



The Limestone District School Board (the “Board”) supports intentionally well planned and properly organized field trips, which bring significant educational value to Limestone students. These experiences deepen understanding of concepts from the Ontario curriculum that is taught in the classroom. The planning and implementation of field trips must align with the Board’s commitment to full and equitable inclusion of all students in curriculum-based field trips, ensuring that all barriers to access are removed and that safety, accountability, and transparency are paramount.

Participation in field trips and events is an optional part of educational programs for students, and permission to participate may be withheld by parents or guardians (or the student, if of the age of majority).

The CEO/ Director of Education provides this administrative procedure to set out all the issues that must be considered by trip leaders before any field trips or events are taken. All field trip leaders are instructed to refer to the Ontario Physical Activity Safety Standards in Education (OPASSE) provided by the Ontario Physical and Health Education Association (OPHEA), which describe procedures for a wide variety of field trip related activities.

1. Guiding Principles and Equity Considerations

The Board supports intentional, well-planned, and organized field trips that enrich students' understanding of curriculum content. These experiences must align with the Board's commitment to equity, inclusion, and the removal of barriers to participation. The planning must ensure that activities are inclusive, safe, and accessible to all students.

1.1. Key Considerations for Field Trips:

1. **Inclusion and Accessibility:** Activities should reflect the diverse needs of students, ensuring that all can fully participate, regardless of gender, culture, or ability.
2. **Financial Planning:** Field trips and events should be affordable for all

Limestone District School Board

Limestone District School Board is situated on traditional territories of the Anishinaabe & Haudenosaunee.



families, with financial support options available.

3. Safety and Supervision: Proper supervision ratios and emergency plans must be in place for all field trips and events.

4. Time Restriction: To maintain educational balance, no more than three consecutive school days may be used for field trips. Extenuating circumstances require approval from the Executive Team.

5. Approval Requirements: All field trips and events require prior approval from the designated school supervisor. See Administrative Approval Process 1.2.

1.2. Administrative Approval Process:

- All field trips require principal approval and adherence to safety and educational guidelines outlined by the Board.
- Trip leaders must ensure compliance with safety regulations, supervision ratios, and transportation needs.
- Local field trips as defined in this procedure (Section 3.1) do not require prior approval by the designated school supervisor if they do not involve inherent risk. School principal approval will suffice.
- For field trips and events that are out-of-district or involve inherent risks, approval from the designated school supervisor is mandatory and is required 3 weeks prior to the proposed field trip/ event date.

2. General Regulations

- 2.1. Field trips shall be sanctioned by, and a part of the educational program of a school. The term “field trip” does not apply to privately arranged trips by students or teachers such as ski weekends, holiday tours and the like. The Board accepts no responsibility for any field trips or events which do not have the written approval of the designated school supervisor.



- 2.1.1. This administrative procedure applies only to field trips that are part of educational programs of the school, and to one, two or multi-day events and competitions for teams, and to teams with a regular schedule of competition.
- 2.1.2. All field trips must have the approval of the principal before any commitments are made by a teacher.
- 2.2. Competent adult leadership and supervision appropriate to the number and age of students and the nature of the trip must be assured in advance as outlined in Section 4.1 of this procedure
 - 2.2.1. One of the adult supervisors on the field trip shall be designated as the trip leader.
 - 2.2.2. The trip leader will review the Checklist in the Request for Field Trip Form 260A and submit the completed form to the principal.
- 2.3. Principals shall review and submit the Request For Field Trips Form 260A to the designated school supervisor at least three weeks before the field trip is to occur as outlined in section 1.2.
- 2.4. At least fourteen school days before the event, parents shall be informed of the purpose, anticipated costs and extent of a field trip, and signed permission forms shall be obtained on behalf of students under eighteen years of age.
 - 2.4.1. A student of the age of majority shall be required to sign a permission form before going on a school trip.
 - 2.4.2. All permission forms shall include the following statement:

The school should be aware of special health conditions which might affect the progress or welfare of the students while on this activity. Please specify this information below, with comments or recommendations.
If there is inherent risk in an activity (e.g. swimming, skiing, bicycle excursions, horseback riding, etc.) on the field trip, this shall be noted on the inherent risk



form which must accompany the permission form (Forms 260-E). In such cases, at least one of the field trip supervisors shall hold a current Standard First Aid Certificate or equivalent or designated staff employed by the institution where the activity is taking place.

For any field trips which involve water activities, the trip leader shall ensure that students will be under the direct supervision of a duly qualified adult (i.e. holding at least a current National Life Guard Certification or equivalent). OPHEA requires swim tests for water activities. In addition, the Swim Ability and Swim Comfort Assessment Questionnaire will be completed by parents/guardians as part of the permission form.

2.5. The Principal of a school shall keep a register on the approved form, Field Trip Register 260B, of all field trips which involve students from the school. This register shall include the following information:

- a) Date(s) of the trip;
- b) The name of the trip leader;
- c) The name(s) of additional supervisor(s);
- d) The student(s) involved; and
- e) The nature and destination of the trip.

For out-of-district and overnight field trips, retention of a copy of the Request for Field Trips Form 260A, along with a current class attendance list, will suffice for documentation.

2.5.1. The registers referred to in Section 2.6 shall be retained by the school for a period of seven years. The register shall be maintained in the school's main office in an easily identifiable binder and accessible in case of emergency.

2.6. The Principal shall ensure that an appropriate alternate learning opportunity is arranged for students whose parents/guardians withhold permission to take part in



a field trip, and for students who are of the age of majority and choose not to take part in the field trip.

- 2.7. If a field trip is designed for a specific course, but not enough students in that course are participating, then the trip shall not occur. The field trip shall not be made available to other students to “fill the bus”.
- 2.8. In approving a field trip, the Principal shall consider the following factors:
- 2.8.1. The impact on student learning due to the loss of regular instruction time;
 - 2.8.2. The contribution of the experience to curricular learning and school program objectives, including how it ties in with class activities before and after the trip;
 - 2.8.3. The contribution of the experience to general student development;
 - 2.8.4. The appropriateness of the field trip given the students’ ages and development;
 - 2.8.5. The safety and supervision requirements for all students on the trip;
 - 2.8.6. The development of a responsible fiscal plan;
 - 2.8.7. The development of an appropriate and cost-effective plan for the coverage of any teacher and support staff absence;
 - 2.8.8. The effect of the absence from school of teacher field trip leaders and student field trip participants on students, teachers and programs remaining at school.
- 2.9. If activity fees are required to cover the cost of a field trip, financial assistance shall be provided for a student in need, stressing equity for all students.
- 2.9.1. Prior to the approval of any field trip by the designated school supervisor, any type of financial assistance shall be decided at the school



and school council level and may include local fund raising, school budgets, activity fees.

2.10. First aid kits shall be taken on all field trips.

2.11. All administrative procedures and codes of conduct on students shall apply for the entire period of any field trip, sporting event or off-site school- related activity.

2.12. Whenever practicable, students on field trips will be transported by public conveyance.

2.12.1. The Principal shall verify that any staff member of Limestone District School Board, volunteer or senior student who transports students has, at minimum, a \$1,000,000 policy for third party liability with an insurance company and is appropriately licensed to operate the vehicle being used. The Volunteer Driver form can be found in Forms 215A and is required for every driver.

2.12.2. Students Driven by Volunteer Driver Form 215B is required for families to give permission for their student to be transported by a volunteer driver.

2.13. A designated school supervisor may, for exceptional cases, shorten any of the deadlines specified for submission of the Request for Field Trips Form.

3. Local Field Trips

3.1. Local field trips are out-of-school activities or day visits to local community or educational program sites within the jurisdiction of the Board. Such sites usually employ staff to maintain the site and may also provide program resource people to instruct or brief groups. This does not require a designated school supervisor approval if no inherent risk exists with the activity.

3.2. Prior to a field trip request involving inherent risk being sent to the designated school supervisor for approval, Principals are required to check the relevant OSBIE high risk activities directives as well as the OPASSE Safety Standards (OPHEA) for any potential risks to student safety.



3.2.1. If there is a potential for personal risk on a local field trip, the Principal shall forward a completed copy of the Request for Field Trips Form to the designated school supervisor for approval at least three weeks before the field trip is to occur.

3.2.2. When the field trip is to the Limestone District School Board's Gould Lake Outdoor Centre and involves water activities, schools will still send home the Inherent Risk Form and the Swim Ability and Swim Comfort Assessment Questionnaire to families. Schools will send the Request for Field Trips Form to the designated school supervisor at least one week before the field trip occurs.

3.3. In cases where a local field trip does not involve inherent risk, no Request for Field Trips Form is required. Notification to parents (see Section 2.4.), and appropriate documentation (Section 2.5.) of the trip will suffice.

Subject to Section 3.3.0, for secondary schools, local field trips within walking distance of the school which can be accommodated within one class period, do not require parental permission. The supervising teacher requires the Principal's approval prior to such an activity taking place.

4. Supervision

4.1. For all local field trips, the ratio of adult supervisors to students shall be at least 1 supervisor for each 10 students for Primary students, 1:15 for Junior students, and 1:20 for Intermediate and Senior students; however, when participating in Inherent Risk Activities the ratio may change. This needs to be confirmed through OPHEA and what the recommended ratio is. For example, skiing has a higher ratio of adult supervisors to students. In these cases, the lowest ratio of adult to student supervision shall be observed; i.e., a grade 3/4 trip will have a supervision ratio of 1:15.

4.2. On any field trip that has been approved, the cost of the supervisors will be covered by the school or incorporated into the cost of the trip.



- 4.3. Schools should seek out Faculty of Education students, parents/guardians, or other approved volunteers to provide supervision on field trips and Sports Events. All supervisors on the trip need a CPIC/Vulnerable Sector Check.
- 4.4. For sports events such as track and field, where only a few students are involved from each class or course, not all teacher/coaches may participate in the sports event. Volunteers may be required to fulfill supervision ratio requirements.
- 4.5. Where the majority of students are absent from a class to participate in an approved school event, and where an elementary teacher(s) is required to be at the event as a coach, that teacher's remaining students may be placed by the Principal into other teachers' classes for that day, as long as the total number of students does not exceed the recommended class size for that grade. The school assumes all costs for occasional teachers if required.
- 4.6. For secondary teachers who coach or convene an event, on-calls should be used to cover the teacher's class, where two periods or less require coverage. Where the regular teacher is less than full-time (two periods or less), their classes would be covered by an occasional teacher. The school assumes all costs for occasional teachers if required. This also applies to events such as LESSA, EOSSA, and KASSA.
- 4.7. In the case of OFSSA, some provincial funds exist. A principal may apply to the CEO/Director of Education to access these funds to help offset the costs associated with OFSSA (i.e., banquet, awards, etc.)

5. Extra-Curricular Related Field Trips

- 5.1. A limited number of field trips related to extra-curricular clubs may be permitted to occur during instructional time, pending careful consideration.
- 5.2. For trips approved under 5.1.0 the cost of the supervisors will be covered by the school or incorporated into the cost of the trip.
- 5.3. Definition of an Out-of-District Field Trip



An out-of-district field trip is a trip that involves travel to a destination outside the geographic area of the Limestone District School Board.

- 5.4. At least three weeks before such a field trip is to occur, the Principal shall forward a completed copy of the Request for Field Trips Form 260A to designated school supervisor for approval.

6. Sports Events

- 6.1. The procedures outlined in this section shall apply to school teams which have a regular schedule of competition.
- 6.1.1. One, two or three day competitions shall be treated as field trips and the appropriate procedures for field trips shall be followed.
- 6.1.2. The Principal shall approve the team's roster of players and the schedule of competition.
- 6.2. At the start of the team's competitive season, parents/ guardians shall be informed of the schedule of games and a signed permission form for the season shall be obtained on behalf of each student under eighteen years of age. Out-of-class time shall be explicitly stated as part of the information provided. Students of the age of majority may sign their own permission forms.
- 6.3. Any additional games or changes in schedule shall be treated as field trips and the appropriate procedures outlined for field trips shall be followed.
- 6.4. Principals shall ensure that school teams attending competitions as described in this procedure have an approved first aid kit. Supervisors of sports teams shall also plan to have a means of communication available in case of accident or emergency.

7. Overnight Field Trips

- 7.1. Definition of an Overnight Field Trip



Overnight field trips include any trip which involves students being accommodated for at least one night in a place other than their personal residence.

7.1.1. For all overnight trips, it is suggested that the school should host a parent/guardian meeting to discuss school expectations for participants and review trip details.

7.2. At least three weeks before the field trip is to occur, the Principal shall forward a completed copy of the Request for Field Trips Form to the designated school supervisor for approval.

7.3. On overnight trips there shall be at least 1 supervisor for every 10 students.

7.3.1. For all trips, the cost of all occasional teachers and support staff shall be incorporated into the overall budget of the trip.

7.3.2. The Principal shall ensure that an appropriate emergency communications procedure is in place for all overnight field trips.

7.4. For overnight trips, the trip leader shall have available immediately the following information for each participant:

- The parent/ guardian's name;
- Parent/ guardian's address and phone number; and
- This information shall be collected in accordance with the Freedom of Information and Protection of Privacy Act.

8. Canoe Trip and Canoe Activity

Staff must review the Ontario Physical Association Safety Standards for Education (Elementary / Secondary – Outdoor Education – Canoeing, Canoe Tripping, Kayaking) in preparation of the Field Trip Request Form and the field trip-related activities.



Trip leaders must consult with the Outdoor Education Consultant (Gould Lake Outdoor Centre) regarding field trip preparations prior to submitting a Field Trip Request Form.

8.1. Definition of a Canoe Activity

A canoe activity is defined as any activity in a confined area where students are on or near water for the purpose of receiving instruction in canoeing.

8.2. Definition of a Canoe Trip is a trip which uses canoes as a principle means of transport to an overnight camping area.

8.2.1. A canoe trip may involve one or more “overnights”, either during the school week or encompassing a weekend.

8.3. Definition of a Canoe Trip Leader

A canoe trip leader is a staff member employed by Limestone District School Board who is a capable canoeist and who is experienced in canoe trip planning and control of school-aged students while on water, and shall be so approved by the Outdoor Education Consultant (Gould Lake Outdoor Centre). The canoe trip leader shall hold at least a current Standard First Aid Certificate and a current National Lifeguard Certification swimming award or equivalent. If the canoe trip leader does not hold the above qualifications, then a supervisor and/or lifeguard with these qualifications and approved by the Outdoor Education Consultant and Principal, must accompany the group. The canoe trip leader is the person in authority during pre-trip planning and while on the trip.

8.4. Definition of a Canoe Field Trip Supervisor

Supervisors shall be at least 18 years of age. They shall be selected by the canoe trip leader and approved by the Principal and must have prior canoeing experience, must possess water safety skills, and should have some experience with the age group of the students going on the trip.



8.4.1. Role of the Supervisor

Supervisors under the direction of the trip leader shall assist in all aspects of the trip to ensure the health and safety of all participants.

9. General Procedures for Canoe Trips and Activities

Staff must review the Ontario Physical Association Safety Standards for Education (Elementary / Secondary – Outdoor Education – Canoeing, Canoe Tripping, Kayaking) in preparation of the Field Trip Request Form and the field trip-related activities.

Trip leaders must consult with the Outdoor Education Consultant (Gould Lake Outdoor Centre) regarding field trip preparations prior to submitting a Field Trip Request Form.

The Swim Ability and Swim Comfort Assessment Questionnaire will be included with the permission form sent home to families. Completed forms will be collected and information shared with the Trip Leader, trip supervisors, and the Principal.

9.1. The trip leader will consult with the Outdoor Education Consultant on the list of pre-trip skills that were acquired by each participant, and dates when these were learned and a list of the qualifications of each supervisor before it is submitted to the designated school supervisor.

9.2. Any team of individuals that undertakes a canoe trip must consult the OPASSE Safety Standards (OPHEA) and with the Outdoor Education Consultant (Gould Lake Outdoor Centre) regarding necessary qualifications for activity / trip supervisors.

A student under the age of 18 who holds a National Life Guard certificate or equivalent may act as a lifeguard and can be responsible for swimming safety under the supervision of the trip/activity leaders. Such a person is not included on the trip as a supervisor.

9.3. Students with health concerns may take part in canoe trips only if appropriate medical consent is received prior to the trip.



9.4. All trip/activity leaders shall comply with the Minimum Safety Equipment Requirements as specified in the Transport Canada Safe Boating Guide.

Personal protection equipment:

1. One Canadian-approved personal flotation device or lifejacket of appropriate size for each person on board;
2. One buoyant heaving line of not less than 15 m in length.

Boat Safety equipment:

3. One manual propelling device, or an anchor with not less than 15 m of cable, rope or chain in any combination;
4. One bailer or one manual water pump fitted with or accompanied by sufficient hose to enable a person using the pump to pump water from the bilge of the vessel over the side of the vessel.

Navigation equipment:

1. A sound signaling device or a sound signaling appliance;
2. Navigation lights that meet the applicable standards set out in the Collision Regulations if the pleasure craft is operated after sunset and before sunrise or in periods of restricted visibility.

9.4.1. Each canoe tripping/canoe activity group shall carry spare paddles (i.e. at least two extra paddles per fleet of five canoes.)

9.5. Trips planned when water temperature is below 10 degrees Celsius, will require special approval from the designated school supervisor and outdoor education resource teacher.

9.6. All approval forms for proposed canoe trips shall be submitted to the designated



school supervisor for approval at least six weeks before the trip date.

9.7. The maximum number of canoes to be used on any trip is ten (with two and at most three people to a canoe), unless otherwise approved by the designated school supervisor.

9.8. If more than five canoes are to be used on a trip, the trip leader shall divide the group into sections of no more than five canoes per section. At least two supervisors shall be with each section and sections shall remain close enough together that the trip leader and “lifeguard” are able to effectively assist any participant in distress.

9.8.1. Canoes shall stay in a section with supervisors positioned where they can most effectively assist any participants in distress.

9.9. Swim Test – Canoe Trip – Overnight Trips

9.10. If swimming is planned as an activity during the canoe / kayak activity or trip then all students who are taking part must also pass a swim test prior to the trip or activity. Students who fail the swim test must wear a Canadian-approved personal flotation device at all times near or on the water.

- Students must successfully complete the following in-water swim assessment in its entirety, in sequence, and without any aids or stops to be permitted to swim without a PFD/lifejacket:
 - Swim 50 m (164') continuously any stroke
 - Tread water for 1 minute
- In lieu of completing the In-Water Swim Assessment, Students must provide proof of Bronze Star certification or higher.
- If the public aquatic facility has a swimming competency test (i.e. an alternative to the In-Water Swim Assessment) schools must adhere to the



components of this in-water swim assessment as well as those of the facility.

- The In-Water Swim Assessment must be administered by a Certified Aquatic Instructor or a Certified Lifeguard. If the Aquatic Instructor does not hold a Lifeguard certificate or an assistant Lifeguard certificate, a Certified Lifeguard must also be on the deck/dock/shore during the In-Water Swim Assessment.
- The In-Water Swim Assessment must be completed within the school year in which the activity is taking place.
- Results of the In-Water Swim Assessment must be documented and communicated as per school board policy (for example, to the Student, Teacher, Principal, Parents/Guardians, Trip Guide(s), Lifeguards, Aquatic Instructor, and Outside Activity Provider [if applicable]).
- Students who do not successfully complete the In-Water Swim Assessment or who do not have a Bronze Star certification or higher must be identified and wear a correctly fitting, properly secured/fastened, and Canadian approved PFD or lifejacket at all times when near the water, where the depth of the water poses a risk, and in the water or must not participate in the activity.

The following requirements must be adhered to:

1. Using goggles or a mask, the appointed lifeguard or supervisor must undertake an underwater visual check for obstacles in the water;
2. Canoe trip participants shall never swim alone;
3. No swimming shall be permitted after dark or before dawn;
4. No swimming shall be permitted in rapids;
5. Canoe trip participants shall remain within 20 meters of the shore in the defined swimming area;



6. Running shoes must be worn if the bottom is uncertain (i.e. rocky).
- 9.11. Where water hazards are encountered, students clearly must be made aware of the rules they are to follow, and watchful supervision is essential.
- 9.12. For canoe activities, personal flotation devices or life jackets shall be worn at all times in the canoes.
- 9.13. For canoe trips, personal flotation devices or life jackets shall be worn at all times in the canoes.
- 9.14. When water and/or weather conditions become unsafe, the trip leader shall order the group to go to the shore and stay there until the conditions improve.
- 9.15. Details of the route and persons to be contacted in case of emergency must be left with the school Principal.
- 9.16. Safety signals, both oral and visual, must be worked out in advance and all participants must be fully briefed on these signals.
- 9.17. For canoe/ kayak trips, the trip leader shall have available immediately the name, address and the name, address and phone number of the parent/guardian, and any special health and safety information concerning each participant (as per article 9.6.0).
 - 9.17.1. For canoe trips that take place in a remote area the trip leader must have a means of communication available in case of emergency. This may mean the use of a cellular or a satellite phone. Important notice: A remote area is defined as an area where there is not reasonable access to a telephone to call for assistance. As well, field trips where there are large numbers of students in many different groups may require the field trip supervisors to plan to have access to more than one cell phone for emergency purposes.
- 9.18. Heavy footwear or rubber boots must not be worn in a canoe, unless special



permission is given by the trip leader.

9.19. A comprehensive first aid kit with materials to cope with wilderness accidents must be immediately available to the designated First Aid Certificate holder(s).

9.20. The evacuation route and procedures must be worked out before remote wilderness trips are attempted.

9.21. A pre-trip route check by the trip leader and several supervisors is advisable.

9.22. Transportation arrangements must accompany the field trip application.

10. Elementary School Canoe/Kayak Trips and Canoe Activity

Staff must review the Ontario Physical Association Safety Standards for Education (Elementary – Outdoor Education – Canoeing, Canoe Tripping, Kayaking) in preparation of the Field Trip Request Form and the field trip-related activities.

10.1. Grade Levels

For elementary schools, only pupils in grades 7 and 8 may plan for and take part in canoe trips.

10.1.1. Students in the junior division are permitted to participate in canoe activities with permission in consultation with the Outdoor Education Consultant (Gould Lake Education Centre).

10.1.2. Trips may be at most three nights and four days long, unless otherwise approved.

10.2. Trip Routes

Canoe trip routes for elementary pupils must take place in Ontario waters within a three-hour bus drive of the school and within a distance of two hours from the arrival of emergency medical assistance. These trips must take place on lakes and



slow-moving channel or river systems (Class 1 - ORCA) such as the Rideau Canal System. No white water (Class 2 or higher - ORCA) paddling will be permitted. All routes must be planned in consultation with the Outdoor Education Consultant and approved by the Principal.

10.3. Supervisor to Pupil Requirements

The ratio of supervisors to pupils must be 1:7 (i.e. 4 supervisors for 28 pupils. The trip leader will be included in the supervisors of the trip).

10.3.1. There shall be a minimum of two supervisors capable of assuming charge of the class or group on any overnight trip.

10.3.2. Where the group is co-educational, adults of both sexes must accompany the trip. It is preferable that two teachers be on each trip that is of several nights' duration.

11. Secondary School Canoe Trips

Staff must review the Ontario Physical Association Safety Standards for Education (Secondary – Outdoor Education – Canoeing, Canoe Tripping, Kayaking) in preparation of the Field Trip Request Form and the field trip-related activities.

11.1. Length of Trips

The Trip can only have students miss a maximum of 3 school days.

11.1.1. Location of Routes

Secondary school canoe trips may take place beyond the local water routes but must take place in Ontario or Quebec. The trip must take place on lakes and slow-moving water courses. (Class 1 - ORCA).

11.1.2. Only those teachers with ORCA 3 Moving Water certification or equivalent may request permission from the outdoor education resource teacher to take



students on moving water greater than Class 1 - ORCA.

11.2. Supervisor to Student Requirements

In addition to the trip leaders, each trip must have several supervisors. A ratio of one supervisor to 7 pupils is required. Where the group is co-educational, adults of both sexes must accompany the trip.

11.2.1. When parent volunteers are used as supervisors for field trips, canoe trips or canoe activities, the field trip leader must follow the guidelines as established by Limestone District School Board Volunteer Handbook.

12. Ski/Snowboard Trips

12.1. Planning

12.1.1. Only students in the junior division and higher may participate in ski trips.

12.1.2. Where beginner snowboarding or skiing is permitted, access to hills should be restricted to beginner trails and there should be increased supervision.

12.2. Prior to the trip, the trip leader shall establish tentative skill level classification of groups, and assign supervisors in appropriate ratios (see 17.1.0) to groups.

12.3. When booking dates with a ski resort, the trip leader shall ensure that the resort has adequate staff to screen all student skiers for ability and accommodate lessons for all students.

12.4. When arranging transportation, the trip leader shall ensure that there is an extra vehicle available in the event of an emergency or the need for travel to a medical centre.

12.4.1. A reliable cell phone must be available on the trip.

12.4.2. A First Aid Kit must be available on the trip.



12.5. All applicable forms (permission, concussion code of conduct for parent/guardian and student, liability release and/or behavioural contract) must be signed for students below the age of 18, giving permission for the specific sport in which the student will be participating (i.e., skiing, snowboarding, or snowblading), and indicating any medical conditions. Please refer to AP 142.

12.5.1. Students 18 years of age and older will complete their own permission forms which identify inherent risk, etc.

12.6. An orientation meeting must be provided for all trip supervisors.

12.7. The trip leader shall meet with students to discuss and establish:

- school staff/student/volunteer supervision;
- behavioural expectations, including Administrative Procedure 357 Students' Use of Tobacco, Alcohol and Other Drugs, and consequences for violations;
- a review of safety information, concussion protocol, code of conduct, including information about clothing, equipment and sun protection;
- how to recognize and treat frostbite and hypothermia;
- identification of groups and name of supervisor assigned to each group;
- compulsory lesson schedule;
- after-lesson expectations;
- student identification; and
- organizational plans for the day.



13. Equipment and Clothing

The Ontario Physical Activity Safety Standards in Education (OPASSE) must be consulted when assigning equipment to students and when preparing students for participation in the activity (e.g., clothing, accessories, etc.)

13.1. All bindings must be in working order and set to the proper tension. All bindings must meet current approved guidelines.

13.2. Boots and bindings must be thoroughly compatible.

13.2.1. A retention device is mandatory for snowboard use.

13.2.2. When renting equipment, skis and poles of proper length must be selected for each student. The edges and bases must be in good repair.

13.2.3. No long scarves are permitted. Long hair must be tied back or tucked in.

13.2.4. Clothing must be adequate for winter out-of-doors activity

13.2.5. Snow Sport Helmet certified by a recognized safety standards organization (for example, ASTM F2040, CEN 1077, Snell RS 98, CSA Z263.1 are mandatory for all skiers/snowboarders (students, staff, supervisors).

13.2.6. Wrist guards are recommended for snowboarders.

13.1.7. All skiers/ snowboarders must carry identification, worn in a right-hand pocket, stating name, school and home phone number.

13.1.8. It is recommended that the organizers develop an easy way to identify students from their school in order that parent volunteers can distinguish these students from those from other schools. For example, a strip of fluorescent tape may be placed on the back of the jacket.



14. Facilities

- 14.1. Define the area to the students so they are made aware of the boundaries for the activity. (See the OPASSE Safety Standards – OPHEA.)
- 14.2. The area must be patrolled by members of a recognized Ski Patrol. (See the OPASSE Safety Standards – OPHEA).
- 14.3. This procedure recommends that trip leaders use selected ski resorts that are members of the Ontario Ski Resorts Association (OSRA). OSRA endorses the principles of this procedure.
 - 14.3.1. For schools that take winter sports trips outside of Ontario or who visit resorts that are not members of OSRA, the trip should be organized following the principles of this administrative procedure.

15. Procedures

- 15.1. Upon arrival, staff members will advise people at the reception/information desk of arrival and obtain tickets. Students are to remain on the bus or follow procedures as previously arranged.
 - 15.1.1. Resort staff will explain in detail:
 - resort area procedures;
 - logistics for rentals, etc.;
 - trail conditions;
 - lifts in operation;
 - lift use rules (See Appendix 3, Lift Use Guidelines, OSBIE);
 - number of trails open;



- signage on the trails;
- the Responsibility Code; and
- ticket removal penalty for violations of the Responsibility Code.

15.2. All students will have their ability verified by a resort staff member by having students demonstrate their skills on the novice hill at the start of the day. Classifications must be based on visual assessment of performance prior to skiing.

The snow school instructors will make the final determination of the participant's ability and direct the student to the appropriate lesson.

15.2.1. All students, with the exception of those identified by ski hill instructors as "expert", must take a lesson.

15.2.2. All students will be issued a distinctive identification by the snow school instructor, which will identify the students by classification and will allow them only on to the trails that match their abilities.

15.2.3. Students must ski or board only on the trails as designated and allowed by their classification, though they may be re-assessed during the day to move to another level.

15.3. All skiers/snowboarders will abide by the "Alpine Skier's/Snowboarder's Responsibility Code". (skipatrol.ca/safety-injury-prevention/responsibility-codes/)

16. Supervision

16.1. Grades 4-6: 1 Teacher/Monitor per 10 students

- Grades 7-8: 1 Teacher/Monitor per 12 students
- Grades 9-10: 1 Teacher/Monitor per 15 students.



- Grades 11-12: 1 Teacher/Monitor per 20 students
- One supervisor will be assigned to base camp for emergencies, and to assist with supervision over lunch. This is the only supervisory position that can be filled by a non-skier/snowboarder. The supervisor at the base camp should identify where the emergency facilities are located, have a list of students with emergency contact numbers, have access to a phone or know the location of a phone, and identify and understand the resort's emergency procedures for transporting injured students to hospital. Supervisors will circulate and maintain a visible presence on the trails/runs commensurate with the abilities of students. Supervisors should arrange "check-in" times during the day for their groups to meet and review progress.

17. Skating

17.1. Ice hockey is not an appropriate activity at the elementary level (See the OPASSE Safety Standards – OPHEA)

17.1.1. Wearing a properly fitted (as per manufacturer's guidelines) and properly worn CSA approved hockey helmet is mandatory for all skaters (students, staff and supervisors).

18. Supervision of Winter Sports

18.1. Adequate supervision, including a minimum supervisor/pupil ratio, must be provided for winter sport activities. The minimum ratio of supervisors to students is 1:12 at junior level, 1:15 at Grades 7 and 8 level, and 1:15 at secondary school level. One out of three of the supervisors at this ratio may be a parent/ guardian or other volunteers.

18.2. There must be supervision on all trails accessed by students. Therefore, if student snowboarders are allowed on a snowboarder-only terrain, there must be a supervisor, or supervisors, who are experienced in snowboarding.



18.3. Supervisors will assemble with their group for lessons and will assist the instructor while the students are having lessons. By understanding what the group is learning, the supervisor can help students to reinforce the lessons during the day.

18.4. The supervisors shall be familiar with the trail map and be able to lead their group to trails that match their abilities.

18.4.1. Supervisors will use the appropriate trails with their groups following the lessons.

18.5. Supervisors must address dangerous behaviour with procedures and consequences applied and communicated in advance.

18.6. Supervisors will adjust, restrict or discontinue activities during the day according to assessment of a number of variables; for example, degree of snow cover both on and off the trails, possible changing condition of the trails as the day progresses, weather conditions during the day and for transportation home, stamina of the students and supervisors, violations of safety or school rules.

18.6.1 End of day runs, as determined by the supervisor(s), should be discouraged.

18.7. Students should use the “buddy system” at all times when skiing.

18.8. For elementary school excursions, one supervisor, not required to have ski or snowboard experience, will be assigned to base camp for emergencies, and to assist with overall supervision. The supervisor at the base camp should:

- identify where the emergency facilities are located;
- have a list of students’ medical information and emergency contact phone numbers;
- have immediate access to a phone or know the location of a phone ;
- identify and understand the resort’s emergency procedures for transporting



injured students to medical facilities;

- be available at an identified location.

18.8.1. For secondary school excursions, a protocol must be developed at each site to address the communications issues described in 18.8.0.

18.8.2. Where the destination is a resort where English is unlikely to be spoken, it is desirable that the base camp supervisor be bilingual.

19. International Field Trips

19.1. Tour Company/Travel Agent

All international field trips will be organized through the services of a licensed and approved tour company or travel agent.

19.2. If the supervisors of the trip will have their trip paid for by funds paid by students or by the tour company, this should be made clear in the information to parents/guardians.

19.3. Locations experiencing war, political unrest, threat of violence and/or a risk of natural disasters should be avoided as destinations.



Legal References:

Education Act S. 265 (1) (j) Duties of Principals: Care of Pupils Guideline—Ontario Schools Code of Conduct

Education Act Reg. 298 S. 3 (f) Duties of Principals

Education Act Reg. 298 S. 20 (g) Duties of Teachers

Resources:

Ontario School Boards' Insurance Exchange (OSBIE)

School Board / Ontario Snow Resort Safety Guidelines for Winter Out-of-School

Education Trips - Ontario Snow Resorts Association (OSRA) – skiontario.ca

Ontario Physical Activity Safety Standards in Education (OPASSE) [Http://ophea.net](http://ophea.net)

Concussion AP 142

Canadian Ski Patrol skipatrol.ca

Ontario Recreational Canoeing and Kayaking Association orcka.ca

Safe Boating Guide, Transport Canada tc.canada.ca