



YORK CATHOLIC DISTRICT SCHOOL BOARD

**PROCEDURE:
SCHOOL ORGANIZED AND CONTINUING EDUCATION
EXCURSIONS**

Addendum to Policy 303: School Organized and Continuing Education Excursions

Revised September 2020

PURPOSE

The York Catholic District School Board recognizes that curriculum extends beyond the walls of the classroom/school and that a well-planned, interesting, excursion can enhance the learning of students. The purpose of these procedures is to reflect the Board's commitment to the safety and well-being of all students and staff while participating in excursions.

RATIONALE

The Board is committed to supporting approved educational excursions for all students organized by school staff and designed to enhance learning and faith development.

● PROCEDURES FOR SCHOOL ORGANIZED AND CONTINUING EDUCATION EXCURSIONS

A. LEVEL I

Teacher Organizer

1. Discuss proposed activity with the school Principal.
2. Develop program plan to include: (Appendix 3 may be used)
 - rationale for the excursion;
 - curriculum connections including objectives;
 - pre and post curriculum excursions;
 - schedule for the day;
 - transportation arrangements;
 - identification of possible safety or risk factors;
 - appropriate assessment of student skill level where applicable (i.e.: swimming, other water related excursions, winter sports)
 - emergency procedures;
 - supervision ratio; and,
 - communication to parents including required forms.
3. Ensure additional planning, safety measures and increased supervision are undertaken when planning an excursion involving students with special needs (see Appendix 4).
4. Submit Admin 16 and program plan to school Principal for approval, keep on file in the school office and make available for audit purposes. Estimated cost for each student shall reflect the actual cost of the excursion.
5. Prepare for the excursion including:
 - Communicate to:
 - i) Students
 - details of the excursion including values and expectations of the activity;
 - dress and behaviour expectations;
 - potential safety or risk concerns;
 - safety procedures;
 - emergency procedures;
 - meal arrangements;
 - protocol for using electronic devices such as cell phones and iPod';

- . parameters for spending money (where necessary);
- ii) Parents /guardians through a newsletter/memo (including cost breakdown e.g., transportation, venue, supply teacher rate etc.);
- iii) Colleagues (where teaching or supervision schedules may be impacted);
 - . Assign students to groups;
 - . Make alternative curriculum arrangements for students remaining behind
 - . Arrange transportation (if private vehicles are to be used ensure that ALL Board requirements are met);
 - . Obtain signed permission forms a list of required forms is found on Appendix 3, page 16 of this policy;
 - . Deposit all funds collected from students into the School Bank Account;
 - . Finalize supervision ratio;
 - . Knowledgeable about emergency procedures;
 - . Strictly adhere to safety and emergency procedures;
 - . First Aid - carry a kit;
 - . plan for those students who have a medical condition including those students carrying an epi-pen; and,
 - . Leave parent/guardian contact information at the school office.

6. Excursion

- Review with supervisors:
 - . schedule and details;
 - . responsibilities;
 - . student supervision and safety as the primary aspect of their role as supervisor;
 - . safety and emergency procedures; and,
 - . provides a list of students in their group;
- Leave contact number (cell phone number) and itinerary with school office;
- Carry copies of essential documentation on your person; and,
- Upon arrival at site, determine a meeting place and departure time.

7. Post excursion

- Review outcomes/value of the activity; and,
- Complete curriculum/course follow up.

B. LEVEL II

Teacher organizer

1. Obtain initial approval from the school Principal to plan the excursion.
2. Ensure additional planning, safety measures and increased supervision are undertaken when planning an excursion involving students with special needs (see Appendix 4).
3. Complete Admin 16 and 16A and submit package to the Principal a minimum **six** weeks in advance of excursion and keep it on file in the school office available for audit purposes. Estimate the cost for each student to reflect the actual cost of the excursion.
4. Obtain Principal and Superintendent of Education approval to proceed with the excursion.
5. Prepare for the excursion
 - Communicate details of the excursion to:
 - . Students:
 - . purpose and itinerary;
 - . clothing and behaviour expectations;
 - . potential safety or risk concerns;
 - . safety and emergency procedures;

- . meal arrangements;
- . expectations for using electronic devices such as cell phones and tablets;
- . parameters for spending money (where necessary); and,
- . assign students to groups.
- Parents/guardians:
 - . an information meeting is mandatory for all overnight excursions at which time curriculum/course expectations as well as other trip details must be outlined (including cost breakdown e.g. transportation, venue, supply teacher rate etc.); and,
- Colleagues:
 - . where teaching or supervision schedules may be impacted.
 - . All funds collected from students must be deposited into the School Bank Account;
 - . Arrange transportation (if private vehicles are to be used ensure that ALL Board requirements are met);
 - . Obtain signed permission forms/deposits/other forms as required;
 - . Copy forms as required to carry on the excursion – a list of required forms is found on Appendix 3, page 16 of this policy.
- Safety and Emergency Procedures
 - . review location of all emergency exits in the hotel/overnight location;
 - . review hotel/overnight location's procedures for fire/emergency evacuation and secure a print copy of such, if available;
 - . conduct a meeting with students to inform them of safety procedures and of emergency evacuation procedures; location of exits, and a rendezvous/meeting location outside of building/location; instruct students to secure the necessary outerwear, only if deemed safe, to keep warm; exit the location quickly and orderly; and,
 - . identify a location where supervisors and students will meet if an emergency occurs during unstructured time (applies to intermediate/senior students only).
- First Aid
 - . carry an emergency kit and medical log (Form S17) and plan for those students who have a medical condition including those students carrying an EpiPen; and,
 - . know how and where to contact a local hospital or ambulance should an emergency arise.
- Supervisors
 - . finalize overall ratio;
 - . review schedule and details of excursion;
 - . outline responsibilities;
 - . communicate that student supervision and safety is the primary aspect of their role as supervisor; and,
 - . provide a list of students in their group.
 - . Arrange alternative curriculum for students who will remain behind location, program;
 - . Prepare detailed lists of students on excursion - leave one list with the office, carry two (2) complete packages on the excursion;
 - . Leave contact cell phone number, site contact number, itinerary/schedule and skill-level assessment procedures related to specific excursions with the office.

6. At the Excursion Site

- Review:
 - . details of the setting, boundaries, safety and risk issues, emergency procedures as outlined above, gathering point;
 - . expectations during supervised and free time; and,
 - . how to contact teacher or supervisor if an emergency arises.
 - . Carry out the excursion in keeping with the Program Plan and itinerary.

7. Post-Excursion

- Review outcomes/value of the excursion;
- Feedback from students regarding merit and educational value of the trip;
- Complete follow up activities; and,
- Share outcomes with parents.

C. LEVEL III

1. PARAMETERS - Specific to Level III Excursions

1.1 General

- All Level III school excursions must be approved by the School Superintendent prior to any advertising or promotion, and/or final agreements with tour operators;
- Level III excursions shall not require inordinate expense or excessive absence from school, or include activities where safety measures have been deliberately removed, or involve prohibited activities;
- Excursions MUST adhere to the pre-approved Program Plan, Emergency Guidelines and itinerary;
- Students shall be permitted up to five school days each school year to participate in a Level III excursion as part of a curriculum experience. Such days would be in addition to any days in which a student might be involved in other excursions;
- All participants must ensure that travel documents including passport, Visa (where necessary), and immunization records are up to date;
- Evidence of valid travel Insurance including medical, cancellation and interruption is mandatory for participation in any out of country excursion; Required documentation must be submitted and verified prior to the departure of any Level III excursion;
- Program costs must be considered in terms of maximum value with respect to the program cost, and participation of as many eligible students as possible;
- Unless prior arrangements are made, all students shall travel by the approved mode of transportation; and,
- The Safe Schools Policy and Board/school Code of Behaviour will apply throughout the entire excursion.

1.2 Tour Operator

- Must provide a complete tour package including itinerary, transportation arrangements, carrier, flight times, accommodations, skill-level assessment procedures for all at risk activities, meals and all other inclusions of the tour prior to concluding an agreement with a school/teacher organizer;
- Must agree to make provision for cancellation or interruption refunds prior to signing a contract;
- Agreements must include an option for students to withdraw without penalty if the negotiated price/tour details change up to a month prior to departure;
- Ensure that flights have no more than one transfer enroute to the final destination and that layover times are minimal;
- Take reasonable precaution to minimize the inherent element of risk with respect to safety, health and/or access to medical services;
- Be willing to shorten, cancel or terminate an excursion at any time, if in the opinion of the Superintendent and Principal, the tour cannot proceed or be completed in a safe or satisfactory manner;

and,

- As per the intent of the YCDSB Hospitality and Gift Guidelines, the tour operator shall not provide monetary, and/or gift-in-kind benefits (including travel points) to any Board employee with the exception of travel, accommodation and meals included in the tour package for those individuals leading the excursion and designated supervisors required to satisfy the supervision ratios.

1.3 Finance

1.3.1 School Organized Level III Excursions

- Level III excursions must be self-supporting with each student assuming the full cost;
- Financial transactions for Level III excursions are monetary transactions between the participants and the tour operator. Should the York Catholic District School Board choose to act as a 'banker' for tour monies, all cheques, including refunds from the tour operator, shall be payable to the York Catholic District School Board 'in trust' or to the school 'in trust';
- For gratuities and incidental purposes, a Tour Operator may make a cheque payable to the school for deposit into the school bank account. The school may then issue these funds to the trip organizer who at the conclusion of the study tour will provide a detailed and complete (with actual receipts) accounting of the money. If receipts are not available, then a daily log of itemized costs balancing to the amount provided is acceptable; and,
- All funds collected from students must be deposited into the School Bank Account.

1.3.2 Cont. Ed Organized Level III Credit Course

- Level III Credit Course excursions must be self-supporting with each student assuming the full cost;
- Financial transactions for Level III credit course excursions are monetary transactions between the participants and the York Catholic District School Board. All cheques are payable to the York Catholic District School Board "in trust" for the tour operator;
- The York Catholic District School Board issues the tour operator a deposit in November and then final payment in May.

1.4 Insurance

- The Board does not provide insurance for extended travel including any accidental death, disability, dismemberment, medical expenses, theft or loss of personal property, cancellation or interruption insurance on behalf of persons participating in field trips; and,
- All participants must provide proof of travel insurance prior to being approved for participation in the excursion.

2. RESPONSIBILITIES – Specific to Level III Excursions

2.1 Superintendent of Education/Superintendent of Curriculum (Continuing Education organized Level III Excursions)

- Approve Level III excursions; and,
- Determine, through consultation, whether a tour should proceed if unforeseen factors arise including, but not limited to, Government of Canada Travel Advice and Advisories (<https://travel.gc.ca/travelling/advisories>), political unrest/sanctions, environmental conditions, and/or public health issues.
- Review and report to the Associate Director/Director all Level III School Excursion survey results.

2.2 School Principal/Principal of Continuing Education

- Ensure that the Program Plan is completed, submitted, approved, and implemented in keeping with the procedures and guidelines of this policy;

- Review and approve the financial details including the budget, compliance with the Hospitality and Gift guidelines, and the process for handling gratuities and small expenses associated with the tour;
- Recommend to the Superintendent of Education approval of a Level III Excursion;
- Hold a parent meeting to ensure that students, other staff, parents and volunteers receive appropriate information about the tour (including cost breakdown i.e., transportation, venue, supply teacher rate etc.);
- Ensure that all activities are safe and comply with all Board Policies, Emergency Procedures/Guidelines, as well as Ontario Physical and Health Education Association (OPHEA) guidelines, where appropriate;
- Ensure that no matter where you plan to travel, check the Government of Canada Travel Advice and Advisories page for your destination twice: once when you are planning the trip and again shortly before you leave for the trip. Safety and security conditions may change between the date you book your travel and your departure date.
- Make every effort to ensure that at least one of the teacher/supervisors speaks the language of the country being visited; and,
- Shorten, cancel or terminate an excursion at any time, if in the opinion of the Principal, the tour cannot proceed or be completed in a safe or satisfactory manner.
- Immediately communicate with Parent/Guardian(s) if the excursion is unable to proceed.
- Collect/review and submit to the Superintendent of Education all Level III School Excursion Surveys.
- For Continuing Education Level III Excursions, the Principal must distribute, collect and review the survey from the students then submit to the Superintendent of Education: Curriculum & Assessment.

2.3 Teacher/Organizers

- Discuss the concept of the tour with the Principal before presenting to students;
- Ensure additional planning, safety measures and increased supervision are undertaken when planning an excursion involving students with special needs (see Appendix 4).

Select, in conjunction with the Principal and other planning members, a tour operator from the Board's recommended list;

- Develop the tour plan, with the tour operator and planning group;
- Require from the tour operator an approximate cost for the tour, specific travel arrangements, including carrier and accommodation/meal arrangements; · Complete and submit the Excursion Program Plan (Admin. 16B-1), as required and keep on file in school office available for audit purposes;
- Communicate appropriate information to all stakeholders including a complete itinerary, including cost breakdown i.e., transportation, venue, supply teacher rate, etc., details of the tour package, emergency procedures and curriculum relevance;
- Communicate any changes to the itinerary with parent/guardian(s).
- Encourage students to participate in establishing the correlation of curriculum expectations to the objectives of the tour, in the planning of program activities, and in the post-tour activities e.g., post excursion survey;
- Counsel students regarding strategies to deal with their school-absence responsibilities;
- Plan and provide an appropriate program for students who do not participate in the tour;
- Liaise with other teachers in terms of missed classes, missed work and assignments;
- Excursion planners, organizers and supervisors must sign a waiver letter indicating that they will not accept in-kind benefits from a tour operator (Admin. 16B-5); and,

- Distribute, collect, review and submit to Principal all Level III School Excursion Surveys from students.

2.4 Students

- Attend all information meetings;
- Complete and submit all required forms within given timelines;
- Understand that while on an excursion, students must comply with the Board's Safe Schools Policy and the school's Code of Conduct and other related policies and procedures, especially with regards to drugs and alcohol;
- Knowledgeable about safety and emergency procedures;
- Strictly adhere to emergency procedures;
- Confirm in writing their understanding that if behaviour requires them to be sent home, they (and their parents) will be responsible for expenses;
- Adhere to the guidelines from the planning team with respect to weight and size of luggage, both checked and carry-on, electronic equipment, and what to pack, keeping in mind weather and special events;
- Act with reasonable care towards themselves and others during the tour in order to contribute to a safe experience; and,
- Complete and submit to the teacher/organizer a Level III School Excursion Survey.

2.5 Supervisors

- Attend all meetings with tour organizer(s);
- Familiarize themselves with the material provided by the school organizer (policies, procedures, forms, information packages, etc.) and by the tour company;
- Accept the responsibility for student supervision and safety as the primary aspect of the role of a supervisor; and
- Provide a current criminal background check to the Principal.

3. PROCEDURES - To Plan and Implement a School Level III Excursion

Teacher/Organizer

The teacher/organizer is responsible for all aspects of the excursion including knowledge, awareness and compliance with this policy and procedures, developing a program plan, and carrying out the plan in accordance with agreed upon conditions.

- 3.1 Discuss the excursion with the school Principal and obtain his/her approval to proceed with developing a Program Plan.
- 3.2 Ensure additional planning, safety measures and increased supervision are undertaken when planning an excursion involving students with special needs (see Appendix 4).
- 3.3 Complete the Out-of-Classroom Program Plan.
- 3.4 Submit the Program Plan to the School Principal who will review the plan then forward it to the Superintendent of Education.
- 3.5 Upon approval of the Program Plan, the teacher organizer may advertise and promote the excursion while addressing the following:
 - Complete all required forms - a list of required forms is found on Appendix 3, page 16 of this policy.
 - Potential supervisors for the tour;
 - Determine student leaders and responsibilities which may include room responsibilities, loading/unloading baggage, group leader tasks, reporting to supervisors, etc.;
 - Hold a meeting for all supervisors and the tour operator to outline requirements/expectations prior to, during, and following the tour;
 - Review safety procedures (i.e.: instructions, conduct, expectations of staff and specific

- . venue) if applicable and emergency evacuation or medical and travel documents, emergencies, hotel check-in, handling of tickets, dealing with Customs and Immigration transportation issues (ground/air/rail), baggage considerations (instruments, stands, equipment), handling of student medication, and first aid kit; and
- . Confirm that all students and supervisors have acquired necessary travel documents (passport, immunization, etc.);
- . Ensure that students understand the importance of planning ahead to maintain academic performance prior to and after the excursion;
- . Prepare a student package that includes:
 - . assignments to be completed before, during and after the tour (scrapbooks, photos, research data, etc.);
 - . list of students and supervisors;
 - . itinerary, tour highlights, maps;
 - . packing list, hotel room list;
 - . transportation arrangements;
 - . code of conduct and possible consequences for violation of expectations;
 - . information on emergency evacuation or medical emergencies;
 - . information on local currency, customs information and care of travel documents during the tour; and,
 - . dress code for special events.
- . Prepare a package to be left with the Principal that includes:
 - . all items in the student package
 - . tour company information (i.e., phone numbers, fax, email, etc.)
 - . supervisor responsibilities;
 - . information on emergency evacuation or medical emergencies;
 - . complete itinerary/destination information;
 - . student medical summaries, photocopies of all passports and birth certificates; and,
 - . insurance phone numbers.

3.5 During the tour, all participants shall follow the itinerary as agreed.

3.6 Following the tour students and staff shall ensure that post-tour activities are completed as per the tour plan.

Addendum: Cancellation/Interruption of a Level III Excursion Where there are concerns regarding safety in the country/location of destination:

- . immediately contact the Principal, Superintendent of Education and the tour operator to review the situation;
- . call a meeting of all participants to review the issue and to decide whether the tour shall proceed under the original plans, be modified, rescheduled or canceled if warranted;
- . work with the tour operator to facilitate rescheduling and/or repackaging tour with a view to minimizing financial loss to the participants if a tour is rescheduled, and
- . notify the parent/guardian(s) immediately



Appendix 1

York Catholic District School Board

ADDRESSING RISK MANAGEMENT

□ Risk Management is the process of anticipating and addressing/controlling in advance those activities that contain an element of risk of injury to the participant.

□ Excursion planners need to determine the educational value and risk potential of all program activities in advance. The following strategy has been included to assist planners in completing a Risk Management process.

- Step 1: Risk Avoidance – assess the associated risk vs the necessity of the activity and determine whether the activity should happen;
- Step 2: Risk Reduction – follow approved guidelines, have a contingency plan, adhere to approved agenda, know the location of all excursions and prepare for worst-case scenario;
- Step 3: Risk Transfer – ensure that those responsible (travel agents/tour operators) have the necessary expertise and certification to guide an activity and that they have appropriate liability insurance.
- Step 4: Risk Assessment – throughout the entire program, continually address the potential risks associated with all activities.

Risk Management

- i. What are the inherent risks in the activity?
- ii. What is an appropriate level of supervision for the specific program/activity? iii. Do the education benefits outweigh any potential risks?
- iv. What is the method of transportation to and from the activity?
- v. What preparation(s) will be necessary for participants prior to the trip?
- vi. What safety/skill-level assessments are in place for participants?
- vii. What is the emergency plan? Has it been shared with staff: How can help be contacted?
- viii. Where is the nearest hospital?
- ix. Do the students have the appropriate identification?

The Board's Insurance Coordinator is available to assist with addressing risk management questions and/or concerns.

Reviewed by School Principal Date: _____



Appendix 2

YORK CATHOLIC DISTRICT SCHOOL BOARD EXCURSION LEVELS AND PROCEDURES

LEVEL/APPROVAL	DESCRIPTION	PROCEDURES
LEVEL 1		
School Principal	<ul style="list-style-type: none"> - Day Trips/Field Trips - no overnight - co-curricular activities - general sightseeing - physical-activity <i>including water related activities</i> <p>Water-related trips (i.e. boat cruises, swimming activities etc.)</p> <p>Winter related trips (i.e. skating, skiing, snowboarding, cross-country, etc.)</p>	<p>Forms - Admin 16, 16B-1 (may be helpful), 73, 74, 75, 75B, 75C, 75D or 79 (as required).</p> <ul style="list-style-type: none"> - minimum two weeks' notice - rationale as per procedure for Level 1 activities - supervision ratio as per policy - <i>Current First Aid Certification by at least one organizer / supervisor depending on the nature of the excursion</i>
LEVEL II		
School Principal and Superintendent of Education	<p>Overnight excursions</p> <ul style="list-style-type: none"> - within Canada less than 1000 km each way - less than four nights - includes Outdoor Education Centres and school tours such as Quebec or Ottawa <p>Water-related trips (i.e. boat cruises, swimming activities etc.)</p> <p>Winter related trips (i.e. skating, skiing, snowboarding, cross-country, etc.)</p>	<p>Forms - Admin 16, 16A, 16B-1, 16B 2, 16B-7 (if overnight), 73, 74, 75 or 79 (as required).</p> <ul style="list-style-type: none"> - Appendix 3, Appendix 4 - minimum six weeks' notice - additional documentation and supervision ratio, as per guidelines. <p>Forms – Admin 16, 16A, 16B-1, 73, 75, 75B, 75C, 75D</p> <ul style="list-style-type: none"> - Appendix 3 - minimum two weeks' notice - documentation as required - water activities require supervision 10:1 - <i>Current First Aid Certification by at least one organizer / supervisor</i>
LEVEL III		
<p>School Principal and Superintendent of Education</p> <p>May require additional approval by Director of Education or Designate</p> <p>Information to Board</p>	<ul style="list-style-type: none"> - In excess of 1000 km each way in Canada - May be within Canada or International - contracted between a Tour Operator and Teacher/organizer - Study tours/extended travel <p>Water-related trips (i.e. boat cruises, swimming activities etc.)</p> <p>Winter related trips (i.e. skating, skiing, snowboarding, cross-country, etc.)</p>	<p>Forms – Admin 16, 16A, 16B-1 through 16-B7, 73, 74, 75, 75B, 75C, 75D, 79 (as required)</p> <ul style="list-style-type: none"> - Appendix 3, Appendix 4 - Approval may be granted subject to submission of an acceptable Out-of-Classroom Activity Program Plan and adherence to policy and specific procedures for an excursion. - Minimum 3-month notification <p>Superintendents shall provide the Board with a list of approved Excursions, as</p>

		required. - Current First Aid Certification by at least one organizer/supervisor
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Appendix 3

**YORK CATHOLIC DISTRICT SCHOOL BOARD
PLANNING CHECKLIST**

Trip Organizers: Please use this checklist when planning all Level II and III Excursions

TASK	COMPLETED	COMMENT(S)
Admin 16 and 16A – Levels II and III		
Admin. 16B-1 Out of Classroom Activity Plan-Levels II & III Admin. Admin. 16B-2A Consent and Permissions-Levels II Admin. 16B-2B Consent and Permissions-Levels III Admin. 16B-3A Acknowledgement and Authorization-Level III Admin. 16B-3B Release & Indemnification (18+) Admin. 16B-4 Medical Information and FOI-Level III Admin. 16B-5 Statement of Declination Admin. 16B-6 Consent for Student to Travel Abroad – Level III Admin. 16B-7 Emergency Evacuation Response Guide		
Admin. 73 Informed Consent/Permission for Education Trips- Elements of Risk: Activity Specific Admin. 74 Volunteer Driver Authorization YCDSB Policy 608: Appendix A – Volunteer Offense Declaration & Appendix B – Confidentiality Agreement Admin. 75 Informed Consent/Permission for Education Trips- Elements of Risk: General Appendix 1 - Addressing Risk Management Admin. 75B Informed Consent/Permission for Skating Excursions Admin. 75C Informed Consent/Permission Form Water-Based Activities – In/Over Water Admin. 75D Informed Consent/Permission Water-Based Activities – On Water Admin. 79 Informed Consent/Permission for Ski/Snowboard Excursions (complete school’s portion prior to submitting)		
Notification: Level I Water Related – minimum two weeks Level II Overnight including water related) – six weeks Level III – three months		
Supervisor ratio Male/female (where applicable)		
Summary of experience-Program organizer and supervisors		
First Aid Qualifications of Supervisors -at least one organizer / supervisor with current qualifications (may be a YCDSB employee; a volunteer in a supervisory capacity; or an employee where the out-of-class activity is taking place)		
Educational purpose/rationale		

Site description/map/transit routes		
Daily itinerary (if away on a Sunday-provisions for Mass must be included)		
Accessibility to medical assistance Include name, address and phone number of nearest medical facility		
Copies of correspondence to parents (including date of parent meeting)		
Student list including phone #s and /or emergency Phone Tree		(to be submitted once all students have confirmed registration)

Have all applicable columns been checked off? S.O. will not approve an incomplete package.



Appendix 4

Field Trips/Excursions Checklist: Planning for Students with Special Needs

Stages of Trip / Excursion	Personnel Responsible	Action Items
	<p>Location/Accessibility of Field Trip/Excursion</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact the destination for detailed information and/or review the field trip/excursion website for accessibility as many destinations have websites with virtual tours or other information to help plan the day; OT/PT can support this process. <input type="checkbox"/> Contact members of the school multi-disciplinary team, if appropriate, to help with planning. <input type="checkbox"/> Pre-plan washroom locations and routines (e.g., OT/PT may arrange delivery of change table). <input type="checkbox"/> Preplan quiet areas staff can bring student if required. <input type="checkbox"/> Review lunch and snack routine requirements - ensuring any student needs can be met. <input type="checkbox"/> Contact parents to discuss the accessibility of trip location, safety tips, parental concerns, etc. <p>Preparing the Student</p> <ul style="list-style-type: none"> <input type="checkbox"/> Teachers/parents add the trip date to a calendar and “countdown” as the time draws near; discuss with students what will happen on the trip far ahead of time; prepare a social story or script, etc. Ensure the story includes how to be flexible/remain calm if plans are disrupted/changed. <input type="checkbox"/> If applicable, ensure the student’s communication device has required vocabulary for the trip. <p>Permission/Consent</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure proper permission forms are completed and signed (Admin 73, 75, 16A, 16B). <input type="checkbox"/> Ensure all student emergency information is completed and provided to the trip/excursion supervisor. <p>Student Information/Identification</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare a form of identification (i.e., with emergency contact information) which the student can wear while on the trip. <input type="checkbox"/> Encourage parents of students who tend to wander to register their child with the Vulnerable Persons Registry https://www.yrp.ca/en/community/Vulnerable-Person-Registry.asp <input type="checkbox"/> Prepare an emergency information sheet/packet for each student with special needs who will go on the trip. This should contain the following: a recent photograph of the student, list of parent/emergency contact information, any medical information such as Seizure Protocol, Medical Management Plan, school contact information, teacher/EA phone numbers, bus information, bus company/driver phone number, etc. This packet should remain with the lead supervisor at all times. <p>Transportation</p>	<p>Subject Teacher/Special Education</p> <p>Teacher/Occupational Therapist/Physical Therapist</p> <p>Parent/Guardians & Special Education Teacher</p> <p>Subject Teacher</p> <p>Parent/Guardians & Special Education Teacher/EA or EI/Occupational Therapist/Physical Therapist</p> <p>Administrator/Subject Teacher/</p> <p>Special Education Teacher/</p> <p>EA or EI Administrator/Subject</p>

	<input type="checkbox"/> Ensure appropriate transportation is arranged (e.g., does the student need a wheelchair vehicle, seat belt/harness etc.).	
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Before Leaving for the Trip/Excursion	Personnel Responsible	Action Items
	<p><input type="checkbox"/> Bring taxi chits as a precaution so that a student, accompanied by a staff member, may return to the school if issues arise once parent/guardian permission is granted.</p> <p>Health/Hygiene/Medical</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pack toileting/hygiene items as needed. <input type="checkbox"/> Pack medications as required (e.g., Epi pen, Asthma inhaler, etc.). <input type="checkbox"/> Ensure that all supervisors are aware of medical conditions/allergies and response protocols. <p>Safety</p> <ul style="list-style-type: none"> <input type="checkbox"/> Establish EA/EI to student ratio in advance of trip and outline responsibilities for staff to maintain ratios at all times. <input type="checkbox"/> Ensure student emergency packages are packed. <input type="checkbox"/> Ensure that safety and emergency procedures are reviewed with supervisors and students prior to arrival at the destination. <input type="checkbox"/> Rehearse what to do if a student is lost. <input type="checkbox"/> Establish an emergency meeting place at the destination. <input type="checkbox"/> Establish who is the first point of contact (Teacher in Charge) in the event a student goes missing or has a medical emergency. <input type="checkbox"/> Ask parents to consider having student wear an item of clothing that stands out (e.g., brightly coloured hat, scarf, shirt etc.) 	
During Field Trip / Excursion	<p>Supervision</p> <ul style="list-style-type: none"> <input type="checkbox"/> At all times, maintain EA/EI to student ratio established in advance of trip. <input type="checkbox"/> Partner student with cooperative peers whenever possible. <input type="checkbox"/> Ensure frequent breaks/preferred activity time are offered and reduce/eliminate activities as required. <input type="checkbox"/> Include supervised washroom breaks. Ensure that students are never left unsupervised in the washroom (i.e. have students use the single-family washroom whenever possible). <input type="checkbox"/> Make plans to meet up at certain times for check-ins if whole group is separated into smaller groups. <input type="checkbox"/> Find a quiet space if necessary (noise cancelling headphones). <input type="checkbox"/> If possible, avoid large crowds. <input type="checkbox"/> In a large crowd, staff should hold the hand or link arms with a student who may wander. <p>Emergency Response</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact emergency services immediately if student is lost or is in medical distress. <input type="checkbox"/> Contact parent/guardian and school Principal immediately if emergency occurs. 	

Post Field Trip / Excursion	<input type="checkbox"/> Debrief and review any concerns/difficulties with teachers, support staff and parents. <input type="checkbox"/> Use photos/pictures of field trip/excursion for follow up activities.	
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Admin 16B-7
January 2020

York Catholic District School Board

SCHOOL ORGANIZED AND CONTINUING EDUCATION EXCURSIONS
EMERGENCY EVACUATION RESPONSE GUIDE

Name of School:

Destination(s):

Teacher/Organizer:

Date Submitted:

**ITEMS FOR SCHOOL LEVEL PROCESSING AND SUBMISSION
TO SUPERVISORY OFFICER**

LEVEL II & III COMPLETE & ATTACH

- Admin. 16
- All required items from Planning Checklist (Appendix 3).

EMERGENCY CONTACT LIST FOR LEVEL II & III OUT OF CLASSROOM ACTIVITIES

(NOTE: A separate Emergency Evacuation Response Guide is to be submitted for each major city being visited)

Principal Contact Information: (home or cell and email):

Local Police Address and Telephone Number:

Local Ambulance Telephone Number:

Local Emergency Services Telephone Number:

Canadian Consulate Address and Telephone Number:

Alternate Consular Contact Information:

Note to Teacher(s)/Organizer(s):

- 1. The information must be submitted a minimum of six weeks (Level II)/three months (Level III) before intended departure.**
- 2. The excursion will not be considered or approved unless all required sections/steps have been**

completed.

(Principal Signature) (Date) _____

(Superintendent of Education Signature) (Date) _____



Survey

Ref. Policy 303

School Organized and Continuing
Education Excursions

September 2020

We appreciate your feedback as it is important to continue to improve the quality of the excursions being offered. Please note that your participation is voluntary. Thank you.

1. School Name/Program:

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2. Location traveled to:

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3. Excursion Duration:

Start Date:
End Date:

4. Did you attend the parent information night with your parent/legal guardian?

<input type="checkbox"/> YES
<input type="checkbox"/> NO – please explain

5. Were you satisfied with the organization of your trip?

<input type="checkbox"/> YES
<input type="checkbox"/> NO
<input type="checkbox"/> OTHER
<input type="checkbox"/> If “no” or “other” please explain:

6. Were you satisfied with your accommodations?

<input type="checkbox"/> YES
<input type="checkbox"/> NO
<input type="checkbox"/> If "no" please explain:

7. Were you satisfied with the location of your accommodations?

<input type="checkbox"/> YES
<input type="checkbox"/> NO
<input type="checkbox"/> If "no" please explain:

8. Were you satisfied with your meals?

<input type="checkbox"/> YES
<input type="checkbox"/> NO
<input type="checkbox"/> If "no" please explain: Do you have any suggestions?

9. Were you satisfied with your transportation while away?

<input type="checkbox"/> YES
<input type="checkbox"/> NO
<input type="checkbox"/> If "no" please explain:

10. Were you satisfied with your tour guide(s)?

<input type="checkbox"/> YES
<input type="checkbox"/> NO
<input type="checkbox"/> If "no" please explain:

11. Were you satisfied with the itinerary of your excursion program?

<input type="checkbox"/> YES
<input type="checkbox"/> NO – why weren't you satisfied
<input type="checkbox"/> If "no" please explain:

12. Did you participate in Mass while away?

<input type="checkbox"/> YES
<input type="checkbox"/> NO
<input type="checkbox"/> If "no" please explain:

13. Did you feel safe during the excursion?

<input type="checkbox"/> YES
<input type="checkbox"/> NO
<input type="checkbox"/> If "no" please explain:

14. What was your favourite part(s) of this excursion?

Please explain:

15. How could this excursion be improved?

Please explain:

16. Is there anything else you would like to comment on regarding your excursion?

Please explain:
