.0 **Requests For Former Student(s) to Participate in School Trips and Excursions**

18.1 Occasionally student(s) may transfer schools after a school trip has been planned and or paid for. The former student(s) is to receive the same duty of care as a student(s) of Grand Erie and must complete all the same trip and excursion requirements and complete all forms.

18.2 The participation of former student(s) in school trips and excursions will only apply if the student(s) has paid for the trip and the trip takes place within the current academic year.

18.3 Requests for former student(s) to participate must have the following:

a. Approval and support from the teacher-in-charge and Administrator(s)
b. No concerns with student(s) behaviour
c. Not impact current student(s) from participating
d. Approval from the CEO

19.0 **File Retention**

19.1 Field Trips and Excursions: The school is responsible for keeping all documents on site for 1 year; offsite in a board-designated storage area for 3 years; for a total of 4 years.

20.0 **Waivers**

Grand Erie does not permit parent(s)/caregiver(s), student and/or staff to sign waivers/releases. If a venue requires a waiver/release, it must be directed to Executive Assistant to the Superintendent of Business for review before proceeding with trip request.

Excursion agreements requiring Grand Erie to waive the rights of all participants, hold harmless or indemnify the operator of the venue from all causes, or to name the operator as an additional insured under Grand Erie's insurance policy as a condition for visiting the site are not to be signed. External site-specific consent forms from Third-Party Providers must be acceptable to Grand Erie's Business Services department. All requests for a site-specific consent form are to be sent to Executive Assistant to Superintendent of Business, prior to use.

Reference(s):

- Code of Conduct Policy (SO-12)
- Code of Conduct Procedure (SO-012)
- Employee Injury Reporting and Investigating Procedure (HS-006)
- Field Trips and Excursions Policy (SO-15)
- Purchasing Procedure (BU-006)
- Volunteers (SO-046)
- *Insurance Act of Ontario, R.S.O 1990, c.I.8*
- OPASSE Safety Guidelines (formerly OPHEA)
- OSBIE – School Board/Snow Resort Safety Guidelines

- Public Health Agency
- Signing Authority for Short Term Agreements Procedure (BU-014)
- Ski Ontario Association
- TICO Guidelines

APPENDIX A – TRIP CATEGORY DETAILS

Category I	**Approval**	**Insurance**	**Timeline**
Day Trips, In-province, departing and returning on the same day and not involving activities of increased inherent risk	Administrator(s)	Recommended	Two weeks prior to trip
Category II	**Approval**	**Insurance**	**Timeline**
Activities involving increased elements of inherent risk	• Administrator(s) • Family of Schools Superintendent	In Province – Recommended	One Month prior to trip (30 calendar days)
All trips up to and including five (5) days within **Ontario and all of** Canada		Out of Province – Mandatory	One Month prior to trip (30 calendar days)
Swimming Activities including but not limited to: Public Pools, Open Water			One month prior to trip (30 calendar days)
Canoeing and Kayaking			One month prior to trip (30 calendar days)
All skating trips			One month prior to Trip (30 calendar days)
Skiing, Snowboarding, Trips at participating Ontario Snow Resorts Association (OSRA) facilities			One month prior to Trip (30 calendar days)
Category III	**Approval**	**Insurance**	**Timeline**
All one-day trips to USA	• Administrator(s) • Family of Schools Superintendent • CEO	Mandatory	One month prior to trip (30 calendar days)
All trips over five (5) days within Canada			Three months prior to trip
All overnight trips outside of Canada			Six months prior to trip
All trips involving air and/or marine travel			Six months prior to trip