

Educational Excursions Procedure

RATIONALE:

Hamilton-Wentworth District School Board (HWDSB) is committed to ensuring a quality education for students which includes the opportunity to participate in educational excursions.

TERMINOLOGY:

Educational Excursion: An educational excursion is any approved and supervised activity or program, off school premises. The Educational Excursion Policy describes an educational excursion as “an educational learning experience for students that takes place outside their school campus, designed to enhance and enrich the overall educational experience, and linked to the curriculum and/or HWDSB strategic directions. Educational excursions provide the opportunity to explore the local community and culture, and beyond. **Educational excursions should support opportunities for students to achieve their potential.** Educational excursions represent but are not limited to live theatre, live music, art galleries, museums, historical sites, cultural events, healthy active living activities, environmental excursions and educational films and documentaries related to the Ontario Curriculum. The terms field excursion, student/school excursion and excursion are deemed to be synonymous with the term educational excursion.”

At-Risk Students: The Chairs of the Expert Panels on Students at Risk in *Building Pathways to Success: The Report of the Program Pathways for Students at Risk Work Group*, Toronto, 2003 defined At-Risk students as:

- Elementary students who are performing at level 1, or below grade expectations;
- Secondary students who would have studied at the Modified or Basic level in the previous curriculum;
- Secondary students who are performing significantly below the provincial standard, earning marks in the 50s and low 60s and who do not have the foundations to be successful in the new curriculum;
- Students who are disengaged, with very poor attendance;

Health Information: Personal Health Information is defined in the *Personal Health Information Protection Act 2004* and includes, but is not limited to, information relative to the physical and mental health of the individual.

Inappropriate Behaviour: Behaviour which is precluded under codes of conduct or generally, and include without limitation, the consumption of alcohol, non-prescription drugs/narcotics, smoking, inappropriate language/swearing, etc.

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Service Provider: Refers to any venue providing any element of the activities included in the excursion process. Service providers may include transportation services, providers of admission to the venue, and non-board employees acting as facilitators/instructors. Tour companies providing comprehensive excursion related services would also fit this definition.

Student Support Fund: This program, supported through the HWDSB Foundation, provides for the basic needs for at risk students to help alleviate the challenges and stresses surrounding the issues of financial disparity, thereby improving their potential educational outcomes. This can include excursions that include a cost.

Teacher in Charge: One or more teachers may be designated as the teacher in charge. Teacher in charge may also refer to an Educational Assistant, Early Childhood Educator, Coach or School Principal/Vice-Principal. The teacher in charge may or may not be the homeroom teacher of the students attending the excursion. The teacher in charge will be the teacher responsible for coordinating all aspects of the excursion including completion of the *HWDSB Planning Checklist for Educational Excursions and Athletics*. There is no additional remuneration for the teacher in charge.

Volunteer: An individual who agrees to undertake, without pay or other remuneration, a designated task that supports a student, a classroom, a school, or an HWDSB system initiative. Volunteers in the context of Educational Excursions may include supervisors, drivers, participants, or a combination thereof. The use of volunteers is governed under HWDSB's *Volunteer Policy and Procedure*.

PROCEDURES:

1.0 Educational Excursion Planning

- 1.1 All activities off school premises that are promoted or organized, must be approved by the principal as part of the school program. Activities that are not approved shall not be in any way promoted or organized during school hours or associated whatsoever with the school or Board.
- 1.2 Educational excursions should be appropriate, constructive in nature and must be planned to meet student learning expectations.
- 1.3 Educational excursions must be compatible with the age and learning development of the students.
- 1.4 Schools are encouraged to create opportunities for students to experience the richness and diversity of their local community and culture.

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- 1.5 Planning for educational excursions should ensure accessibility to all students, regardless of race, religion, socio-economic status, gender, sexual orientation or (dis)ability.
- 1.6 The *School Code of Conduct* and *Student Code of Conduct on School Related Vehicles*, is applicable to educational excursions. On rare occasions, students may be denied participation on an educational excursion if the student has continuously demonstrated a pattern of behavior in violation of the *Codes of Conduct* at school or school related events, prior to the excursion. Principals should discuss their concerns and review options with the parent/guardian and discuss the rationale for their recommended decision with the Superintendent of Student Achievement prior to the excursion. Where a student is denied participation on an educational excursion, teachers must provide the student with an in-school opportunity to meet the learning expectations of the excursion.
- 1.7 A change in locale involves risks and responsibilities beyond those encountered in the classroom. Planning must extend beyond the usual lesson preparation to include pre-excursion instruction, effective preparatory communications with parent/guardian(s), the supervision and safety of the students during the excursion, and appropriate evaluation, assessment, and/or follow-up activities.

Excursion planners and the school principal must thoroughly review and complete the “*HWDSB Planning Checklist for Educational Excursions and Athletics*” to ensure all risks have been anticipated and mitigated. If a principal cannot answer affirmatively to the items on the “*HWDSB Planning Checklist for Educational Excursions and Athletics*”, s/he must consult with their Superintendent of Student Achievement for approval.

The completed “*HWDSB Planning Checklist for Educational Excursions and Athletics*” must be kept on file at the school for the current school year, plus one additional year.

- 1.8 In order to minimize the inherent element of risk of educational excursions, *The Physical Education: Ontario Safety Guidelines, Elementary Curricular Guidelines, and Interschool Athletic Guidelines*, and *Physical Education: Ontario Safety Guidelines, Secondary Curricular Guidelines, and Interschool Athletic Guidelines* are to be used. Current guidelines must be used. These guidelines are referred to as *SAFETY Guidelines* in the rest of the policy.

Principals and teachers in charge must also refer to *Administrative Memo SO#39* along with *Appendix One - Activities Not Approved* and *Appendix Two - OPHEA Guidelines – High Risk Activities*.

- 1.9 A pre-excursion meeting with parents/guardians must be part of the planning for all out-of-province and out-of-country excursions, and for high-risk excursions and activities.

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2.0 Responsibilities

2.1 Principals/Vice-Principals:

For the purposes of this section, the role of the principal must be delegated to the vice-principal.

- 2.1.1 Before approving any excursion, principals/vice-principals must ensure that all planning, preparation, proposed bookings, supervision and notifications, including those of inherent risk, have been organized by the teacher in accordance with the Board approved *Educational Excursions Policy and Policy Directive*. The “*HWDSB Planning Checklist for Educational Excursions and Athletics*” must be thoroughly reviewed and signed off by the principal.

If a principal cannot answer affirmatively to the items on the “*HWDSB Planning Checklist for Educational Excursions and Athletics*”, s/he must consult with their Superintendent of Student Achievement for approval.

- 2.1.2 Principals and teachers in charge must also refer to *Admin Memo SO#39* along with the *Appendix One - Activities Not Approved* and *Appendix Two - OPHEA Guidelines – High Risk Activities*.

- 2.1.3 It is expected that schools fully inform parents/guardians of the transportation, activities and supervision, as well as the cost breakdown, before seeking parent approval. Online forms are available where excursions are considered. For higher risk excursions (such as overnight excursions), it is expected that schools will host a pre-excursion information session that also outlines the contact information, itinerary and emergency plan of the excursion. Schools are expected to remain in touch by cellphone with supervisors of a high risk excursion.

2.2 Teachers:

- 2.2.1 When planning an excursion, teachers are required to follow the Board approved *Educational Excursions Policy and Policy Directive*.

- 2.2.2 Principals and teachers in charge must complete the “*HWDSB Planning Checklist for Educational Excursions and Athletics*” to ensure all necessary arrangements are made. They must also refer to *Admin Memo SO#39* along with the *Appendix One- Activities Not Approved* and *Appendix Two - OPHEA Guidelines – High Risk Activities*.

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2.2.3 Planning should include accounting for all excursion costs and expenditures. The *HWDSB Excursion Costing Summary* is available online to assist teachers in planning the total cost and amounts to be collected from each student.

2.2.4 Teachers are required to inform students and volunteers of all expectations in participating in the excursion and to ensure parents are informed of all details of the excursion, including inherent risk where applicable. The *Parent/Guardian Consent Form* is available online to assist in communicating the risks to parents.

2.2.5 The teacher shall consult with the principal and the parents of students who are medically fragile, at risk, or require special assistance in their daily learning program, in order to determine the participation of the student on an educational excursion. An emergency plan needs to be in place for all students, as well as individual plans necessary for specific students.

2.2.6 For the duration of the excursion, the teacher will have access to student information, contact, medical and any other vital information. In advance of the excursion, the teacher and school administration will review a communication strategy should there be an emergency.

2.2.7 Excursions of higher risk should include constant communication between the trip organizer and the school throughout the duration of the excursion.

Teachers are expected to consult with the principal should any unexpected incidents occur during the excursion.

2.2.8 Teachers are asked to be models for the students and the board and refrain from smoking and substance use (e.g.: alcohol, illegal drugs) during the excursion.

2.3 Students:

2.3.1 Students are expected to adhere to educational excursion expectations, the *School Code of Conduct* and *Student Code of Conduct on School Related Vehicles*.

2.3.2 Students are accountable to the teacher and the principal for their actions.

2.3.3 Students are required to be prepared for the educational excursion with the appropriate clothing, equipment and supplies.

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2.3.4 Students are required to follow the directions of all personnel involved with the excursion.

2.3.5 **Students 18 or over** are responsible for extended medical insurance for educational excursions that occur out of province or out of country.

2.4 Parents/Guardians:

2.4.1 Parents/guardians who give permission for their child to participate on an educational excursion are expected to be informed of the details of the excursion and to review them with their child. The *Parent/Guardian Information Letter* template is available online to assist schools in communicating the details of the excursion to parents.

2.4.2 When giving permission, parents/guardians are required to ensure the school's records are updated with any medical conditions of the child and to provide current emergency information and contacts.

2.4.3 Parents/guardians will consult with the teacher and the principal in order to determine the participation of a child who is medically fragile, at risk, or requires special assistance in his/her daily learning program.

2.4.4 Parents/guardians are asked to support the *School Code of Conduct* and *Student Code of Conduct on School Related Vehicles* by reinforcing these expectations with their child and being prepared to assist the school in returning their child from the educational excursion in the event of an emergency or a breach of the *School Code of Conduct* by their child prior to the completion of the excursion. Arrangements and costs incurred shall be the responsibility of the parent/guardian.

2.4.5 On the day of the educational excursion, in the event of illness, parents are asked to advise the school, in order that the excursion departure not be delayed.

2.5 Volunteers:

2.5.1 Volunteers must be identified by the teacher in charge and approved by the principal. They will have fulfilled the volunteer screening processes outlined in Board *Volunteer Policy and Policy Directive 2.11* and a demonstration of sound judgement.

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The main purpose of a volunteer is to assist with the smooth operation of the excursion. All volunteers must be known to the principal and demonstrate the following characteristics as outlined in the “*HWDSB Planning Checklist for Educational Excursions and Athletics*”

- Maturity
- Rapport with students
- Communicate in common language
- Maintain confidentiality
- Ability to maintain vigilance and awareness of potential hazards
- Ability to act independently and support any student in need of assistance
- Reliable and good attendance
- Participate independently. No dependents/pets permitted

2.5.2 Volunteers are expected to know the details of the educational excursion and their specific duties.

2.5.3 Volunteers are expected to support the *School Code of Conduct* and *Student Code of Conduct on School Related Vehicles*, and report any inappropriate student conduct to the teacher.

2.5.4 Volunteers are expected to adhere to the excursion schedule and dress appropriately for the purpose of the educational excursion.

2.5.5 Volunteers are expected to refrain from smoking and substance use (e.g.: alcohol, illegal drugs) during the excursion.

2.5.6 On the day of the educational excursion, in the event of illness, volunteers are asked to advise the school, in order that the excursion departure not be delayed.

2.5.7 Volunteers who are not employees of the Board must maintain confidentiality of any health information or other student information of which may come into their possession in their volunteer capacity.

2.6 Superintendents:

2.6.1 Superintendents are responsible for ensuring that educational excursions are planned in accordance with Board policy.

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2.6.2 Before approving out of province, out of country and high-risk educational excursions, the superintendent must ensure that the *“HWDSB Planning Checklist for Educational Excursions and Athletics”* has been completed and that all risks have been considered and mitigated.

2.6.3 Under no circumstances will superintendents give approval for any educational excursion that involves activities listed in the Appendices to *Admin Memo S0#39: Appendix One - Activities Not Approved* and *Appendix Two - OPHEA Guidelines – High Risk Activities – Activities not Appropriate in Elementary Level*.

2.7 Insurance and Risk Management:

2.7.1 The administration of insurance matters is managed through Insurance and Risk Management. Insurance and Risk Management provides support to the school principal regarding risk management and the assessment of school excursion activities. Insurance and Risk Management is the liaison and resource between Board staff and the insurer, in regard to liability issues. Insurance and Risk Management prepares and issues an annual list of approved carriers each fall.

2.7.2 HWDSB will establish a Risk Management Advisory Committee that will be responsible for periodically reviewing practices related to educational excursions and making suggestions to Executive Council that will reduce risk and maximize educational benefits.

3.0 Educational Excursion Costs

3.1 Educational excursion costs are expected to be affordable to students and approved by the principal. Costs for educational excursions, including fundraising, will be reviewed annually with input from the School Council.

3.2 A plan for accounting for educational excursion costs and expenditures, including a plan for use of any residual funds, should be developed as part of monitoring, and should be approved by the principal and shared with the parents/guardians. Teachers are asked to prepare the *HWDSB Excursion Costing Summary* and make this available for the principal to review. In the event of an insurance claim, a complete account of funds is required.

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- 3.3 Cancellation insurance must be made available through the tour provider for all overnight excursions. Any costs associated with the purchase of cancellation insurance would become part of the cost of the educational excursion which is paid for by the student/parent/guardian. An exception to this requirement can be made for hotels and other travel arrangements where the provider clearly states in the contract that the booking may be cancelled at any time (up to a reasonable notice period), without penalty or loss of deposit.
- 3.4 Any supply teacher costs incurred to accommodate for educational excursions will be charged to the school budget.

4.0 Application and Approval Process:

Approval is required in accordance with the category of educational excursion being planned. Teachers must complete the *"HWDSB Planning Checklist for Educational Excursions and Athletics"* for approval within the timelines outlined below.

Exceptions to the timelines below will only be permitted in cases where a team/club is participating in a competition and their participation in the competition is based on a preceding event, of which the outcome was unknown in advance, in order to meet the prescribed timelines.

The chart that follows outlines approval requirements.

All Excursions within Ontario (where all items on Checklist are confirmed in agreement)	All Excursions outside of Ontario and/or include elements that are not confirmed as in agreement on the Checklist
Approval Lead Time: Two weeks	Approval Lead Time: Three months within Canada Six months outside of Canada
Teacher submits to the principal for approval	Teacher submits to the principal for approval, who will then forward to the Superintendent of Student Achievement for approval.
<i>Retain a signed copy of all applications and forms in the school office for spot-checking and insurance purposes.</i>	

4.1 Repetitive Visits and/or Spontaneous Neighbourhood Excursions

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- 4.1.1 Where permission is required for more than one visit by the same student(s) to the same destination for similar activities, or within the neighbourhood for physical education or spontaneous activities, the teacher in charge is expected to complete the *Multiple Excursions Schedule* for approval, and upon approval to indicate:
- i. the destination
 - ii. a brief description of the activities
 - iii. method of transportation being used
 - iv. a schedule of the proposed dates (repetitive) of the visits.

Parents are asked to indicate their consent on the *Multiple Excursions Schedule* for the activities listed and return the schedule to the school including their signature. Parents/guardians are not required to consent to all of the activities listed in order to have their child participate in the activities for which they have given consent.

4.2 Physical Education and Athletics

- 4.2.1 Where educational excursions are part of the Physical/Health Education Program, teachers are to follow requirements outlined in: *Physical Education Ontario Safety Guidelines Elementary Curricular Guidelines*, and *Physical Education Ontario Safety Guidelines Secondary Curricular Guidelines*. The appropriate permission form for participating in physical activity and the current medical information form must also be in the school's records.

4.3 Extra-Curricular Activities

- 4.3.1 Where educational excursions are part of the Athletic Program, teachers are to follow requirements outlined in: *Physical Education Ontario Safety Guidelines Elementary Interschool Athletics Guidelines*, and *Physical Education Ontario Safety Guidelines Secondary Interschool Athletics Guidelines*. For extra-curricular athletic activities sanctioned by the board, the appropriate *Student Athlete Information Package* must be completed. A permission form for participating in physical activity and the current medical information must also be in the school's records.

4.4 Activities That Will Not Get Approval

- 4.4.1 Any activity off school premises, or travel tour which is not approved by the principal as part of the school program, shall not be promoted or organized during school hours or in association whatsoever with the school or Board.

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4.4.2 Approval will not be given for any educational excursion that involves activities listed in the Appendices to *Admin Memo S0#39: Appendix One - Activities Not Approved* and *Appendix Two - OPHEA Guidelines – High Risk Activities – Activities not Appropriate in Elementary Level*.

5.0 Supervision

5.1 Ratio of Supervisors to Students:

5.1.1 An adequate number of supervisors must be provided to cover eventualities such as accidents, discipline problems, health concerns, and late arrivals (missed deadlines).

5.1.2 Alternative arrangements must be made with the parent/guardian should it be necessary to return a student to the school/home prior to the completion of the excursion. No student shall be sent home unaccompanied by an excursion supervisor. Arrangements and costs incurred shall be the responsibility of the parent/guardian.

The following minimum adult-to-student ratios are required:

Elementary	JK, SK	1:5
	Grades 1-3	1:8
	Grades 4-6	1:10
	Grades 7-8	1:13
Secondary	Grades 9-12	1:15

If the activity involves higher inherent risk, Supervision Ratios must be in accordance with the *SAFETY Guidelines*.

5.2 Supervision of Overnight Educational Excursions:

5.2.1 Included in the ratio for all overnight excursions, must be an adequate number of male and female supervisors.

Supervisors must be provided, to cover eventualities such as accidents, discipline problems, health concerns, and late arrivals (missed deadlines).

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5.2.2 Alternative arrangements must be made with the parent/guardian should it be necessary to return a student to the school/home prior to the completion of the excursion. Arrangements and costs incurred shall be the responsibility of the parent/guardian.

5.3 Qualifications of Teachers in Charge

5.3.1 It is required that at least one certified teacher, employed by HWDSB, be assigned to supervise each educational excursion. Non-teacher volunteer coaches must be under the supervision of a certified teacher, vice-principal or principal, employed by HWDSB. The Superintendent of Student Achievement must approve any exception in conjunction with the principal. Volunteer supervisors and/or non-teacher volunteer coaches are to be approved by the school principal as per the board's *Volunteer Policy and Directive 2.11*.

5.3.2 Some activities require supervisors to hold specific certification in order to supervise the activity. This is especially significant for higher inherent risk activities such as camping, swimming, canoeing, rock climbing. For complete certification requirements, refer to: *Physical Education: Ontario Safety Guidelines, Elementary Curricular Guidelines, and Interschool Athletic Guidelines* and *Physical Education: Ontario Safety Guidelines, Secondary Curricular Guidelines, and Interschool Athletic Guidelines*.

6.0 Parent Information and Consent

6.1 Information and Permission

6.1.1 Parents/guardians are to be notified of all educational excursions. Once approval for the excursion is received from the principal, the teacher is to complete the following Educational Excursion documents: *Parent/Guardian Information Letter* and *Parent/Guardian Consent Form* and forward to the parent/guardian of the student for information and consent. Templates of both are available on myHWDSB.

6.1.2 Students under the age of 18 shall not participate in an excursion without delivering a signed *Parent/Guardian Consent Form* or online consent (where permitted).

6.2 Emergency/Health Information

6.2.1 In the *Parent/Guardian Information Letter*, parents/guardians are requested to update the school immediately if there are any changes to:

- Parents/guardians and home address/phone numbers
- Emergency contact names/phone numbers
- Medical/health concerns

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- 6.2.2 Teachers will obtain the *Student Emergency Medical/Contact Information* form off the PowerSchool student information system and bring this along on the excursion, or have this information accessible on a secure electronic device. Information on this form is based on details provided on the *Student Information Verification* form which is sent home and returned with any necessary changes at the start of the school year.

For overnight excursions, or where the PowerSchool forms are not practical to use, it is suggested that a copy of the *Student Emergency Medical/Contact Information* form is sent home in the information package to parents/guardians so that they can review this information and advise of any changes.

- 6.2.3 Staff will not administer medicine on excursions. The student must be able to self-administer any medications. Staff may follow the board's *Anaphylaxis Directive* under the *Medical/Health Supports Policy* should they have reason to believe a pupil is experiencing an anaphylactic reaction without preauthorization to do so.

6.3 Informed Consent Information

- 6.3.1 For all educational excursions, the *Parent/Guardian Consent Form* must be completed by the teacher in charge/principal and forwarded to the parent/guardian for completion and returned to the school.

7.0 Transportation

7.1 Busing

- 7.1.1 Bus carriers should be selected from the list of pre-approved carriers for HWDSB, in accordance with the *Board Transportation Policy*. Approved carriers can be obtained through the Purchasing Services Department or in [myHWDSB](#).

Where more than one bus will be used to transport participants, the following conditions will apply:

- a) The teacher in charge of each bus will have a list of the students assigned to the bus.
- b) The school office will be provided with a copy of each bus list.
- c) Students must travel on the bus to which they have been assigned.

7.2 Tour Companies

- 7.2.1 Tour companies who arrange their own carriers for educational excursions are required to provide the following:

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- a) Proof of general liability insurance for no less than two million dollars per occurrence.
- b) Proof of fleet auto insurance in the amount not less than eight million covering passenger and road hazard.
- c) Proof of an in-date Commercial Vehicle Operating Licence.

7.3 Volunteer Drivers using Private Vehicles or another Licensed Automobile

- 7.3.1 Volunteer drivers are any persons authorized by the principal, who have agreed to transport students while driving their own or another licensed automobile that meets the requirements of the Board outlined on the *Educational Excursion Volunteer Driver Form*. Volunteer drivers must hold a minimum of a valid Ontario Class G License. The driver/owner must complete the *Educational Excursion Volunteer Driver Form* and submit it to the teacher for principal approval.

Please note that volunteer drivers are not covered under the Boards Fleet Automobile Insurance. In the event of an incident, Volunteer Drivers are required to contact their own insurance provider to seek coverage.

- 7.3.2 Volunteer drivers may be used exclusively for the transport of students, or may be used in a capacity of both a driver and a volunteer supervisor.

7.4 Volunteer Drivers (Educational Staff) using Rental Vehicles

- 7.4.1 Where vehicles are being rented by educational staff for Board-sponsored educational excursions, the full insurance coverage offered by the rental company is to be purchased (Public Liability, Collision and Comprehension). The driver must provide proof of a license required to operate the specific vehicle rented.

7.5 Student Volunteer Drivers using Private Vehicles (*not recommended*)

- 7.5.1 If the volunteer driver is a registered student in the school, is 18 years of age, holds a valid Ontario Class G License and the Board required insurance amount, the driver must complete the *Educational Excursion: Volunteer Driver* form and submit it to the teacher for principal approval.

For the purposes of this section, it is not acceptable for a driver to have a G1, G2 or M class license.

Please note that volunteer drivers are not covered under the Boards Fleet Automobile Insurance. In the event of an incident, Volunteer Drivers are required to contact their own insurance provider to seek coverage.

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7.6 Student Driver using Private Vehicle to Drive Self (*not recommended*)

- 7.6.1 Student drivers using a private vehicle to drive themselves must hold a valid Ontario Class G or G2 License. Student Drivers using private vehicles to drive themselves must be identified on the *Identification for Transportation by Private Vehicle Form* and on the *Information to Parent/Guardian* and *Permission for Educational Excursion* forms.

For the purposes of this section, it is not acceptable for a driver to have a G1 or M class license.

Please note that volunteer drivers are not covered under the Boards Fleet Automobile Insurance. In the event of an incident, Volunteer Drivers are required to contact their own insurance provider to seek coverage.

7.7 Student Identification for Transport

- 7.7.1 Approved Carrier: Complete *Student Identification for Transportation by Approved Carrier*.

- a) The list must remain with the supervisor in charge of each student group and in the possession of the teacher in charge of the excursion.
- b) A duplicate list is to be kept in the school office in the event that parent notification becomes necessary.
- c) Students must travel on the bus to which they have been assigned.

- 7.7.2 Private Vehicle: Complete *Student Identification for Transportation by Private Vehicle*.

- a) The list must remain with the driver of each vehicle and a master in the possession of the teacher in charge of the excursion.
- b) A duplicate master list is to be kept in the school office in the event that parent notification becomes necessary.
- c) Students must travel in the vehicle to which they have been assigned.

- 7.7.3 At the conclusion of the educational excursion, the lists shall be collected and disposed of by school staff in accordance with confidential information procedures.

7.8 Transportation of Excursion Related Equipment and Supplies

- 7.8.1 The transportation of excursion related equipment and supplies shall be done in accordance with the safety requirements of the approved carrier. The *SAFETY Guideline* or *Educational Excursions Resource Binder* should be referenced when planning to transport equipment.

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- 7.8.2 The teacher in charge will be responsible for tracking all board-owned equipment and supplies and for ensuring all items are returned to the school upon completion of the excursion.

8.0 Requirements of Program Service Providers

- 8.1 When purchasing services for specific programs from facilities, the requestor is to acquire proof of general liability insurance for no less than two million dollars. Please refer to *Admin Memo SO#39 Appendix Four - Confirmation of Insurance Requirements* for guidance on when a Certificate of Insurance must be obtained.
- 8.2 Program Service providers must have certified instructors for higher risk activities that include (canoeing, skiing, rock climbing, etc.). Refer to the *SAFETY Guidelines* for specific requirements for instructors. Where applicable, proof of the Technical Standards & Safety Authority (TSSA) license and certification is required to be provided by the owner/operator.

9.0 Risk Management

- 9.1 Intent: Managing risk may assist in minimizing injuries, ensuring a safe learning environment and reducing the liability exposure of the Board. Planning for educational excursions must include an emergency action plan, access to a first aid kit and cancellation insurance if applicable.
- 9.2 Hamilton-Wentworth District School Board: The Board, its employees and approved volunteers who have been assigned duties by the principal, are insured for liability in the event of a lawsuit alleging negligence while performing such duties for the Board.
- 9.3 Inherent Risk: Accidents can occur and cause injury at any time. However, some educational activity programs, such as water sports, involve increased elements of risk. The chances of an accident occurring can be reduced by carefully following instructions at all times while engaged in this type of activity. When an educational excursion involves an activity that could increase the potential of injury, parents/guardians and students need to be aware of and fully understand the risks involved in these activities. Part of the approval and permission process includes a *Parent/Guardian Consent Form*, outlining the inherent risk and the right of the parent/guardian to refuse their child's participation prior to the parent granting permission.

Due to the inherent risk in some activities, certain excursions and activities are not permitted. All activities which involve a higher level of inherent risk are to be presented to the Superintendent of Student Achievement for approval.

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- 9.4 Student Accident Insurance: HWDSB does NOT provide any accidental death, disability, dismemberment or medical expenses insurance on behalf of students participating in educational excursions. If parents/guardians do not have private insurance coverage, Student Accident Insurance coverage may be purchased, at no cost to the Board, by parents/guardians each September. Coverage is available through Reliable Life at 1-800-463-KIDS (5437) or online at www.insuremykids.com.
- 9.5 Extended Medical Insurance: It is the parent/guardian's responsibility to ensure that their child is covered by insurance appropriate to the educational excursion. It is mandatory for all participants in educational excursions out-of-province or out-of-country to have out-of-province extended medical insurance coverage.

Note: OHIP no longer covers all medical costs incurred outside of Ontario. It is the parent/guardian and student's responsibility to provide comprehensive medical insurance coverage. Written proof of coverage is to be provided to the school principal at least one week prior to the excursion in order to participate in an educational excursion outside of the province or country.

- 9.6 Foreign Exchange Student: Medical coverage is not available through Provincial plans to foreign visitors. As a condition of attending any HWDSB school, Foreign Exchange students must secure their own private medical plans and extent of coverage. The Board makes available the opportunity for any student in full- time attendance to purchase student accident insurance.

In the event of a lawsuit, if an injury occurred, the Board is insured for liability. The responsibility of the Board to the student remains the same whether or not the student has a medical plan.

- 9.7 Accident Forms: Should any accident occur on the excursion, the teacher in charge ensures all accident forms are completed and filed upon return to the school.

10.0 Ongoing Monitoring and Review

- 10.1 Risk Management Advisory Committee: A Risk Management Advisory Committee will be responsible for periodically reviewing practices related to educational excursions and making suggestions to Executive Council that will reduce risk and maximize educational benefits.

- 10.2 Records Retention: All educational excursion documents referred to above including:

- HWDSB Planning Checklist for Educational Excursions and Athletics
- Parent/Guardian Information Letter
- Parent/Guardian Consent Form
- HWDSB Multiple Excursion Schedule

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- HWDSB Excursion Costing Summary

Must be retained in the school's records for the current year, plus one additional year. In addition, all correspondence, plans, schedules, busing/transportation information, etc. related to arrangements made, must also be retained.

10.3 Ongoing Monitoring and Review: The Superintendent of Student Achievement will perform periodic spot checks of the school's educational excursion records to ensure that required documents are being retained and that evidence of sign-off is retained.

10.4 Compliance with Directive: It is the expectation of the HWDSB that all board employees and volunteers comply with this directive. Any violations of this directive may result in disciplinary action.