



Educational Excursions

Date: 2000 12 01/ 2002 05 28/ 2002 12 01/ 2004 09 01/ 2007 05 22/ 2012 04 25 / 2013 04 23/ 2014 11 04/ 2015 01 05/ 2019 06 18/ 2025 02 25

Administrative Procedures

1. Responsibilities

- 1.1 The Treasurer of the Board will be responsible for the implementation of this policy and procedure.
- 1.2 The Officer – Risk Management will be responsible for developing and maintaining educational excursion guidelines and activity risk matrix.
- 1.3 The Principal will inform all school staff of this procedure and the applicable guidelines.
- 1.4 The Principal will approve all school educational excursions.
- 1.5 The Supervisory Officer will approve all overnight, international, and high-risk trips.
- 1.6 The Excursion Leader will inform students, parents/guardians and excursion supervisors of excursion safety guidelines, supervision procedures, and the student Code of Conduct.

2. Expectations

- 2.1 It is expected that Principals will:
 - a) approve educational excursions in accordance with the Educational Excursion Policy/Procedure by:
 - i) confirming alignment with the Equity and Inclusive Education Policy; and
 - ii) verifying the excursion’s educational purpose is tied to classroom curriculum.

For same-day excursions classified as lower-risk in the Activity Risk Matrix, consultation with the Supervisory Officer, centrally assigned Teachers, or Officer - Risk Management is optional.

- b) inform all school staff of excursion policies and procedures, including supervision requirements and emergency protocols.

- c) confirm all permission/informed consent forms are collected from parents/guardians before the excursion.
- d) confirm excursion is appointed an Excursion Leader and approve all supervisors (teachers or volunteers) in line with the Volunteer Policy/Procedure.
- e) be available or assign a designate to remain accessible via phone or other wireless communication in case of emergencies during the excursion.
- f) decide whether a student may participate based on:
 - i) acute medical conditions or complex medication needs; and/or
 - ii) serious misconduct, including violations of the Code of Conduct.

2.2 It is expected Excursion Leaders will:

- a) complete and submit the Educational Excursion Request Form for approval. The request must reference the Ontario Curriculum and Ontario Catholic Graduate Expectations to demonstrate curricular relevance.
- b) review and follow [OPASSE guidelines](#) for the planned activities, including equipment, facilities, rules, instructions, and supervision.
- c) complete the planning checklist and review it with the Principal for high-risk or overnight excursions.
- d) provide students not participating in the excursion with appropriate assignments and assessments. Students who miss assignments due to the excursion may complete them within a reasonable time without penalty.
- e) communicate excursion details to students and custodial parents using the Educational Excursion Permission/Informed Consent Form, including:
 - i) itinerary and behavioural expectations;
 - ii) costs, deposits, and non-refundable fees; and
 - iii) associated risks and insurance requirements.
- f) follow the approved itinerary, unless emergency or safety concerns arise. In case of significant delays, inform the school to notify parents/guardians.
- g) inform supervisors of any medical needs (e.g., epinephrine, inhalers) and relevant safety plans. Confidential medical information should be shared only with those responsible for student welfare during the trip. Medical details are available in the Student Alert report in Aspen.
- h) confirm that essential medical supplies, including epi-pens and medications, are taken on the excursion.

- i) inform all supervisors of the requirements outlined in Volunteer Policy/Procedure and confirm their understanding of their responsibilities; and
- j) instruct students that the Code of Conduct and discipline policy apply during excursions. Misconduct will be treated as in-school infractions.

2.3 It is expected that students will comply with the Student Code of Conduct on all field trips and excursions.

3. Supervision and Safety

3.1 Field trips involve risks and responsibilities beyond regular classroom activities. Planning must prioritize the safety, health, and well-being of all participants.

3.2 Trips must be appropriate for participants' age, maturity, health, skills, and abilities.

3.3 A thorough risk assessment must be conducted during the planning phase. Planning must address:

- i) costs, funding, and training;
- ii) travel, supervision, and risk management; and
- iii) contingency planning and evaluation;

3.4 The Excursion Leader and Principal must set supervision ratios based on activity risk and student needs, following OPASSE guidelines. Board minimum supervision ratios are:

Grade	Lower Risk Activities	Higher Risk Activities
FDK	1:5	Not permitted
Grades 1-3	1:8	Not permitted
Grades 4-6	1:12	1:8
Grades 7-8	1:16	1:8
Grades 9-10	1:20	1:15
Grades 11-12	1:25	1:15

3.5 A minimum of 2 adult supervisors is recommended, depending on the excursion.

3.6 Ratios for Special Education classes are to be maintained per individual class staffing level.

3.7 Supervision levels should be adjusted to account for students with IEPs, medical needs, or behavioural supports, including transportation.

- 3.7.1 Students receiving one-to-one support should continue to receive the same staff support while on an educational excursion.

4. Specialized Activities



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- 4.1 High-risk activities (e.g., canoeing, skiing) require supervision by certified instructors as per OPASSE guidelines.
 - 4.2 If a Third-Party Provider offers certified experts, the Lead Supervisor must confirm their role (e.g., instructor vs. supervisor) and adjust ratios accordingly.
 - 4.3 Staff must review the Activity Risk Matrix for approved activities based on grade. No high-risk activities are permitted for JK-3 students.
 - 4.4 Some activities may have additional requirements (e.g., swim tests for water activities).
 - 4.5 For activities not listed in the Activity Risk Matrix, a risk assessment must be completed by the Officer - Risk Management followed by Supervisory Officer approval. The matrix will be updated based on new information. Email risk.management@sccdsb.net with inquiries.
 - 4.6 Walking Excursions
 - 4.6.1 General consent for local walking trips may be obtained annually using the Walking Excursion Form – Immediate Community.
 - 4.6.2 Parents/guardians must be informed of these activities in advance, with reminders shared via newsletters, calendars, Edsby, School Messenger, or other Board-approved communication tools.
 - 4.7 Winter Activities
 - 4.7.1 All ski or snowboarding trips must comply with the OSBIE School Board/Snow Resort Safety Guidelines for Out-of-School Trips for Winter Sports Education Programs. This includes confirming that the resort is an approved member of the Ontario Ski Resort Association (OSRA) by consulting the OSRA member listing.
 - 4.7.2 All participants (students, employees, and volunteers) must wear CSA-approved ski or snowboard helmets when snowboarding, downhill skiing, and tubing. Skating, hockey, or bicycle helmets are not permitted for snowboarding, skiing, or tubing.
 - 4.7.3 Participants on skating or hockey trips must wear CSA-approved hockey helmets while on the ice. Full-face masks are mandatory for instructional programs, games, or scrimmages. Bicycle or snowboarding helmets are not permitted for skating or hockey activities.
 - 4.8 Water-Based Activities
 - 4.8.1 Swimming is not permitted in residential or hotel pools.

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- 4.8.2 All students participating in water-based (including kayaking, sailing, and canoeing) activities must pass a swim test conducted by a certified lifeguard in the same year as the trip. The test must include swimming 50m continuously and treading water for 3 minutes.
- 4.8.3 Students holding a Bronze Medallion (or higher) certification obtained within the past two years may provide proof in lieu of a swim test.
- 4.8.4 Students who fail the swim test are not permitted to participate in water-based activities.
- 4.8.5 Results of completed swim tests must be documented and signed using the SCCDSB Swim Test Form. Parents/guardians will receive test results, and the school must retain a copy.
- 4.8.6 A certified lifeguard (National Lifeguard Certified) must be present for all water-based activities.
- 4.8.7 The Excursion Leader is responsible for verifying lifeguard supervision ratios and qualifications as per OPASSE Safety Guidelines.
- 4.8.8 All students must wear CSA-approved lifejackets or personal flotation devices (PFDs) while on the water.
- 4.8.9 For approved trips involving watercraft transportation, a confirmation letter from the owner/operator is required verifying:
- i) sufficient and appropriately weighted lifejackets or PFDs for the group;
 - ii) the date of the most recent Ministry of Transportation inspection;
 - iii) proof of liability coverage of at least \$1,000,000; and
 - iv) that students will receive safety instructions from onboard transport personnel before the vessel departs.
- 4.9 Canoeing, Kayaking, and Sailing Trips
- 4.9.1 At least one supervisor must hold an Ontario Recreational Canoeing Association Canoe Tripping Level 2 Certification (or equivalent).
- 4.9.2 The Excursion Leader must verify that lifeguard supervision ratios and qualifications meet OPASSE Guidelines for Outdoor Education – Canoeing/Kayaking.
- 4.9.3 Canoeing instruction must be provided by an adult certified by the Ontario Canoeists Association (OCA). Training must also include map reading and compass usage.
- 4.10 Overnight and/or Out of Country Excursions

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- 4.10.1 Parent information sessions are mandatory for all overnight excursions. These sessions must outline the educational purpose, highlight potential risks, identify mitigating factors, and provide an opportunity for questions.
 - 4.10.2 Fundraising opportunities must be offered to families on a voluntary basis to help offset the costs of overnight or international trips.
 - 4.10.3 Overnight trips require adult supervisors of diverse genders.
 - 4.10.4 Trips involving hotel accommodations and flights must be booked through approved Trip and Excursion vendors in compliance with TICO Guidelines for School Trips.
 - 4.10.5 Tour operators must:
 - i) provide a complete tour package that includes mandatory cancellation insurance for all participants;
 - ii) include clear terms for cancellation refunds in the contract;
 - iii) allow students to withdraw without penalty if the price or tour details change within one month of departure; and
 - iv) agree to shorten, cancel, or terminate the trip at the discretion of the superintendent and Principal if safety or satisfactory completion of the trip cannot be guaranteed.
 - 4.10.6 Travel costs must be paid directly to the travel agency, travel wholesaler, or tour operator.
 - 4.10.7 The Excursion Leader must report the total costs paid by students to the Manager of Financial Services.
 - 4.10.8 All excursion notices and advertisements must identify the name and registration number of the registered travel agent or wholesaler handling the arrangements.
 - 4.10.9 Excursion Leaders and Board employees may not accept monetary or gift-in-kind benefits from tour operators. Exceptions are permitted for travel, accommodation, and meals provided within the tour package to meet supervision guidelines.
 - 4.10.10 Out-of-country excursions require approval based on Canadian government travel advisories. Principals must monitor and review travel advisories, including risk levels, as part of the approval process. (Travel Advisories)
 - 4.10.11 All participants, including employees, students, and volunteers, must consult their healthcare provider at least three months before departure to receive any required immunizations for the destination. For additional information, refer to the Public Health Agency of Canada.

- 4.10.12 Excursion Leaders must verify that all participants have the required travel documents and insurance, including:
 - i) Out-of-country health insurance
 - ii) Repatriation coverage
 - iii) Accident insurance; and
 - iv) Trip cancellation coverage. This is required and cannot be declined.
- 4.10.13 Excursion Leaders must check the Government of Canada Travel and Tourism website for destination-specific requirements.
- 4.10.14 Same-day trips to Michigan are considered international trips under this procedure.
- 4.10.15 Excursion Leaders must confirm that all identification and liability/insurance documentation for out-of-country health insurance and customs/immigration compliance is on file.

4.11 Safety Instructions and Equipment

- 4.11.1 For overnight outdoor trips, a safety management plan must be developed, distributed to staff supervisors, and kept on file in the school office. At least one supervisor must hold current lifesaving and first-aid certifications. Supervisors must be familiar with the area to be traversed, including an on-site visit when feasible.
- 4.11.2 Safety procedures must be reviewed with students before the trip.
- 4.11.3 Water sites must have accessible safety equipment such as reaching poles, spinal boards, throwing lines, and first aid kits.

5. Prohibited Activities

- 5.1 High-risk activities such as trampolining, whitewater rafting, parasailing, bungee jumping, or swimming in private/non-regulated water are prohibited.
- 5.2 Unsupervised or loosely organized activities (e.g., large group amusement park visits) without clear educational purpose/supervision, will not be approved.

6. Emergencies & Reporting

- 6.1 Excursion Leaders must carry emergency contact information for all participants and include the following in the Emergency Contingency plan:
 - i) Students with anaphylaxis, medical needs, or requiring special care. Confirm that essential medical supplies, including epi-pens and medications, are taken on the excursion;
 - ii) Evacuation and emergency procedures; and
 - iii) Procedures for handling injuries or accidents during the trip.



- 6.2 A complete list of students, supervisors, and their contact information must be filed with the school prior to departure.
- 6.3 The school office must retain a copy of the trip itinerary and supervisors' emergency contact numbers.
- 6.4 Injuries, medical emergencies, or serious misconduct must be reported to the school Principal immediately.
- 6.5 An OSBIE Incident Report must be completed, and severe incidents should also be reported to the Superintendent.

7. Forms / Waivers / Agreements

- 7.1 A signed Educational Excursion Permission/Informed Consent Form from custodial parents must be obtained for all excursions.
- 7.2 Forms must be securely stored in the school office for the current year plus one additional year.
- 7.3 For students under joint custody orders, consent from both parents is recommended.
- 7.4 Students aged 18 or older may provide consent on their own behalf.
- 7.5 If written informed consent cannot be obtained, the student may be excluded from the excursion unless:
 - i) the Principal determines participation is appropriate in the circumstance;
 - ii) verbal permission from custodial parents is obtained; and
 - iii) the activity is not high-risk, overnight, or outside the school's local area.
- 7.6 Parents, students, and staff are not permitted to sign waivers for excursions, which often include legal language releasing organizations from liability, which is not permissible.

8. Insurance Requirements

- 8.1 Venues and service providers that are privately owned and independently operated (e.g., rock climbing, zip-lining, summer camps, family farms) must provide proof of insurance with a minimum of \$2,000,000 in commercial general liability coverage.
- 8.2 Large, established public venues (e.g., Canada's Wonderland, Royal Ontario Museum, CN Tower, Toronto Zoo, Ontario Science Centre) are exempt from providing proof of insurance.

9. Restrictions on Agreements



- 9.1 The Board will not sign agreements that waive participant rights or indemnify venue operators.
- 9.2 Any external agreements or site-specific consent forms must be sent to risk.management@sccdsb.net for review before signing. The Officer - Risk Management will facilitate obtaining authorized signatures and return the completed agreement to the school.

10. Transportation

- 10.1 School buses are the preferred mode of transportation. [Board approved transportation providers](#) have been vetted for compliance with safety, regulatory, and insurance requirements.
- 10.2 Transportation options should follow this order of priority:
 - a) Traditional school bus through a Board approved service provider.
 - b) Forward seating coach bus through a Board approved service provider.
 - c) Limo style bus fully equipped with seat belts. Staff must make sure students wear seatbelts at all times while the bus is in motion.
 - d) Adult volunteer driver, as per the Transportation of Students in Non-Bus Automobiles Arranged by Schools.
 - 10.2.1 Any transportation providers or methods not listed above must receive approval from the Supervisory Officer before booking.
 - 10.2.2 Students cannot drive themselves or others to excursions unless explicitly approved by the Principal and parents/guardians.
 - 10.2.3 The use of 15 seat vans is prohibited.
- 10.3 Principals and Excursion Leaders must check for travel or weather advisories. In cases of severe weather or travel warnings, they have the final responsibility to decide whether to proceed or cancel the trip.

11. Financial Guidelines

- 11.1 Cost Management
 - 11.1.1 Field trips and excursions must operate on a cost-recovery basis. The total cost of the trip should only include necessary expenses, such as transportation, accommodations, and activity fees.
 - 11.1.2 Every effort must be made to keep costs reasonable, so all students have the opportunity to participate.



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- 11.1.3 When local resources meet the needs of a learning experience, they are to be selected over more costly or extended field trips.
 - 11.2 Student Fees
 - 11.2.1 Fees charged to students must reflect their share of the overall projected costs.
 - 11.2.2 All fees must be posted online through School Cash to provide transparency and ease of payment for parents/guardians.
 - 11.2.3 Students will not be excluded from participating due to an inability to pay. Schools must develop equitable solutions, such as fundraising or subsidies, to support families in need.
 - 11.3 Fundraising
 - 11.3.1 Fundraising initiatives must follow the Board's General School Fundraising Procedure and be approved by the school Principal.
 - 11.3.2 Funds raised for specific trips must be used exclusively for those trips and accounted for separately.
 - 11.4 Chaperone Costs
 - 11.4.1 Chaperones are responsible for their personal expenses. The cost of transportation and admission, if applicable, may be charged to chaperones at the discretion of the Principal.
 - 11.4.2 Costs for occasional Teachers required for supervision during trips outside of regular school hours must be included in the trip's budget.
 - 11.4.3 EAs required to attend an excursion beyond their regular work day in support of a student's IEP will be compensated as per their collective agreement.
 - 11.5 Financial Tracking
 - 11.5.1 All field trips must be set up in School Cash under a separate and distinct category to track funds collected and expenses paid.
 - 11.5.2 The school secretary will verify and track costs through the Excursion Financial Information Form.
 - 11.5.3 At the conclusion of the trip, the school secretary must reconcile the category's ending balance to identify any remaining funds or deficits.
 - 11.6 Refunds

11.6.1 Refund policies must be clearly communicated to parents/guardians prior to payment. Contracts with service providers must include terms for cancellation refunds whenever possible.

11.7 Financial Oversight

11.7.1 The Principal will oversee the financial planning of all field trips to certify funds are used effectively and benefit the greatest number of students. Financial records must be retained for the current year and seven additional years.

12. Additional Expectations

12.1 When an educational excursion includes a Sunday, it is expected that arrangements are made for all participants to attend Mass.

12.2 In order to preserve the instructional and learning time, field trips and excursions planned by staff during the instructional day must clearly align with the Ontario curriculum and be an extension of learning that is occurring in the classroom.

12.3 Field trips must align with the Board's commitment to equity, inclusion, and accessibility.

12.3.1 All trips should be culturally responsive, age-appropriate, and support physical, emotional, and cultural safety for all students, including those with special needs or exceptionalities.

12.3.2 All trips must comply with the Ontario Human Rights Code, ensuring equal access for all students.

12.3.3 Any accommodations made on field trips must follow Individual Education Plans (IEPs), Behaviour Plans, and the Accessibility for Ontarians with Disabilities Act (AODA).

12.4 Excursions, activities, or events not formally approved by the Board are considered "not school-sanctioned" and must not be promoted, organized, or supported by school or Board staff. Additionally, Board resources, property, or equipment may not be used for these purposes. Including but not limited to participating in organized protests, as part of an excursion.

12.5 Any field trip or educational excursion may be cancelled at any time at the discretion of the Principal, Superintendent or the Director of Education. The Board will not provide compensation for any financial losses assumed by students, parent/guardians or staff.

13. Additional Information

13.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and

promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

Definitions

Activity Risk Matrix– tool to assess activity risk levels by grade, ensuring proper safety measures.

AODA – The Accessibility for Ontarians with Disabilities Act, develops and enforces accessibility standards.

Code of Conduct – Behavioral expectations for students during excursions, aligned with school policies and the Education Act.

CSA-Approved Helmet – A helmet certified by the Canadian Standards Association, required for specific activities like skiing, snowboarding, and skating, for participant safety.

Equity and Inclusive Education Policy – A policy ensuring all students have equitable access to excursions, taking into account cultural, physical, and emotional needs.

Excursion Leader - A certified teacher from the school will serve as the teacher in charge on the excursion. The principal shall not designate an occasional teacher as teacher in charge of the excursion, unless the occasional teacher is a long-term occasional teacher who, in the judgement of the principal, has sufficient knowledge about the students and the activity of the excursion.

High-Risk Activities – Activities deemed to have an elevated risk of injury or danger, requiring additional planning, certifications, or equipment (e.g., skiing, canoeing).

Informed Consent - Consent given after all reasonable efforts have been made to fully explain the activity and any reasonably foreseeable risks associated with that activity; a reasonable effort would include measures such as translation or interpretation in the consenting person’s first language.

Ontario Human Rights Code – Promotes equal treatment in education and employment, free from harassment, based on protected grounds like race, disability, or gender.

OPASSE guideline – Safety and planning standards provided by the Ontario Physical and Health Education Association, used to guide school-based activities and excursions.

OSBIE – The Ontario School Boards Insurance Exchange, a non-profit insurer for Ontario school boards and authorities.

Risk Assessment – A process to evaluate potential risks in an activity or undertaking.

Special Education Accommodations – Adjustments made to supervision, activities, or travel for students with Individual Education Plans (IEPs) or other specific needs.

Specialized Activities – Activities requiring certified instruction or supervision (e.g., kayaking, skiing), as outlined in Board policies and OPASSE guidelines.

Swim Test – A safety test conducted by a certified lifeguard to determine a student’s swimming proficiency for water-based activities.

Third-Party Provider – An external organization offering services, equipment, or instruction for specific activities during an excursion.

TICO Guidelines for School Trips – Regulations by the Travel Industry Council of Ontario, governing the booking and management of school trips through licensed travel agencies.

Volunteer Policy/Procedure – The Board’s guidelines for the approval and responsibilities of volunteers assisting with excursions.

Volunteer/Trip Driver – An authorized individual driving their or another’s vehicle for a board-approved trip (e.g., employees, parents, or trustees).

Walking Excursion – A local, low-risk trip within the school’s immediate community, often requiring general annual parental consent.

References

Education Act, Reg. 298: OPERATION OF SCHOOLS
Ontario College of Teachers’ Ethical Standards for the Teaching Profession
CLASS Student Transportation
School Fundraising Procedure
Health Support Policy
OSRA member listing
School Board / Ontario Snow Resort Safety Guidelines for Winter Trips
Travel Advisories
Public Health Agency of Canada
Government of Canada Travel and Tourism
Equity and Inclusive Education Policy
Activity Risk Matrix
Volunteer Policy/Procedure

Appendices

Appendix A: Educational Excursion Checklist – Teacher / Principal
Appendix B: Emergency Action Plan – Medical Emergencies
Appendix C: Excursion Permission and Informed Consent
Appendix D: Walking Excursion Form – Immediate Community
Appendix E: SCCDSB Aquatics Proficiency Test

Appendix A

Educational Excursion Checklist - Teacher

Excursion Planning:

- Schedule Teacher/Principal discussion at least 10 weeks in advance to review proposed activities, educational excursion policies, procedures, and the activity risk matrix to confirm compliance.
- Illustrate how excursion aligns with curriculum objectives and learning outcomes.
- Estimate the excursion cost, including supervisory costs and verify financial constraints will not prevent any student from participating. Consider value of experience with respect to program cost. Coordinate fundraising plans.
- Confirm accessibility for all students including medical and other needs. Consider alternative venues if needed.
- Review safety requirements – consult OPASSE guidelines including equipment, facilities, rules, instructions, and supervision.
- Develop a detailed itinerary including schedule, transportation, pre and post curriculum activities, and supervision ratio. Attach to Educational Excursion Request form.
- Complete and submit on-line Educational Request Form. Await approval before proceeding.
- Complete and confirm bus or other transportation arrangements.
- Communicate trip details to parents, distribute permission forms.
- Hold parent meetings for overnight or high-risk excursions to discuss:
 - Cost, expected parental contribution and fundraising possibilities
 - Curricular relevance
 - Location, accommodation, itinerary
 - Insurance requirements, visas, inoculations, etc.
 - Expectations of behaviour
 - Special dietary, medical consideration
 - Outline potential risks and mitigating factors
- Confirm appropriate insurance including:
 - Proof of liability insurance for privately owned venues
 - Out-of-country health insurance, repatriation coverage, accident insurance and trip cancellation insurance for out of country / overnight excursions
- Confirm all forms (permission, medical, insurance) are collected and stored in school office.



- Ensure supervision arrangements are made for students remaining at school and provide relevant educational activities.
- Confirm student medical information is current, develop contingency plans for emergencies, cancellations and other issues, including emergency response plans for accidents or anaphylaxis.

Excursion Day:

- Ensure essential medical supplies (e.g. epi-pens, inhalers, medications) are taken on excursion. Where medication must be administered, the Teacher will develop an appropriate administration of medication plan in consultation with the parent/guardian, student and the Principal.
- Provide a copy of the trip manifest, contracts, emergency contact information and itineraries to the school office.
- Make arrangements for Sunday Mass attendance if the excursion extends over a weekend.
- Review trip supervisors and supervision ratio based on experience and the trip's complexity, adhering to volunteer policies, ensuring requirements for overnight and high-risk trips are met.
- Review and adhere to any specific policies for watercraft, canoeing, or other high-risk activities.
- Go over school's code of conduct with all trip participants, particularly the standards of behaviour. Instruct students that the code of conduct and discipline policy apply during excursions.
- Explain protocol for using electronic devices such phones, and parameters for spending money.
- Review any meal arrangements, double checking accommodation for dietary requirements.
- Review Emergency Action Plan.
- Assign student groups to supervisors and provide necessary information about student needs (e.g. medical requirements) and supervision guidelines. Ensure supervision guidelines are followed.
- Ensure that parent/guardian contact information, medical and insurance information are with the Excursion Leader.



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- Provide trip manifest to bus driver and supervisors.
 - Carry an emergency first aid kit and medical log in order to plan for students who have medical conditions including those carrying epi-pens or needing medication.
 - Upon arrival at site, determine a meeting place and departure time, review details of the setting, boundaries, safety and risk issues, emergency exits, gathering location.

Post Excursion:

- Review outcomes/value of the activity.
- Complete curriculum/course follow-up.
- Feedback from students regarding merit and educational value of the trip.
- Share outcome with parents.

Educational Excursion Checklist - Principal

- Confirm school staff has been informed of educational excursion policies and procedures

Excursion Planning:

- Approve the Excursion Leader, supervisors, and volunteers, who will be participating in excursion based on the demands and complexity of the proposed activities.
- Verify that a detailed itinerary, aligned with the Ontario Curriculum expectations to participants, parents/guardians, has been attached to the Educational Excursion Request form.
- Ensure the excursion complies with the Equity and Inclusive Education Policy by confirming venue is accessible for students with disabilities, alternate venues may need to be considered. Confirm no student is excluded due to financial constraints. Approve fundraising plans in alignment with the Board's School Managed Funds, Fundraising, and Student Fees policies.
- Confirm parents are informed of trip details and requirements and signed parental/guardian Excursion Permission and Informed Consent is obtained and on record.
- Mandatory parent meetings must be held for overnight or out-of-country trips to outline curriculum and trip specifics. Parent Advisory Council should be informed as appropriate.

Excursion Day:

- For High-Risk Excursions all safety requirements been put in place as per OPASSE guidelines.
- Any relevant Board policies and procedures are followed as appropriate.
- Confirm Excursion Leader is in possession of the following prior to departure:
 - Student Medical Information and medical supplies (Epi Pen, inhaler, medications etc.)
 - list of student participants and emergency contacts (copy is on file at school)
 - medical and insurance forms
 - Trip manifest (copy provided to bus driver)
- Ensure copies of the following are on file at school:
 - List of student participants and emergency contacts
 - Trip manifest, contracts and itineraries

Appendix B

Emergency Action Plan – Medical Emergencies

Emergency Action Plan for Injuries

- On overnight or out-of-country excursions the Excursion Leader must have in place a detailed and updated Emergency Action Plan (EAP) for Injuries. Include steps for managing injuries, contact numbers, and location-specific emergency details.
- A copy of the EAP and the complete itinerary must be left at the school.

Neck Injury

- Avoid moving a patient with suspected back or neck injuries unless trained to do so. Call trained personnel and an ambulance immediately.
- Clear the area of any hazards to ensure the safety for everyone involved.
- Designate a supervisor trained in first aid to oversee the situation until professional help arrives.

Obtaining Medical Assistance

- The Principal or Excursion Leader must contact a doctor or arrange for the patient to be transported to the nearest hospital, preferably via ambulance.
- If an ambulance cannot reach the student, subject to the approval of the vehicle owner, a private vehicle equipped with first aid supplies may be used.
- If parents/guardians are unavailable, designate a supervisor (not the Excursion Leader, if possible) to accompany the student to the hospital, with the student's medical information and remain with the student until relieved by another supervisor or the parent/guardian.

Students Not Be Sent Home Alone

- Ill or injured students must not be sent home unaccompanied or left unattended at any time.
- If parents/guardians are unavailable, assign a responsible supervisor to accompany the student home, ensuring they are left in the care of a responsible adult.

Contact Principal

- At the first opportunity, the Excursion Leader must contact the Principal to report the accident or medical emergency, ensure all relevant details are communicated clearly.

Advise Parents/Guardians

- The Principal must promptly notify parents/guardians, provide updates, and verify that they have received the communication and understand any required follow-up actions.

Parent/Guardian Responsibility

- If parents/guardians can reach the accident location or hospital, the accompanying supervisor must transfer responsibility to them while ensuring they are fully informed.

Reporting Accidents and/or Serious Injuries

- Any teacher or volunteer who is injured must report the injury, regardless of severity, to the Principal and seek medical attention promptly, even for minor injuries.
- School Principal or designate must complete:
 - [OSBIE Incident Report Form](#) for student or volunteer injuries (link on staffroom website).
 - [On-Line Incident Form](#) for Board staff injuries (ebase).
- For serious injuries (e.g., hospitalization, fatality) Principal or designate must immediately contact the Supervisory Officer.

- Supervisors must document all actions taken during incident and ensure timely, accurate reporting.

Supervisor Preparedness

- Each supervisor on the excursion must know:
 - The location and access to the first-aid kit.
 - The location and access to a telephone.
 - The telephone number for an ambulance (if 911 is not available).
 - The telephone number of the nearest hospital.
 - Directions and best access routes to the hospital.
 - All students who require medication (e.g., inhalers or EpiPens) and their usage instructions.
- Pre-trip orientation should be conducted to familiarize all supervisors with emergency procedures and resources.

Additional Information for Overnight and Out-of-Country Excursions

- The EAP must include:
 - A copy of each student's "Student Alert Report" with the Excursion Leader.
 - A list of nearby hospitals, clinics, and emergency contact numbers for the destination.
 - A briefing for all participants (students and supervisors) on emergency protocols and first-aid supply locations at the start of the trip.
- Assign a specific supervisor to handle incident reporting if necessary.

EMERGENCY ACTION PLAN

School: _____ Date: _____

Principal: _____ Contact #: _____

Excursion Leader: _____ Contact #: _____

Alternate Supervisor: _____ Contact #: _____

Destination: _____ Excursion Date: _____

First Aid Kit Location: _____

Name of nearest hospital: _____ Phone #: _____

911 Service Available: Yes No (if no) Ambulance #: _____

Describe Location: _____

How will parents/guardians be notified in the event of an emergency:



Appendix C

Parent/Guardian Informed Consent for Excursion

This document informs parents/guardians about the upcoming educational trip and seeks your permission for your child/ward to participate. **Please ensure the content is translated and explained if necessary.**

School: _____ **Phone Number:** _____

Teacher(s): _____ **Grade/Class:** _____

Destination & Purpose: _____

Departure Date: _____ **Departure Time:** _____

Return Date: _____ **Return Time:** _____

(Note: Dates and times are subject to change in rare instances. Updates will be provided if necessary.)

Method of Travel: _____

(Principal approval is required for volunteer drivers, consent will be obtained for private vehicle travel.)

Accommodation (if required): _____

Items students should bring: _____

Total Cost: \$ _____ **Deposit Required:** No Yes \$ _____ **Due Date:** _____

(Note: Costs are based on estimates and rounded for convenience. Minimal excess funds may offset fundraising needs. Contact the principal with concerns or to access school equity & inclusion program.)



ELEMENTS OF RISK:

The following must be read and signed by participating student and parent or guardian.

Educational excursions involve elements of risk that may result in injury. Risks can occur without fault of the student, school board, its employees / supervising adults or the facility where the activity is taking place. **Specific risks associated with this activity may include but are not limited to:**

- _____
- _____
- _____
- _____
- _____

By choosing to take part in this activity, you are accepting the risk that you/your child may be injured, and you bear the responsibility for any injury that might occur. The chance of an injury occurring can be reduced by carefully following instructions at all times during the activity.

The St. Clair Catholic District School Board does not provide insurance for accidental death, disability, dismemberment, or medical expenses for students.

Please sign and return this page with payment by: _____ (date)

ACKNOWLEDGEMENT OF RISK:

WE HAVE READ AND UNDERSTAND THE RISKS OF PARTICIPATING IN THIS ACTIVITY. BY PARTICIPATING IN THE EXCURSION, WE ACKNOWLEDGE AND ACCEPT THESE RISKS.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION:

I give permission for my child/ward _____ (name of student)
to participate in the excursion to _____ on _____ (date).

I understand that the Board is not responsible to reimburse deposits that cannot be recovered from third parties in the event of trip cancellation. Custodial parents are liable for costs or damages resulting from their child's misconduct (e.g., lost deposits, transportation home, or damages).

If necessary, I authorize the teacher to seek medical attention for my child/ward, understanding that costs will be my responsibility. I will be informed of any illness or accident as soon as possible.

Please list any change in medical information or medical reason(s) why your child should not participate in the activity, or which may lead him/her to require special attention during the activity:

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____
(or student signature if 18 or older)

If chaperones are required, I would like to volunteer: Yes No

Cost of Excursion Paid by: Cash School Cash Online (provide receipt #) _____

Privacy Notice:

To respect the privacy rights of individuals in pictures or recordings, only publish/share them if consent has been granted by the adult depicted or, in the case of students, their parent/guardian.

Notice of Collection:

Information collected is used in accordance with the Education Act and related regulations for administrative purposes. For questions, contact the Principal or Director of Education, St. Clair Catholic District School Board, 420 Creek St., Wallaceburg, ON N8A 4C4. Phone: (519) 627-6762.

Appendix D

Walking Excursion Form – Immediate Community

School: _____ Teacher: _____

Principal: _____

Dear Parent(s)/Guardian(s):

Outdoor education is integral to our school's curriculum and extracurricular programs, offering students learning opportunities in nearby parks, trails, and community locations within walking distance, such as the local library, recreation center, neighborhood schools, churches, and other parts of the school community.

The Principal will approve these excursions, and teacher supervision will be provided at all times. Parents/guardians will be notified in advance by one or more of the following methods:

-
-
-

Out-of-school experiences may involve hazards and risks beyond regular school routines, with potential injuries arising from the activity's nature, without any fault of participants, the school board, it's employees/agents, or the facility/location of the activity. The chance of injury can be reduced by carefully following instructions while engaged in the activity. Signing this form acknowledges your awareness and acceptance of these risks and responsibilities.

The St. Clair Catholic District School Board does not provide insurance for accidental death, disability, dismemberment, or medical expenses for students.

Please sign and return the bottom section of the page.

PERMISSION FOR WALKING EXCURSION – IMMEDIATE COMMUNITY

Student Name: _____

Teacher: _____

In signing this form, I give permission for my child, _____
to participate in those school-specific curricular activities that occur off school property in the immediate community and within walking distance of the school.

Name of Parent/Guardian: _____ (print)

Signature of Parent/Guardian: _____ Date: _____

Appendix E

SCCDSB Aquatics Proficiency Test

All students participating in an excursion with water-based activities must participate in a pre-excursion swim test. The school must retain a copy of the results.

Student's First and Last Name: _____

Name of School: _____

This signed form indicates that the above student was successful in completing the following tasks:

- An initial screening/testing of swimming ability must be done in shallow water.
- Swim 50 meters (164') continuously using any stroke without touching the sides or bottom of the pool and without assistance.

The above components of the swim test must be completed in sequence and without any aids or stops. The test must be administered by a qualified instructor/guard (test is based on the Lifesaving Society's Swim to Survive™ Standard).

The swim test must be completed within the school year in which the activity is taking place. In lieu of completing the swim test, students may provide proof of Bronze Medallion certification or higher.

Students who do not pass the swim test or who do not have the aforementioned certification must wear a certified PFD while swimming.

Date of Test: _____ Location of Test: _____

First and Last Name of Lifeguard: _____

Contact Phone # of lifeguard for verification (if needed): _____

Signature of Lifeguard: _____

Please note: a copy of this form must be sent home to inform parents/guardians upon completion.