



Field Trip Policy

Throughout the year, the children of EBS and HOSC will go on field trips into the community. A field trip is defined as any school sponsored activity in which the students and faculty leave the premises of the school grounds for the purpose of studying and observing activities hands on.

The following steps must be followed when creating a Field Trip plan:

Faculty (Pre-Trip Planning):

- 1) a Teacher must fill out a Field Trip Planning Form and have it approved by the Principal at least 3 weeks ahead of each planned outing.
- 2) Once approved by the Principal, Teacher's must send out Field Trip Permission Forms, which outlines specific details of the trip, to the families, at least 2 weeks before each planned outing.
- 3) Faculty must create an Alternate Supervision Plan for children who will not be participating in the Field Trip. The Alternate Supervision Plan must include a list of children who will not be attending the field trip and must be added to the Field Trip Planning Form and approved by Principal.
- 4) Faculty must create a Transportation Plan for getting children and staff to and from the field trip destination. This must include any Volunteer Drivers and/or use of HOSC vehicles and/or public transport route, list of children who will be attending the field trip and their method of transportation, and the route that will be taken to and from the field trip site.
- 5) All forms must be filed in the Field Trip binder in the Office before departing for field trip.

Volunteer Drivers:

- 1) All volunteer drivers must complete a Volunteer Drivers form and submit to Office.
- 2) All volunteer drivers must submit a photocopy of Driver's License and copy of Insurance with a minimum of \$3 million third party liability coverage to Office. Office Manager will keep this information on file at school.

Faculty (Field Trip day):

- 1) Faculty must make any changes to attendance to accommodate absences and changes in Field Trip Plan.
- 2) Faculty will assemble First Aid Kit, Student emergency information sheets, Staff emergency information sheets, copies of Transportation Plan, and any medication or personal care items that may be required during the field trip.



Elizabeth Buckley School

STEAM

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- 3) At least two adults must be available in the school as well as on the field trip to provide for emergencies. The ratio of adults to students for supervision will depend on the outing, ages of the children, and special needs of any of the participants.
- 4) Students must remain in view of staff at ALL times.
- 5) Students are not to use a public washroom alone under any circumstances.

Forms:

- 1) Field Trip Planning Form
- 2) Driver Planning Form
- 3) Field Trip Permission Form
- 4) Volunteer Drivers Form
- 5) Alternate Supervision Plan