



Category: Education	Responsible Owner: Academic Board	Effective Date: February 2023
Policy Number: 2.15	Approval Body: Board of Governors	Policy Name: Field Trip Policy and Procedure

A. POLICY:

PURPOSE/COMMITMENT:

Effective learning experiences often result from first-hand observation of, or participation in, events or activities that occur away from the College. Given the value of this experiential learning, the purpose of this policy is to establish clear guidelines to ensure that field trips are selected, planned, organized, and conducted in a fashion that ensures:

- Clear benefit to students;
- Safety and security of all participants;
- Risk assessment and management of off-site activities;
- Protection of students, staff, volunteers, and Columbia College.

SCOPE: The policy applies to all instructors, staff, and students undertaking a College-approved field trip

WHEN TO USE THE POLICY: This policy will be used as a guideline in planning and undertaking of any field trips.

DEFINITIONS:

Responsible Owner:

Academic Board

Category:

2.0 Education

B. PROCEDURES:

The Academic Board (UT) or Head of High School (High School) must ensure that all school field trips are appropriately planned, authorized, organized, and supervised. Field Trips may be approved only after giving due consideration to factors identified in this policy and accompanying administrative procedures.

General Guidelines for Organizing Field Trips

- The safety, security, supervision, and well-being of students must be the prime consideration when planning a trip;
- Arrangements must be made for students not participating in the trip;
- Emergency Planning, including first-aid arrangements, and an Emergency Communication and Return Plan;

- At least one supervising adult will have a cellular phone or another radio communication device available for emergency use;
- A copy of each student's medical form must be available to staff on multiple-day field trips in case of medical emergencies.
- Field trip planning and logistics should accommodate students with disabilities. Students must be accommodated to the point of undue hardship.

Approval

All field trips must be approved by the Academic Board (UT) or Head of High School the first time they are proposed. Recurring field trips may be approved by the Dean or Head of High School as part of the course outline submission process.

When asking for approval of a planned field trip, the instructor must provide the following:

- Detailed written description of the field trip;
- A clear explanation of what course learning outcomes the field trip will address and how participation in the field trip will contribute to students' mastery of those outcomes.
- Details of how students who are not participating in the field trip can make up this component should be included;
- Measures taken to ensure that all course students can participate in the field trip (e.g., measures to accommodate students with disabilities or medical conditions);
- Transportation information;
- Detailed and full accounting of costs.

All field trip documents related to the approval, planning, communication, and written informed consent shall be retained on file in a central location by the Vice Principal Academic.

The Dean or Head of High School shall notify the Principal in advance of any planned multiple-day field trips.

Field Trip Costs

Expenditure for the field trip needs to be reported; this statement should include the number of students attending, the cost paid by the College, and any reimbursement to the teacher that might be required. This reconciliation should be submitted to the Dean or Head of High School for approval.

Mandatory Field Trips

Student attendance on approved field trips may be mandatory or optional, at the discretion of the instructor.

Mandatory field trips must be listed in the course outline, along with any required payment from students, and whether the field trip will occur during class time or outside of class time. Mandatory field trips outside of class time are considered course hours, and therefore an equivalent number of classroom hours may be cancelled in lieu, to a maximum of two classroom hours per week. Under no circumstances should classes be cancelled in lieu of optional field trips.

For High School field trips, students not attending a field trip should have an alternate activity assigned.

Instructor Consent

- In instances where a field trip conflicts with a student's other classes, permission must be obtained from other instructors: For UT students, the student must advise and obtain the permission of the instructor whose class they will miss by attending the field trip. This should happen within the first two weeks of class but if a student joins a class late, they are still responsible for seeking permission from their instructors.
- For High School students, the instructor planning the field trip must obtain the permission of their students' other instructors to remove them from class. This should be completed within the first two weeks of class.

Informed Consent (High School Field Trips only)

The written informed consent of parents/guardians/custodians is required for participation of students under the age of 19 in all field trips.

A full description of the field trip must be provided to parents/guardians/custodians in writing and must address:

- How the field trip is an integral part of or supplements the educational program;
- Itinerary consisting of date(s), departure and return times and schedule of planned activities;
- Description of inherent risks and potential consequences (if any);
- Expectations of student behavior, and any pertinent rules and regulations;
- Transportation and accommodation arrangements;
- If the field trip is optional, notice that arrangements will be made for students who are not participating

A written informed consent form for the field trip must be obtained with a parent/guardian signature. The student agrees to act in a safe and responsible manner according to Columbia College's Student Classroom Conduct policy.

Pre-Field Trip Requirements

Prior to a field trip taking place, the instructor should inform their Dean (UT) or the Head of High School (High School) of the date, time, and location of the field trip. The Dean or Head of High School should forward this information to the Vice Principal Academic to ensure that Administration are aware in case of an emergency situation.

A student roster with home and emergency contact information, along with the written informed consent signed by parent/guardian (if required), should be carried by the instructor during the field trip, and a copy left with the Dean (UT) or the Head of High School (High School). Original forms should be turned over to the Dean or the Head of High School at the end of the field trip.

Transportation

Unless the field trip is within walking distance of the College, transportation must be arranged. The use of public transportation is encouraged when and where feasible. Other modes of transport may also be arranged provided they are safe and reputable. Instructors should not use their personal vehicles to transport students.

Supervision

Conscientious supervision of students is mandatory during all field trips. The Dean or Head of High School must ensure that suitably qualified employees and approved volunteers are selected for supervisory responsibilities and should be notified of any volunteer supervisors at least one week prior to the field trip. A student to supervisor ratio of 15:1 must be maintained, unless the trip takes place in a facility that provides supervisory staff.

The Academic Board or Head of High School must be satisfied that the teacher(s) and other supervisors will provide adequate supervision and follow recognized safety procedures for the planned activities to mitigate potential risks and address the safety of students and supervisors. Either the Principal, or a designated administrator (Vice Principal Academic or Vice Principal Operations), will be accessible to and/or available at the school, if necessary, to attend to emergencies that arise during field trips.

Any supervisor who is not a College employee must have a valid Criminal Record Check (CRC) prior to embarking on the field trip.

All overnight excursions must have at least one (1) teacher and one (1) adult supervisor. All overnight co-educational excursions require the supervision of both male and female adult supervisors.

Emergencies:

Prior to leaving on a field trip, the teacher should provide either Main Campus Administration or North Campus Administration with a student roster.

In the event of an emergency, the teacher or a supervisor will notify their Dean or the Head of High School, as well as the Principal (or Vice Principal Academic/Vice Principal Operations), as soon as possible. For High School field trips, the Ministry of Education and Child Care should also be notified, particularly if an emergency is likely to attract media attention.

Columbia College instructors, staff, or chaperones should not speak with any media; media enquiries should be directed to the Principal.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

n/a

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

n/a

REFERENCE TO BYLAWS:

n/a

RELATED ACTS AND REGULATIONS:

n/a

RELATED POLICIES:

2.8 Student Classroom Code of Conduct Policy and Procedure

APPROVALS:

IF APPLICABLE:

Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	Date:

APPROVAL FOR ALL POLICIES:

Responsible Owner:	Date:
Principal or Designate:	Date:
Chair, Board of Governors:	Date:

Proposed Review Date: February 2028	Dates(s) revised:	Replaces Policy Number:
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