Medicine Hat Public School Division
601-1st Avenue SW, Medicine Hat, AB T1A 4Y7 | Phone 403.528.6700 | Fax 403.529.5339 | www.mhpsd.ca

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-LOCAL

PROCEDURE CODE:	*720 AP 002*
Policy Reference: 720 – Off-Site Activities	**Exhibits:** 720 E 001 – Consent for Off-Site Activities 720 E 002 – Consent for Recurring Curricular Off-Site Activities 720 E 004 – Health Certification and Consent (Extracurricular) 720 E 005 – Swimming Ability Form 720 E 007 – Off-Site Activity Risk Assessment Template 720 E 008 – Volunteer Registration Form 720 E 009 – Volunteers 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

PURPOSE/BACKGROUND

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

PROCEDURES

Local Trips (within 50 km one-way of City Limits)

A) Local trips require the approval of the Principal or designate, as well as the Occupational Health and Safety Officer (OHS Officer) if the activity risk is medium (yellow) and the OHS Officer and Superintendent if the activity risk is higher care (orange). Approval is subject to the conditions identified in 720 AP 001 as well as what follows:

1. A designated teacher-leader is responsible for the organization of the outing, ensuring all requirements are followed;
2. The teacher-leader will submit the online application for the activity providing the following details;
   2.1 A name/description of the event along with the start and end date of the trip and the departure and return time;

2.2 The Physical Education, Athletic requirement or Alberta curricular focus that the event is linked to. If it is curricular focused, what outcomes are being addressed that cannot be accomplished in the regular school setting.

2.3 Indicate how many instructional days students will be missing, if applicable;

2.4 Identify the minimum required supervision ratio per the School Physical Activity Chart, and the grade level(s), class(es), team(s) or club(s) with a total number of students participating. **Employees of the off-site facility or program are not to be included when determining supervision ratio;**

2.5 Share the orientation plan for supervisors and what their expected responsibilities will be. The teacher-leader will identify who the supervisors are, whether they are staff or not, and whether they have first aid certification, including what level of first aid, if applicable;

2.5.1 Ensure adequate teacher and adult supervision, as per the School Physical Activity Chart (722 E 001) and Health & Education Resource for Safety (SPHEReS). In the case of disagreement between the two documents, the higher standard will apply;

2.5.2 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);

2.5.3 For any non-staff supervisors, ensure that they have completed and been approved to volunteer with 720 E 007: 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.

2.6 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 722 E 001;

2.6.1 If the activity includes swimming 720 E 005 Swimming Ability Form must be completed.

2.7 Transportation arrangements: see section below;

2.8 Financial requirements;

2.8.1 Consideration of the diversity of the student population should be made to ensure the activity is both accessible and inclusive; and that participation is not limited by a parent's financial limitations;

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

2.10 Upload completed risk assessment

3. Items or information required for the Off-site Activity
   - 3.1 First Aid Kit;
   - 3.2 Telephone or other reliable means of communication;
   - 3.3 Emergency phone numbers for location (school contact person, ambulance, hospital);
   - 3.4 Emergency contact numbers and information for all participants;
   - 3.5 Suitable means of transportation in the event of emergency;
   - 3.6 Supervision plans for emergency situations.

Parental Consent

1. Parents or guardians of students must be informed of and consent to all off-site activities.
   - 1.1 Information: Information may be provided in writing or by confirmed digital communication methods regarding details such as (but not limited to) the date and time of the activity, destination, transportation arrangements, program description, itinerary, supervisory arrangements, known potential risks of the activity, cost to student and school contact information.
   - 1.2 Informed Consent: Consent for Off-Site Activities (720 E 001) may be provided in writing or by confirmed digital communication and must be returned to the school prior to the off-site activity taking place. This includes low risk (green) educational activities within walking distance of the school grounds, such as nature walks, cross-country running, Terry Fox run, etc.
     - 1.2.1 When the activity includes swimming, 720 E 005 ability form must be used. If a higher care (orange) activity is approved, a 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.
2. For repetitive curricular activities such as physical education classes, a single signed Consent for Recurring Curricular Off-Site Activities (720 E 002) is sufficient for each unit/type of similar activity so long as it includes a schedule of dates and times, locations, service providers, known risks and transportation arrangements.
3. The Principal will determine if a parent meeting needs to be held to provide additional information about a specific off-site activity and will arrange one if needed. Teacher-leaders will attend and maintain a record of the meetings, names of participating parents and meeting agendas/minutes. The school may want to record the meeting to share with parents who could not attend.

Transportation

1. Where transportation is necessary for an off-site activity, 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
   - 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 012);
     b) Authorize the use of privately-owned vehicles with a minimum of $1,000,000.00 liability insurance provided that:
        - A teacher, parent/guardian or other 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 permission is provided for all students being transported by private vehicles.

Extracurricular Trips

A) All extracurricular sports and club trips must be approved by the principal using the online Extracurricular Off-Site Activities Form. This is limited to regularly scheduled activities, such as league play, exhibition games, and single day league or zone playoffs. For our high school athletics and junior football teams, regular league play includes schools that fall outside the 50 km local definition. An exception, allowing schools to use the extracurricular off-site activities forms will be made, only for day trips for league play. Principals are responsible for ensuring that proper supervision and safety plans are in place for the league travel outside of the typical local definition. The teacher-leader/coach will need to complete the online request providing the following information:
   1. Supervisor information;
   2. Activity, grade levels involved and estimated number of student participants;
   3. Date, location and type of each event;
   4. Transportation Information.

B) Trips are subject to the following conditions:
   1. Health Certification and Consent Form (720 E 004) is completed.

2. For extracurricular off-site activities, a one-time consent form for the season of play can be completed; however, parents must be informed of exact dates and locations as details become available throughout the season.

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