



NON-LOCAL OR OVERNIGHT OFF-SITE ACTIVITY APPROVAL

(To be completed by Lead Teacher and Principal and OHS Officer)

- This form is used for grades 4-12 off-site activities with destinations greater than 50km one-way from the city limits but within the Province of Alberta or overnight trips; grades 7-12 within Canada; grades 10-12 international travel.
- Prior approval is required from the school principal and the Occupational Health and Safety Officer so please submit forms at least 30 days in advance of departure.
- Regularly scheduled travel for extracurricular teams and clubs can be requested with the *Extra-Curricular Off-Site Activities Form (720 E004)*.

School: Medicine Hat High School Lead Teacher: Jarrett Bardal

Destination: Honolulu, Hawaii

Date(s): Oct 7-15, 2023

Number of Students involved: 10-11 Classes/Grades involved: Grade 12

Ratio of designated supervisors to students (designated supervisors can include non-staff supervising adults): 1 : 3-4
(# Supervisors: # Students)

Does the ratio of supervisors to students meet the required ratio for the grade level in as outlined in the *Off-Site Activity Summary (Schedule A – 720 AP 001)*? Yes ☒

Total trip length (#days) 9 Total # of instructional days included in trip 4

Does the trip application meet the grade requirements as per the *Off-Site Activity Summary* for the type and duration of the proposed trip? Yes ☒

Supervisors – List supervisor name, role and current first aid training for each. Please refer to the *Off-Site Activity Summary (Schedule A – 720 AP 001)* for first aid training requirements for off-site activities.

Supervisor Name	Role of Supervisor	First Aid Training
1) <u>Jarrett Bardal</u>	<u>Lead Teacher</u>	<u>Coach Emerg-First Aid</u>
2) <u>Suzanne Fisher</u>	<u>Administrator</u>	<u>Expired-Getting full</u>
3) <u>Toni Bardal</u>	<u>Coach</u>	<u>Expired-Getting full</u>
4) _____	_____	_____
5) _____	_____	_____
6) _____	_____	_____

Educational Alignment (describe the educational fit and if required, attach the relevant *Program of Studies* and *Intended Student Outcomes*)

We are hoping to make this trip less about athletics and more about giving back to a new community. We will likely have 3 days of volleyball and are hoping to have 1 full day of volunteering, some days cleaning local beaches and donating to local charities. We will be looking into the girls earning credits through volunteering and making sure they are in good academic standing + on track for graduating before + while prepping for trip.

Activities Planned (please list all that apply):

Category of Activity as per AP 722 AP 001

Volleyball (court)	☒ Green	☐ Yellow	☐ Red (Prohibited)
Volleyball (beach)	☒ Green	☐ Yellow	☐ Red (Prohibited)
Luau	☒ Green	☐ Yellow	☐ Red (Prohibited)
Zoo / Aquarium	☒ Green	☐ Yellow	☐ Red (Prohibited)
Hiking - Diamond Head	☒ Green	☐ Yellow	☐ Red (Prohibited)
	☐ Green	☐ Yellow	☐ Red (Prohibited)
	☐ Green	☐ Yellow	☐ Red (Prohibited)
	☐ Green	☐ Yellow	☐ Red (Prohibited)

Has the *Off-Site Activity Risk Assessment Form (720 E 006)* been completed? Yes ☐

Are the activities listed above planned in accordance with the *School Physical Activity, Health & Education Resource for Safety?* www.myspheres.ca

Yes ☒

Financial Considerations (Are there any costs to this off-site outing and if so, how is it being funded?)

We are hoping to cover all costs for students outside of spending money and some meals with sponsorships + fundraising. Deposits will be the exception as those will be refunded if the trip is cancelled. If there is enough money raised that money will also be refunded to parents after the trip is over.

Transportation Arrangements (please include details for all types that apply)

Parents will drive athletes too and from the airport.
Will be taking an air canada flight to Hawaii

Bus transportation will be setup by the travel agency
for transportation while we are on the island.

If students are being transported in a private vehicle by a teacher, parent, or volunteer, please complete the *Volunteer Driver Application* form (720 E 007).

Signature of Lead Teacher:

Just Buel

Date:

Oct 31 / 22

Signature of Principal:

[Signature]

Date:

Oct 31 / 22

Signature of OHS Officer:

[Signature]

Date:

1-Nov-2022

If this is a NATIONAL or INTERNATIONAL trip, the signature of the Superintendent is required.

In addition, please attach a detailed itinerary.

Signature of Superintendent:

[Signature]

Date:

15 Nov 22

If a substantial change in trip itinerary occurs, notify the Occupational Health & Safety Officer (OHS).

**Once the form is completed with all applicable signatures, send
720 E 001 All Off-Site Activity Consent Form home to parents.**

Reference: Administrative Procedure 720 AP 001 Off-Site Activities

OFF-SITE ACTIVITY RISK ASSESSMENT

(To be completed by Lead Teacher and Principal)

A copy of this form must be given to the school principal.

School: Medicine Hat High School Lead Teacher: Jarrett Bardal
Destination: Hawaii Date(s): Oct 7 - Oct 15/23

Day Trip ☐

Interprovincial / Overnight Trip ☒

Is there an appropriate number of adult supervisors (specific ratio requirements by grade level)?

Yes ☒ No ☐

SITE VISIT:

Wherever possible, the lead teacher should visit the site prior to the activity to:

- ensure that the venue is suitable to meet the aims and objectives of the field trip
- assess potential areas and levels of risk
- ensure the venue can cater to the needs of the staff and participants in the group
- become familiar with the area before a group is taken to that venue/location

If an exploratory excursion is not feasible, then the lead teacher will need to consider how to complete adequate assessment of the risks. A minimum measure would be to obtain specific information from the venue.

As off-site activity lead teacher, are you directly familiar with the destination proposed in the season the trip is planned? If no, attach information stating how risk assessment was completed. Yes ☒ No ☐

Have you analyzed the safety aspects of the destination, identified potential risks and provided training for supervisors if required? Yes ☒ No ☐

EMERGENCY PROCEDURES:

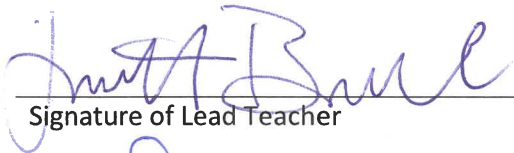
PRE-TRIP risk management check list:

- ☐ Discuss the proposed field trip and receive permission from the Principal prior to discussing it with students/parents. For trips outside Alberta/Canada approval is required from the Superintendent of Schools prior to discussion with students/parents.
- ☒ Familiarize yourself with the destination and potential risks. Review risk elements as required.
- ☐ Is the service provider asking parents of students or the school to sign a waiver of liability form? Yes ☐ No ☐
If yes, the school will **not** be able to participate in the field trip until a **Service Provider Agreement (720 E 009)** is completed between MHPSD and service provider.
- ☐ Does MHPSD have a **Service Provider Agreement** in place for this destination? Yes ☐ No ☐
- ☒ Develop a plan to address any special needs.

- ☒ Develop a proposed itinerary for the off-site activity. As applicable, include dates and times, transportation/food/housing arrangements, supplies/equipment for staff to bring, supplies/equipment for students to bring, suitable dress, etc.

ONCE APPROVED:

- ☐ Ensure parents have been given all relevant information about the field trip and ensure the appropriate permission form is signed and returned by all participants. It is essential that no one participate without written approval.
- ☐ Discuss the safety aspects of the trip with the students and all supervisors in advance of the trip. Talk about the known or potential risks and hazards. Stress safety first and the prevention of accidents. Supervisors must be familiar with the general supervision expectations while on the field trip and should be made aware of any known or possible hazards.
- ☐ Clearly outline all behaviour expectations for participants on the field trip. Behaviour that creates risk for the participants will not be tolerated.
- ☐ Prepare a list (to be taken on the trip) of the names of the participants including parent/guardian contact information and any identified special needs. Discuss any behavioural, medical or physical limitations with the Principal to determine whether that individual is a suitable participant.
- ☐ Develop an emergency action plan including:
- ☐ location and ready access to a first aid kit
 - ☐ location and ready access to a telephone or other reliable means of communication (cell phones do not work in all areas)
 - ☐ telephone number of school emergency contact person, ambulance and hospital
 - ☐ provision of a suitable means of transportation in the event of an emergency
 - ☐ supervision plans for emergency situations (who is second in command, who takes injured individuals to hospital, who reports problems to school administration, etc.)
- ☐ Arrange appropriate transportation (no student drivers). All volunteer drivers must complete the *Automobile Driver Authorization Form (720 E 007)*.


Signature of Lead Teacher

Oct 31/22
Date


Signature of Principal

Oct 31/22
Date

Reference: *Administrative Procedure 720 AP 001 Off-Site Activities*