



Limestone District School Board is committed to equity and inclusion for all and upholding and centering human rights by reviewing existing structures, policies, procedures, programs, and practices that disadvantage marginalized groups within our organization. When planning and organizing field trips and events, full consideration needs to be given to the equity of opportunity and access to these educational experiences by all students. The planning process must therefore include steps to ensure the identification and removal of barriers that may impede any individual from full participation.

When planning an out-of-school activity, it is recommended that staff consider the following:

Activities:

- ☐ Are all of the planned activities inclusive, representative, and accessible, reflecting the diverse needs & identities of the student population?
- ☐ Does the activity date(s) conflict with any dates of cultural and religious significance?
(See *Limestone Calendar of Observances*)
- ☐ Have the following identities been considered to ensure all students can participate: gender, culture, religion (i.e., need to pray, fasting)?
- ☐ Will activities still be engaging for students with vision loss, hearing loss?
- ☐ How will you ensure that a student is close enough to hear all of the instructions/information?
- ☐ Will the student need to sign? Will someone be available to interpret?
- ☐ Are there accessible alternatives to parts of the trip (i.e., campfire activities instead of the hike)?
- ☐ Is there an increased risk of a student with special needs becoming injured (i.e., eating things, running away, too much physical exertion)?
- ☐ Will any of the activities cause a student to feel embarrassed or uncomfortable (i.e., expose scars)?
- ☐ Are you aware of the emergency evacuation procedures for the location you are visiting (i.e., what will happen if there is a fire)?
- ☐ Will the student stay warm enough/cool enough throughout the day (i.e., a student in a wheelchair can't run around to warm up)?



- ☐ Will the student need to transfer in and out of a wheelchair at different points? How many staff will be required? Have transfers been practiced so that the staff and student are both comfortable?

Financial:

- ☐ Is the activity affordable for each student's family?
- ☐ Is a financial plan in place to support families?

Transportation:

- ☐ Is an accessible bus required (i.e., wheelchair lift, safety vests, etc.)?
- ☐ How close will the bus be able to get to the destination?
- ☐ Is there an accessible entrance near the drop-off point?
- ☐ What arrangements can be made if a student needs to leave early?

Location:

- ☐ Do the mission, vision & values of the location/organization align with those of the Limestone District School board, centering human rights, equity, and inclusion?
- ☐ Will the student be able to move around comfortably? Be aware of uneven ground, hills and the amount of space for moving around
- ☐ Does this student tend to run off? Consider proximity to traffic, water and other potential dangers.
- ☐ Are accessible and universal washrooms available?
 - ☐ How many staff can fit in the room with the student?
 - ☐ Is a change table available?
 - ☐ Is the student comfortable with the arrangements (i.e., using the floor if a change table is not available)?
 - ☐ Is the privacy of the student maintained?
- ☐ Do signs include braille?



- ☐ Is there contrast tape on stairs and doorways? Is there enough contrast to the surroundings to make them visible and safe to navigate? If not, will the student require more help moving around?
- ☐ Is there a quiet spot to rest (i.e., medical, sensory, anxiety or behaviour reasons)?
- ☐ Is the distance to this location appropriate considering student / class needs?

Medical:

- ☐ Are there dietary concerns? Will the student need to be supervised while eating? Will food need to be prepared?
- ☐ Does the student have a Plan of Care? If yes, review to ensure that the student's safety can be assured on the trip. Consider:
 - ☐ Administration of medication (i.e., asthma inhaler, epi-pen, etc.)
 - ☐ Medical procedures (i.e., glucometer reading, G-tube feeding, etc.)
 - ☐ Medical protocols (i.e., seizures etc.)
 - ☐ Emergency response plan
 - ☐ Disposal of supplies

Equipment:

- ☐ Will you need supplies for toileting (i.e., diapers, wipes, gloves, etc.)?
- ☐ Will the student need sensory tools?
- ☐ Will a change of clothes be necessary?
- ☐ Will the student bring an iPad or other device for communication (i.e., ProLoQuo)?
How will they carry the communication device?
- ☐ Will the student need an FM system?

Staff

- ☐ Will extra staff be required (i.e., for toileting, supervision, medical procedures, accessing activities)?
- ☐ Are the staff that are going on the trip familiar with the student?