



Bioregional Education Association

Oak & Orca Bioregional School

<https://oakandorca.ca>

Field Trip Guidelines

Parent Notification and Permission

Parents will be notified of times, location and method of transport for all long distance trips. A field trip release form or email must be provided by the parent prior to a student joining a group on a particular field trip. An exception to this is for shorter trips (within 2.5km) or trips to libraries, where parents may not be notified. Parents must give general consent for this type of trip.

Transportation

Cycling and walking are the normal modes of transportation for field trips, however with prior notice, the group may travel by bus (public or private) or in private motor vehicles using parent, teacher or regular volunteer drivers. Every student will be expected to follow the safety rules and use common safety sense whatever the mode of transportation.

Cycle procedures and routes will be carefully planned to maximize both safety and learning:

- trailers, trailer-bikes and individual cycles will be used
- lowest traffic routes will be chosen when cycling
- well fitting helmets and other safety gear will be required for cycling trips
- safe cycling skills will be taught to each student at an age appropriate level and students will be tested prior to the trip on the cycle they will be using
- students are trained to cycle safely in single file, following the rules of the road, with an adult leader and an adult taking up the rear
- if no cycle is available to safely transport a child, alternate arrangements may be made with the parent or the student will remain at the school

On a bus (public or private), general bus safety rules must be followed. Students must stay together on the bus, near a supervisor. Children are expected to have calm behaviour on the bus, keep their belongings inside their packs, and take care getting on and off the bus and while waiting at a bus stop. Children are responsible for their own belongings. If a third party service provider is used (i.e. a charter bus), procedures for evacuation and safety will be explained to students before departure.

For trips that require private motor vehicles, extra insurance is held by the school to cover drivers in case of an accident. All children are required to have seat belts, with booster seats for those under eight years old and weighing less than 36 Kg (~80 lbs). Children will not ride in the front seat if there is an air bag.

Safety

On a field trip, there are usually at least two adults supervising and available in case of accident. At least one adult will have recent Emergency First-Aid certification. A first-aid kit and emergency contact information is generally carried or available nearby. Other student health/safety provisions may be carried as needed (e.g. epinephrine injectors or other student medications that are authorized for use at school). Field trip staff will be apprised of all student-specific medical/safety protocols including, for example, medical or legal alerts, seizure protocols, or medications.

Safety rules must be followed by students at all times. In particular students must be safe and use common sense when using roads or sidewalks. Every attempt will be made to ensure that safety requirements are understood by all students prior to, and during, the field trip.

If a need arises to contact parents, field trip staff will contact the school and, in turn, staff at the school will reach out to parents. In an emergency, field trip staff can call 911 immediately, and then inform the school. In turn, staff at the school will reach out to parents. A member of the leadership team will be informed immediately so that leadership decisions can be made regarding timely communication with government, other authorities, organizations or contacts in the community.

There are two defined field trip roles: Field Trip Person #1 and Field Trip Person #2. These roles are filled by members of the field trip team for a given field trip. There are checklists for each role to ensure that all policies and protocols are followed.

Behaviour

Excellent behaviour is a necessary priority on field trips, and students are expected to act within suitable boundaries for each environment encountered.

Students are expected to follow ecological guidelines and show respect for all living things. This is particularly important when visiting natural sites, parks and ecological reserves. Every effort will be made to guide students towards appropriate behaviours and to discuss the concerns associated with particular sites, including natural hazards.

Students are expected to maintain quiet, respectful behaviours when visiting most places. They must learn to gauge the appropriateness of any behaviour by taking cues from the environment

they are in and the leaders present. Students are expected to be courteous, polite and respectful of every field trip host and their property.

If a student is unable to follow the above guidelines, he/she may not be permitted to participate in field trips. The responsibility will lie with the parent for the care of the student during the time that the group is away from the school.