



Tri-County

Regional Centre for Education

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

Title	Effective Date	Revision Date(s)	No. of Pages
No. 508 Student Trips	February 27, 1996	February 22, 2000 June 8, 2004 October 2, 2006 February 4, 2014 April 14, 2015 November 8, 2016 January 10, 2017	1 of 17

It is the policy of the Tri-County Regional Centre for Education to support the concept of extracurricular and co-curricular activities as part of a total educational program.

PROCEDURE under Policy No. **508**

Permission for in province overnight student trips and day trips may be obtained from the school principal and permission for out of province student trips must be obtained from the Director of Programs & Student Services or designate subject to the terms of this policy.

1. Central Office Student Trip Contact Person

- a) The Director of Programs & Student Services or designate is the contact person for all student trips.
- b) The Central Office contact person is authorized to cancel any trip should there be a serious concern identified at any time.

2. Procedures to be followed to obtain approval for student trips (overnight duration or longer) which are out-of-province

- a) The Principal must complete an application form (Appendix C), clearly outlining the objectives, proposed itinerary, proposed expenditures and proposed fundraising methods for the requested trip.
- b) The Principal will then forward the completed form to the Director of Programs & Student Services or designate for approval.
- c) Principals are required to submit fully completed trip requests for approval at least three months in advance of departure unless there are extenuating circumstances. In extenuating circumstances, a letter signed by the principal outlining the reason(s) for



PROCEDURE under Policy No. 508 (cont'd)

- d) the late submission for approval must accompany page 1 of 6 when submitted to the Director of Programs & Student Services or designate.
- e) The Principal shall monitor the full details of the trip from that time until the completion of the trip.
- f) The Principal has permission to announce the trip will proceed only after approval has been granted by the Director of Programs & Student Services or designate. The Principal will be responsible for providing the Director of Programs & Student Services or designate, with the following:
 - i. List of chaperones;
 - ii. List of onsite contact persons; and
 - iii. Names, address, and telephone numbers of all participating students. This information must be received, in writing, at least one month before the trip can proceed, with updates reported thereafter by the Principal, if necessary. The Principal shall also ensure that consent forms (Appendix B) are completed in full and signed by all parents/guardians and students for all overnight or out-of-province trips.

3. Procedures to be followed relating to day trips and student trips (overnight duration or longer) which are not out-of-province

- a) The Principal shall ensure the objectives, proposed itinerary, proposed expenditures and proposed fundraising methods for the requested trip are clearly stated in writing, and are circulated by the Principal to all parents/guardians of eligible students.
- b) The Principal shall then carefully review all details of the proposed trip and, when satisfied, shall approve the trip. (If occasions arise when the Principal is in doubt regarding any aspect of a proposed trip, the Principal shall request approval from the Director of Programs & Student Services or designate using Appendix C and following the procedure for out-of-province trips).
- c) The Principal has permission to announce the trip will proceed when they are satisfied all details have been finalized in a responsible manner.
- d) Any overnight trip, which is not out-of-province, but may be of particular concern to the principal, shall be reported well in advance (in particular, safety details) to the Director of Programs & Student Services or designate for approval or denial following the same procedure used for out-of-province trips.



PROCEDURE under Policy No. 508 (cont'd)

4. Necessary Criteria for Approval for Trip Proposals

Trips

- a) The Principal, or designate, must assume overall responsibility for organizing and supervising every trip. Collection of Consent Forms (Appendix B) and Trip Request Forms will be the responsibility of the Principal or designate. ***There must be a risk assessment completed. Risk is to be determined by the Principal/designate with the following guidelines:***

Consult with School Insurance Program regarding high-risk activities.

For example:

- **All watercraft activities must be reported to SIP (inclusive of boats/vessels tied up and dockside) except for canoeing, kayaking, Provincial Ferries, and paddle boats. Airport tours and aviation related activities must be reported to SIP well in advance**
 - **Contact SIP at any time if the Principal/designate has a related question, but it is important to do so well-in-advance, especially in the cases(s) of higher risk activities.**
- b) Appropriate selection of students and chaperones for all trips shall be the responsibility of the Principal. ***All chaperones and volunteers are required to have completed police checks and Child Abuse Registry checks as per Policy 850 Reference Checks – Applications for Employment, School Volunteers and Others. Bus drivers are required to have a complete passenger list in addition to the itinerary.***
 - c) Chaperones: It is expected the Principal will ensure the following chaperones for each student trip. Chaperones will receive Appendix A: Information for Volunteers.
 - i) Primary – Grade 6 Trips

For all Primary to Grade 6 day trips (inclusive), a ratio of one (1) chaperone, or more, to each ten (10) students. The chaperone can be male or female. For all Primary to Grade 6 overnight trips (inclusive), a ratio of one (1) chaperone, or more, to each five (5) students. ***Overnight school trips for elementary students (Primary to Grade 6) are limited to within Nova Scotia and must be approved, in advance, by the Director of Programs and Student Services or designate.***

 - a. Where boys only are participating, at least one male chaperone will be present.
 - b. Where girls only are participating, at least one female chaperone will be present.
 - c. Where boys and girls are participating, at least one male and one female chaperone will be present.



PROCEDURE under Policy No. 508 (cont'd)

ii) Grade 7 – Grade 12 Trips

For all Grade 7 – Grade 12 (inclusive) day trips, a ratio of one (1) chaperone, or more to every twenty (20) students. The chaperone can be male or female. For all Grade 7 – Grade 12 overnight trips (inclusive), a ratio of one (1) chaperone, or more, to each twelve (12) students.

- a. Where boys only are participating, at least one male chaperone will be present.
 - b. Where girls only are participating, at least one female chaperone will be present.
 - c. Where boys and girls are participating, at least one male and one female chaperone will be present.
- d) For each pupil trip, the Principal is required to complete a Student Trips – Principal’s Checklist (copy attached to this policy as Appendix C). The Principal and Contact Person must keep a record of this list until at least the last teaching day of the current school year for insurance and administrative purposes.
- e) In the case of trips being made outside the country, the Principal must ensure that parents and pupils are aware of the culture of the country being visited, with special emphasis on the country’s law, traditions, and customs.
- f) It is imperative that for any travel outside of Canada, the teacher supervising the trip must check with the consular office or a web site of the country to be visited to ascertain if there are any restrictions and/or fees in place of which they may not be aware.
- g) ***The principal or teacher in charge must obtain certificates of insurance from all trip operators arranging tours, hotels, and transportation. (Please refer to Appendix “D” for a sample letter to be used by teachers for travel tour companies both inside and outside of Canada)***
- h) Out-of-Province Trips Only
- The staff member in charge of the trip shall plan and complete pre-trip activities, including ***risk assessment in consultation with School Insurance Program***, a meeting with all chaperones, parents, and students for the purpose of discussing trip expectations, chaperone roles, discipline and all aspects of the itinerary.
- Following the trip, the staff member in charge is REQUIRED to submit a brief report of the trip to the Principal.
- The principal in consultation with the Tri-County Regional Centre for Education designate 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/countries.



PROCEDURE under Policy No. **508** (cont'd)

It is recommended that all out of country itineraries be sent to SIP for review and feedback.

All students travelling on out of province trips will be required to obtain out of province/country medical insurance through the School Insurance Program

- i) When arranging sporting trips, the following is to be reviewed:
 - Parents should be advised of the nature of the activities and associated risks.
 - There should be a review to ensure the students are made aware of the activity and associated risks of the activity.

5. Discipline for all Trips

At co-curricular and extra-curricular school events approved by the Principal, whether or not held on school property, during or outside of regular school hours, teachers associated with such events shall have the same authority over students as when teaching a class.

- a) All Tri-County Regional Centre for Education policies, guidelines and regulations shall be in full force for all trips of any kind.
- b) In the event of unacceptable student behaviour while on the trip, the staff member in charge will ensure that disciplinary action is taken.

A shadow trip is when a student refuses to participate in a regular supervised class trip but decides to go individually, unsupervised, to the same event or location as the class group. Students who do not participate in a day trip may not participate in a shadow trip of any kind at the same time as the approved day trip. Such shadow trip participation shall constitute a deliberate break of school discipline policy, and the offending student(s) will be subject to school suspension by the Principal. Students who do not participate in a day trip for whatever reason will be provided with appropriate school work.

6. Informing Students and Parents

While the Tri-County Regional Centre for Education appreciates that discussion of student trip details is necessary in advance of each and every trip, the Tri-County Regional Centre for Education, nevertheless, cautions the staff member in charge that students, parents, and others must clearly understand that approval by the Director of Programs & Student Services, or designate is necessary before any out-of-province trip is authorized to proceed. Likewise, the Principal must approve before any in-province trip of overnight duration, or longer, is authorized to proceed. Anyone disregarding this criteria risks being held responsible for misleading persons who may be interested in participating or supporting a student group.



PROCEDURE under Policy No. **508** (cont'd)

7. Transportation

Students are expected to travel to and from school activities in either a school bus or an authorized vehicle*, whichever has been arranged by the Principal, or designate. No school busses are to be used for out-of-province travel unless approval has been obtained by the Director of Operations or designate, with prior approval from the Motor Carrier Division through Department of Transportation and Infrastructure Renewal to the Utility and Review Tri-County Regional Centre for Education.

*When authorized vehicles are used, the vehicles must comply with policy 500.9 *Non Tri-County Regional Centre for Education Owned Vehicles*.

8. Late Application for Out-of-Province Student Trip Approvals

a) The Director of Programs & Student Services, or designate, is authorized to approve any late out-of-province application for a student trip **BEFORE THE TRIP IS TAKEN**, provided the Director of Programs & Student Services, or designate, receives a completed application form and a written guarantee from the Principal detailing that the trip is organized, chaperoned and supervised, with proper consents from parents, in accordance with all safety and other requirements of this policy.

9. Exchange Trips

When exchange trips are organized, all eligible students shall be encouraged and supported by the Principal to participate. However, when a parent denies written permission for a son or daughter to participate, the Principal shall respect the wishes of the parent and shall ensure that full and proper school instruction is provided for the non-participating student during the exchange trip. Wherever possible, all students (including non-participating students) should be involved in regular exchange trip activities, whenever visiting students come to one of our schools as part of an exchange trip. All things being equal, students who participate in an exchange trip should make an attempt to host visiting students. Full information relating to all exchange trip details must be provided to all eligible students, and to the parents of all eligible students, by trip organizers. The Principal shall carefully supervise this requirement.

When billeting youth in private homes all adults and youth 12 years and older who reside in the home must be screened using police check (where available) and Child Abuse Registry (where available – if not available, this must be clearly noted in the Informed Consent Form – Appendix B.).

The staff member in charge of the exchange shall plan and complete pre-exchange trip risk assessment, and have a meeting with all parents and students for the purposes of discussing exchange expectations, discipline, and all aspects of the itinerary.



PROCEDURE under Policy No. **508** (cont'd)

10. Insurance and Related Matters

- a) Every student taking part in out-of-province trips is required to purchase student accident insurance.
- b) Any time a student trip is cancelled; there shall be no cost to the Tri-County Regional Centre for Education.
- c) Any time a student is sent home, either due to illness or inappropriate behaviour, there shall be no cost to the Tri-County Regional Centre for Education.
- d) All students taking part in student trips are required to purchase individual or group medical insurance, where applicable.

11. Copy of Tri-County Regional Centre for Education Policy – Student Trips

The Principal shall discuss any concerns and issue a copy of this Policy, Student Trips, No. 508, to the individual in charge prior to any student trip of overnight duration or longer.

APPENDIX A

Information for Volunteers Assisting with Co-operated and Extra-curricular Activities in Schools Operated by the Tri-County Regional Centre for Education.

The Tri-County Regional Centre for Education welcomes your willingness to help supervise activities for students in this district.

A teacher or administrator should be present for supervision of activities. A principal may choose to delegate coaching/supervision responsibilities to a non-teaching staff member, or in extenuating circumstances, parents and community volunteers. The principal is responsible for ensuring that the non-teaching staff member, or parent/community volunteer, is suitably qualified and capable of providing the required service.

The principal is expected to provide an orientation session for non-teaching staff, or parent/community volunteer. This must include guidelines and procedures for Tri-County Regional Centre for Education:

- i. Philosophy and policies and procedures
- ii. Playing time (if a team)
- iii. Supervision expectations
- iv. Discipline procedure and referral
- v. Communications with the home
- vi. Finances/fund raising
- vii. Transportation procedures
- viii. Use of school facilities and equipment

The principal is ultimately responsible for maintaining order and discipline at all activities.

Prior to a team, club or activity being coached or supervised by a non-teaching staff member, a principal shall call a meeting where parents and guardians will have an opportunity to meet the staff member and discuss any concerns or expectations that each may have.

The non-teaching staff member acting in the supervisory role would need the following criteria:

- i. Possess the skills and credentials appropriate to carry out the duties assigned to them. (The principal shall request that the staff member provide sufficient proof of their credentials, such as certificates or licenses from the appropriate authorities as required – as found in the Nova Scotia Department of Education’s Physical Education Safety Guidelines).
- ii. Must be at least 21 years of age.
- iii. Provides a professional and a character reference and consents to the principal contacting the reference.
Provides proof of a Child Abuse Registry check conducted within the last 5 years.



APPENDIX A, cont'd

- iv. Provides proof of an RCMP (or equivalent) Criminal Records check conducted within the last 5 years.
- v. Must attend a meeting conducted by the principal (or designate) to review expectations of the school including school/Tri-County Regional Centre for Education policies respecting discipline, confidentiality and disclosure of abuse and related matters.

The following activities must not run without the direct supervision of a teacher or in extenuating circumstances, a non-teaching staff member:

- i. Overnight excursions.
- ii. Off-site field trips involving 30 or more students.

The Principal has the right to allow or refuse the supervision of any activity, based on his/her judgment, and taking into consideration the age of the students, the level of supervision required, the nature of the activity and the number of students involved.

Volunteers must supervise students diligently, according to the expectation set by the Principal and the expectations set in the school discipline code, a copy of which will be provided to each volunteer.

On bus trips, supervisors must, in cooperation with the driver, assist in maintaining good discipline on the bus, return with the students to the school and remain at the school with the students until they have been picked up.



Consent Form

Appendix B

Name of School: _____

ATTENTION: This is a legal document. Please read carefully the contents of this consent form and clarify any concerns with the staff at the school organizing the event or the School Principal before signing each page.

It is important that this form is completed in its entirety, signed, and returned in order for your child to participate in this activity.

PRIVACY NOTICE: _____ is collecting the personal information requested in this Form to:

Name of School

obtain lawful consent for your child to participate in the activity; coordinate the activity; respond and report respecting any injury or medical condition that may arise during, or as a result of the activity; and update School records where necessary.

The information will only be accessed by authorized School staff and will be dealt with in accordance with the privacy requirements of the Nova Scotia Freedom of Information and Protection of Privacy Act.

The information will not be disclosed to any other person or agency unless it is for a purpose stated above, the disclosure is authorized or required by law, or you have given the School permission for the information to be disclosed.

IN CONSIDERATION of _____ of offering my child, _____ an opportunity to

Name of School

Name of Child

participate in the activity described below on _____ I hereby give and provide my consent, and

Date of Activity acknowledge by my signature that my child may

participate.

1. **ACTIVITY DESCRIPTION:** (Describe the activity including: 1) time frame, 2) transportation arrangements, 3) required skills and competencies, 4) equipment and clothing required, 5) accommodations (if applicable), 6) supervision. (name of administrator/teacher in charge, number of chaperones, number of students)

2. **ACTIVITY RISKS:** [Teacher is to fill in risks that are highly probably but of low adversity and those of high adversity and low probability. Inset Activity and Risk Clause in bold. (See sample clauses)].

I am aware of the usual risks and danger involved in participation in this activity, including any specified above and of the possibility of personal injury, fatal injury, property damage or loss that may result.

I have read and understood this page. Signature of Legal Guardian: _____

APPENDIX B (cont'd)

3. **SUPERVISION:** *(Describe what levels of supervision will/will not be provided).*

4. **HEALTH AND MEDICAL TREATMENT:**

- My child does not have any illness, allergy, or disability that prevents his or her participation in this event.
- My child has an illness, allergy, or disability that could affect his or her participation in this event.

List illness allergy, or disability: _____

In the event that the child is going to require medical treatment because of medical condition during the trip, the parent should provide the school consent in writing. This consent should outline what medications need to be given, number of times, etc. If the medical condition is serious then the school will require a letter from the doctor indicating that it is okay for the student to go on the trip and what medical treatment the child should have during the trip.

5. **EQUIPMENT AND CLOTHING:**

I will supply appropriate equipment and clothing for my child's participation in this activity as identified.

I acknowledge that it is the responsibility of me and my child to ensure that all necessary equipment and clothing is brought by my child to the event and acknowledge that my child may be prevented from participation if s/he does not have all necessary equipment and clothing.

6. **CODE OF CONDUCT & ACTIVITY SITE RULES AND REGULATIONS:**

My child and I understand that the School Code of Conduct applies during this activity. My child and I also understand that site rules and regulations are in place for this activity and my child agrees to abide by these rules and regulations. I acknowledge that I have explained to my child that any prohibited actions may result in my child not being allowed to participate or continue in the activity.

7. **RISK OF ACCIDENT:**

Accidents can result from the nature of this activity and can occur with or without any fault on either the part of the student, Tri-County Regional Centre for Education or its employees or agents, or the facility where the activity is taking place. By allowing my son/daughter to participate in this activity, I accept the risk of an accident and agree that this activity, as described above, is suitable for my child.

8. **NON-PARTICIPATION IN THIS EVENT:**

I understand that if I am not comfortable with my child participating in this activity that arrangements will be made for my child to remain at the School during School hours and my child will not be penalized for nonparticipation.

9. **CONTACT INFORMATION:**

Should the School need to contact me during this event:

- Contact Number Valid for the Time of the Activity: _____
 - Alternative Contact Information: _____
-



10. **CONSENT**

In signing this Consent, I am not relying on any oral or written representation or statement(s) made by the Tri-County Regional Centre for Education, its servants, agents, employees, or authorized volunteers to induce me to allow my child's participation in this activity other than those contained in this Consent.

I acknowledge the Privacy Notice, above.

I am 19 years of age or older and I have carefully read the contents of this Consent Form and have clarified any concerns with the staff at the School organizing the event or the School Principal before signing each page. I understand that it is a legal document that is binding on me, my heirs, executors and administrators.

Name of Legal Guardian

Signature of Legal Guardian

Date



APPENDIX C

Application form for Out of Province Student trip (s) and other Overnight Trip the Principal feels may be of concern

School: _____ Principal: _____

Place(s) to be visited: _____

Date of Departure: _____ Date of Return: _____

Reason for Trip: _____

Administrator/Teacher(s) in Charge: _____

Number of Students: _____ Grade Level(s): _____

Name of Chaperones: Please indicate whether Parent (P), Teacher (T), or Community Representative (C)

- 1. _____ (P), (T), (C)
- 2. _____ (P), (T), (C)
- 3. _____ (P), (T), (C)
- 4. _____ (P), (T), (C)
- 5. _____ (P), (T), (C)

Will there be a request for one (or more) substitute(s)? _____

If yes, please indicate payment plan: _____

APPROVALS:

School Principal

Date

Director of Programs & Student Services (or designate)

Date



APPENDIX C (cont'd)

**Application form for out of province student trip(s) and other overnight trip the Principal thinks
may be of concern**

TRIP OBJECTIVES:

ITINERARY

Description and Purpose:

List of Expected Expenditures (itemized)

List of Revenue (itemized)



APPENDIX C (cont'd)

**Application form for out of province student trip(s) and other overnight trip the Principal thinks
may be of concern**

STUDENT TRIPS – PRINCIPAL’S CHECKLIST

Name of School: _____

Destination of Trip: _____

Length of Trip (including actual dates: _____

Number of Students Going: _____ Grade Level (s): _____

List of Chaperones: _____

Supervising Teacher(s): _____

Will signed consent forms be on file at the school? _____

Will names, addresses and phone numbers of all participating students be on file at the school? _____

Will the supervising teacher have with him/her on the trip, the addresses and phone numbers of all parents of students traveling with him/her? _____

Will the school have a contact phone number, e-mail address to reach the supervisory teacher? _____

Mode of travel: _____

Date of Departure: _____ Date of return: _____

Additional comments: _____

Signature of Principal: _____



APPENDIX C (cont'd)

**Application form for out of province student trip(s) and other overnight trip the Principal thinks
may be of concern**

GROUP PARTICIPANTS (attach additional pages as necessary)

Student's Name: _____ DOB: _____

Telephone: _____ Parent's name(s): _____

Address: _____

Student's Name: _____ DOB: _____

Telephone: _____ Parent's name(s): _____

Address: _____

Student's Name: _____ DOB: _____

Telephone: _____ Parent's name(s): _____

Address: _____

Student's Name: _____ DOB: _____

Telephone: _____ Parent's name(s): _____

Address: _____

Student's Name: _____ DOB: _____

Telephone: _____ Parent's name(s): _____

Address: _____

Student's Name: _____ DOB: _____

Telephone: _____ Parent's name(s): _____

Address: _____

Student's Name: _____ DOB: _____

Telephone: _____ Parent's name(s): _____

Address: _____

APPENDIX D

**SAMPLE LETTER FOR USE BY TEACHERS FOR TRAVEL TOUR COMPANIES
BOTH INSIDE AND OUTSIDE CANADA**

Dear Tour Operator:

Our school, _____ of the Tri-County Regional Centre for Education, is interested in starting the process of planning a trip for our students to _____.

Please send us the information you have on this destination. Student safety is of vital importance to our Tri-County Regional Centre for Education. As part of the risk management process we need our tour operator to partner with us in obtaining documents to meet the requirements of our Tri-County Regional Centre for Education and the Nova Scotia School Insurance Program. At this early stage, we will need certificates of insurance for all vessels, tour bus companies, and your organization for the dates of the trip. Failure of you to provide this documentation could result in cancellation of the planned trip.

You have our permission to supply this letter to the vendors you would use for this trip. Please have the vendors send this letter to their insurance brokers and forward the requested documentation as soon as possible. Do not send documentation that does not cover the dates of the trip. Certificates from other countries may take several weeks to process. **Please do not leave this until the last minute.**

Certificates of Insurance should be made out to:
Nova Scotia School Insurance Program
Attention: Risk Management
Suite 150 – 11 Akerley Blvd
Dartmouth NS B3B 1V7

Vessel – Tour Company is to coordinate the completion of the watercraft application with the teacher in charge (attached). Provide a certificate of insurance for **protection and indemnity insurance** in the amount of \$5,000,000.

Tour Bus – Provide a certificate of insurance for **automobile insurance** for \$5,000,000.

Tour Company – Provide a certificate of insurance for **commercial general liability insurance** for \$2,000,000.

The itinerary for the trip may require additional certificates of insurance. You will be advised if this is the case.

Thank you,

Teacher-in-Charge