Medicine Hat Public School Division

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MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATING AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"

SECTION 700 – Educational Program

ADMINISTRATIVE PROCEDURE: OFF-SITE ACTIVITIES – NATIONAL

PROCEDURE CODE:	*720 AP 004*
Policy Reference: 720 – Off-Site Activities	**Exhibits:** 720 E 003 – Consent for National-International Trips 720 E 004 – Health Certification and Consent (Extracurricular) 720 E 005 – Swimming Ability Form 720 E 006 – Alpine Skiing and Snowboarding Ability Form 720 E 007 – Off-Site Activity Risk Assessment Template 720 E 008 – Volunteer Registration Form 720 E 009 – Volunteer PIC and CSIRC Form 720 E 010 – Volunteer Attestation Form 720 E 011 – Volunteer Acknowledgement of Risk and Consent Form 720 E 012 – Automobile Driver Authorization 720 E 013 – Travel Accounting Template 720 E 014 – Travel Declaration for National-International Trips

PURPOSE/BACKGROUND

To articulate the Superintendent's requirements specific to national off-site activities. See 720 AP 001 for general requirements and definitions.

PROCEDURES

National Trips

A) National off-site activities are those that are outside of Alberta but within Canada.

B) Trips require the approval of the Principal, Occupational Health and Safety Officer and Superintendent as well as the Board of Trustees if the trip extends more than three (3) school days, and is subject to the following conditions:

1. A trip application form National Off-Site Activity Request must be completed 60 days in advance of the trip.
2. A detailed itinerary must be submitted with the field trip application form. Changes to the itinerary must be communicated to the OHS Officer and principal. Significant

changes to the scheduled itinerary and activities require updated approval from the principal and OHS Officer, excluding changes due to an emergency.

3. A designated teacher-leader is responsible for the organization of the outing, ensuring all requirements are followed and will be present on the off-site activity;
4. The teacher-leader will submit the online application for the activity providing the following details:
   - 4.1 The name of the trip, who the teacher-leader is and their first aid qualifications as well as the start and end date;
   - 4.2 Identify whether the trip is part of a regular physical education class or athletics program. If it isn't, a curricular focus that is linked directly to, or is an extension of, the Alberta Education Program of Studies as well as the outcomes that cannot be accomplished in a regular setting must be identified;
     - 4.2.1 Consider the diversity of the student population and ensure the activity is both accessible and inclusive, and that participation is not limited by a parent's financial limitations. The cost to individual students should not inhibit participation nor discriminate by income.
   - 4.3 Identify the number of instructional days students will be missing;
     - 4.3.1 All trips are limited to ten (10) days with a maximum of two days being student instruction days.

       ***Any exceptions to be approved by the Superintendent.**
   - 4.4 List the minimum adult to student ratio as required by the School Physical Activity Chart (722 E 001) as well as the participants' grade level, specific grade, class, team or club, and the number of students participating;
     - 4.4.1 National trips are limited to students in grades 7 – 12.
   - 4.5 Provide a detailed plan for informing/meeting with parents to inform them of the itinerary, risks, costs and expectations;
   - 4.6 Upload a detailed itinerary and minutes from initial parent meeting;
   - 4.7 Share the plan to provide an orientation for supervisors and what their expected general roles and responsibilities will be;
     - 4.7.1 If at any point in the activity, students will not be under the direct supervision of the teacher-leader or other teacher supervisors, the teacher-leader will need to provide an age-appropriate safety plan (consider plans to ensure students are not alone, reasonable check-ins with supervisor, and student preparation for what to do in an emergency);
   - 4.8 List of supervisors, whether they are staff or not, and whether they have first aid certification, including what level of first aid. In addition, the teacher-leader will need to provide specific responsibilities and direction for each of the supervisors;

4.8.1 Ensure adequate teacher and adult supervision, including both male and female supervisors, if appropriate as per the School Physical Activity Chart (722 E 001) and the School Physical Activity, Health & Education Resource for Safety (SPHEReS). In the case of disagreement between the two documents, the higher standard will apply. **Employees of an off-site facility or program are not to be included when determining supervision ratio;**

4.8.2 For any non-staff supervisors, ensure that they have completed and been approved to volunteer with 720 E 008: Volunteer Registration Form as well as a valid Police Check and Vulnerable Sector Check, if required as per 720 AP 006. In addition, they will need to sign and submit 720 E 011: Volunteer Acknowledgement of Risk and Consent Form;

4.9 Destination (Province & City), accommodation type with the name and address of the accommodation. Provide detailed sleeping arrangements for students and staff and the student supervision plan for overnight.

4.10 Transportation information;

4.11 List each type of activity that will occur on the trip, along with the corresponding risk category (e.g. hiking, swimming, mountain bike riding) as per School Physical Activity Chart (722 E 001);

4.11.1 If the activity includes swimming (even at a hotel pool) or alpine skiing or snowboarding, parent(s)/guardian(s) will need to complete the appropriate additional ability form(s) for these activities.

4.12 Financial Information;

4.12.1 If the total trip cost is $20,000 or higher, a travel trip financial estimate must be submitted with the trip application; the final trip accounting must be submitted to the Finance Department within 20 days after returning from the trip; and all trip finances must be managed through the school SGF accounts (720 E 015).

4.12.2 Fundraising may be utilized to support the activity in part or whole and participants shall have equitable access to fundraising dollars, based on the involvement of the participant in the fundraising activities. Fundraising activities must adhere to Policy 416: Fundraising/Canvassing

4.13 Travel declaration;

4.14 The teacher-leader will be familiar with, and conduct a safety assessment of, the proposed site of the field trip.

4.14.1 Anyone planning and submitting for off-site activity approval is required to consult the School Physical Activity Chart (722 E 001) and School Physical Activity, Health & Education Resource for Safety (SPHEReS).

4.14.2 Pre-visits are ideal, but if not possible or practical, alternatives such as human, internet and paper-based resources could be consulted to identify potential hazards or risks at the location(s).

4.15 Upload Completed Risk Assessment (720 E 007).

Items or information required for the Off-site Activity

1. Have adequate first aid certified supervisors and an appropriately equipped first aid kit for the type of trip;
2. Have the appropriate completed parental informed consent applicable to the type of trip.
   NOTE: Swimming, Alpine Skiing/Snowboarding and any approved higher care (orange) activity will require additional forms.
3. Telephone for communication;
4. Emergency phone numbers for location (school contact person, ambulance, hospital);
5. Emergency contact numbers and information for all participants;
6. Supervision and transportation plans for emergency situations.

Parental Consent

1. Written parental/guardian permission shall be obtained by the completion of the Consent for National and International Trips (720 E 003) for the student to participate in the field trip with the parents/guardians full knowledge of the itinerary, activities, supervision, and transportation arrangements including the name of the driver if private transportation is used.
   1.1 When the activity includes swimming (including a hotel pool), 720 E 005 ability form must be used. If alpine skiing/snowboarding is the activity, 720 E 006 must be used. If a higher care (orange) activity is approved, special consent will be created in collaboration with the school division. Note: A Third-Party waiver cannot be used. Contact the division's OH&S Officer if a provider requests to use one.

Transportation

1. The principal may:
   - Authorize the use of a licensed carrier on the Division's approved list of carriers; or
   - Authorize the use of a rental vehicle; or
   - Authorize the use of a commercial airline or;
   - When transportation by licensed carrier is impractical for financial or other reasons and private vehicles are used:
     a) Complete an *Automobile Driver Authorization Form (720 E 011)*;

b) Authorize the use of privately-owned vehicles with a minimum of $1,000,000.00 liability insurance provided that:
   - A teacher or responsible adult is driving the vehicle; or
   - A student, who is qualified to drive (e.g., with a valid driver's license), has obtained permission from the parent/guardian and it is stipulated that no other students are permitted to be passengers in the vehicle; and
   - Parent/guardian permission is provided for all students being transported by private vehicles.

Extracurricular Considerations

A) All extracurricular sports and club trips must be approved by the Principal. If the tournament or club activity is taking place outside of the province, the teacher-leader/coach will use the National Off-Site Activity Request form online. Trips are subject to the following conditions:

1. Health Certification and Consent Form (720 E 004) is completed.
2. Extracurricular off-site activities that are national, must follow the same requirements as all other off-site activities.

Responsibilities of Supervisors

1. Every adult travelling with the group will have supervision responsibilities. Non-supervisory adults are not permitted.
2. A current Volunteer Registration Form (720 E 008) must be completed for all non-staff adult supervisors.
3. An adult supervisor must be always available to students (24 hours per day).
4. Supervisors must also:
   - Complete appropriate trip forms, including Volunteer Acknowledgement of Risk and Consent Form 720 E 011.
   - Know the details of the activity and their specific duties and authority prior to departure
   - Be appropriately identified for the duration of the trip
   - Report any inappropriate conduct to the teacher-leader
   - Adhere to the schedule or itinerary
   - Dress appropriately according to the type of activity
   - Refrain from consuming alcohol and drugs for the duration of the trip
   - Fulfill their duties for the duration of the activity, including evenings and weekends
   - Attend meetings as required

Teacher-Leader Considerations

1. A detailed itinerary must be submitted and adhered to. Changes to the scheduled itinerary and activities require updated approval from the principal and OHS Officer, excluding changes due to an emergency. All changes must be communicated as soon as possible.
2. The teacher-leader will ensure that supervisors and activity leaders have appropriate knowledge and training, including valid first aid certification as required.
3. The teacher-leader will develop a written action plan for any student with an identified health or medical condition.
4. The teacher-leader, school principal and school counsellor and/or CST will conduct a risk review of the student participants to identify any accommodation that is necessary.
5. The teacher-leader will facilitate one or more parent/guardian meetings to discuss trip arrangements and risks, and a parent/guardian for each student participating must be in attendance. If necessary, parents/guardians not able to be in attendance may be informed personally at another time or a recording of the meeting could be provided. The meeting(s) shall inform parents/guardians, at a minimum, of the following:
    - A review of this AP and 720 AP 001 as the guiding document for trip planning
    - The name of the teacher-leader and a contact number for all major trips or higher care activities where a group may be split into smaller units.
    - Purpose/goal of the trip
    - Proposed itinerary, with date and time of departure and return
    - Description of activities or events planned
    - Any inherent risks and consequences associated with the activities/events (inherent risk refers to the hazard, danger, chance of injury, damage or loss that exists in something of a natural and inseparable quality or characteristic of that activity)
    - Elements of risk which may be encountered, such as rigorous physical activity, water-related activities, or water sports
    - Safety precautions in place to deal with activities involving risk
    - Contingency plans and emergency procedures to be followed in the event of injury, illness, or unusual circumstances
    - Trip cancellation potential and insurance, including additional optional coverage
    - Need for any special equipment, clothing, or personal items
    - A reminder that parents/guardians must inform the teacher-leader about any relevant health or medical conditions of the student
    - Expectations for student behaviour and consequences for inappropriate behaviour
    - Arrangements for supervision

- Transportation methods and arrangements
- Accommodation arrangements
- Cost to the student
- Fundraising plans
- Open accounting of revenues and expenses
- Questions and concerns

6. The teacher-leader is responsible for the management, security and retention of all documents pertaining to the national trip. Any documents that contain private personal or health information should be stored in a secure electronic format. Documents that require review or storage should be kept as per the MHPSD Document Retention Schedule with access granted to collaborators. These documents may include but are not limited to:
   - Schedules/itineraries/tour details
   - Completed forms with signed approvals
   - Parent meeting minutes, attendance/non-attendance lists
   - Student participant lists, medical forms, travel insurance
   - Signed Student Code of Conduct Forms
   - Lesson plans
   - Maps
   - Records of itinerary changes
   - Contracts with tour operators and service providers
   - Accident forms and all post-accident notes, reports, and correspondence
   - Financial reports
   - Trips debrief report

Insurance requirements

Medicine Hat Public School Board has provided insurance coverage for all students and supervisors/chaperones. The Insurance coverage includes medical, trip cancellation/interruption and baggage. All students and supervisors/chaperones are required to purchase the division travel Insurance.

Approved: June 13, 2006
Revised: October 5, 2026