

FORT LA BOSSE SCHOOL DIVISION

TITLE – OFF-SCHOOL SITE PROGRAMS & ACTIVITIES POLICY - IJOA-R

Approval Date - 10/03/08

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[JICC/JLIA](#)

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Legal Reference - MB YouthSafe Guidelines & Safety Guidelines for Physical Activity in MB Schools re: Aquatics; the Sportsplex Guidelines for Pool Rental; the general rules for Virden Pool.

Last Reviewed - 09/04/12

I. INTRODUCTION

Off-school site program activities must be appropriate to the age and developmental level of students. The activities must be contained within reasonable limits to staff expertise, staff/student time away from school, cost to students, the programming of students who do not participate, and the completion of work by those students who do participate.

The following objectives should be addressed in planning and implementing off-school site programs:

1. To provide educational experiences that compliment the regular curriculum of the school.
2. To provide educational experiences which provide opportunities to all students.
3. To provide educational experiences that are relevant to the curriculum, have educational value, and are not hazardous to students.

The rationale for providing guidelines and procedures is to recognize the increasingly important role of off-school site education in the Division and inform those involved with accepted divisional regulations relating to safety, legal matters, school rules, transportation and communication to parents and the broader community.

There is a greater risk in off-school site activities and outdoor education as compared to a regular classroom setting, but the risk is manageable. By setting standards of behaviour and in fully discussing all safety rules prior to the activities on trips, both students and staff should be able to enjoy a unique educational experience.

The Safety Guidelines for Physical Activity in Manitoba Schools document ([See Departmental Safety Guidelines on the policy page of our website](#)) provides much of the information about specific activities. This Off-School Site Guidelines document was developed in concert and recognition of the safety document. When planning for off-school site programs, teachers will need to refer to both documents.

The guidelines and definitions will apply to off-school site programs and activities organized by schools in the Division.

Definition

Off-School site programs and activities are defined as any planned educational activities that take an individual student or a group of students away from school grounds.

Incorporated within the definition are activities that can be categorized as interscholastic activities, activities in the community, residential camping, wilderness experience, educational or cultural tours and recreational activities. These activities will be general in nature or high risk and, as such will require appropriate procedures to ensure safety of students and preparedness.

II. GENERAL REGULATIONS AND GUIDELINES

A. Proposal

Off-school site programs/field trips must be educationally justifiable and an integral part of the total learning program. The activity should be age appropriate.

A proposal to be submitted for the approval by the school administration must include the following:

1. Rationale for the activity, including curriculum correlations
2. Program outline – including detailed agenda of specific activities, location and route.
3. Student and resource personnel preparedness
4. Personnel and resources necessary
5. Cost
6. Transportation
7. Consideration of safety regulations
8. Emergency Action Plan

B. Authorization

1. Parents or guardians must provide consent before their children may participate in off-school site programs:
 - a) For those programs that begin and end within one school day, parents/guardians will be asked to provide consent for all off-school site programs or activities which will take place during the school year by signing an annual informed consent form that is valid for that entire school year (Form #1)
 - b) Where this does not take place, a parent/guardian must provide a separate consent form for each program or activity. (Form #2) (One consent form will cover an entire activity or sport season.)
 - c) Informed consent (Form #2) must be obtained from parents/guardians when:
 - i. A field trip lasts beyond the regular school hours
 - ii. Students are involved in Interscholastic Activities
 - iii. Activities as stated in C2

In the above special cases the school will explicitly review regulations and consequences, and ensure that both students and parents provide a signed consent to eliminate any misunderstanding.

- d) Teachers **must** fill out Division Transportation form when ever students are transported to or from an Off-Site activity. One week's notice must be given when using a school bus.

2. Up-to-date medical information should be obtained for all students involved. The divisional medical protocol must be followed. E.M.S. locations, facilities and phone numbers should be well documented and staff should be aware of its location. Student health care plans and emergency response plans must be reviewed to ensure that all staff is familiar with relevant medical information.
3. Students must be supervised at all times by a staff member and/or other adults designated as supervisors by the School Administrator
4. For activities not contained within the Safety Guidelines for Physical Activity in Manitoba Schools, permission must be obtained from the School Administrator.

C. Approval

1. All programs not designated as high risk, and are of one day duration, require approval by the school administration, and Form #4 sent to parents/guardian.
2. The following are examples of programs that must initially be approved by the school Administration before submitting Form #3 for Superintendent approval:
 - i. Overnight activities.
 - ii. Travel excursions across Canada/US border or travel beyond 300 kilometres of the Division Office.
 - iii. Residential camps.
 - iv. All wilderness trips.
 - v. High risk recreational activities i.e. aquatic activities, downhill skiing, cycling trips, water skiing, etc.The program application must then be submitted to the Superintendent's Department for approval.
3. Programs that involve out of province travel beyond 300 kilometres from the Division Office will require Board approval where school buses are involved, in addition to all of the previous program approvals outlined.
4. Overnight excursions will require Board approval.

D. Planning

1. For off-site trips such as residential camps and wilderness excursions, the teacher in charge shall be familiar with the site. This can be done in person, by fax, e-mail, through visiting the websites or references.
2. Students must be instructed during a pre-trip briefing that authority may change hands during the activity. Whenever an "expert" is conducting a particular aspect of the program he/she is in charge and must be obeyed and respected. However, school children fall in a category of people who require exceptional protection and therefore responsibility cannot be relinquished through delegation to another party. Good citizenship will be demonstrated at all times by following School Code of Conduct and School Division Policy.
3. The teacher in charge shall be familiar with the rules and regulations established by the off-school site organization and ensure that they are followed including appropriate supervision ratios.

4. When water activities are to be included in the program there must be a qualified life-guard on duty (See Safety Guidelines for Physical Activity in Manitoba Schools).
5. Where a mixed group of boys and girls are participating in an overnight activity, both male and female supervisors will be required. (Refer to B #3)

E. Financing

1. Where applicable, the school may apply for federal, provincial, commercial and private grants or assistance.
2. Fundraising activities should be planned well in advance and follow divisional policies. Parents may be asked to subsidize the off-school site program.
3. Trip supervisors should be prepared to pay unforeseen costs by carrying cash, credit card and/or debit card. (Costs will be covered by Division and then referred back to participating students.)
4. When ever possible the ability to pay should not result in a student's non-participation. the School Administration may use their discretion in finding financial aid for needy students.

F. Supervision of Students

Three levels of supervision include:

- | | | |
|-------------|-----------------------------|---|
| i. | Constant Visual Supervision | - the supervisor is physically present, watching the activity in question. |
| ii. | On-site Supervision | - the supervisor is present but not necessarily constantly viewing one specific activity. |
| iii. | In-the-Area Supervision | - the supervisor is in the "area" while the activity is taking place. |

Students must be supervised, at the appropriate level, by a staff member at all times. A staff Member includes teachers or other adults designated as a supervisor by the principal.

School boards and teachers are required to take reasonable care in ensuring the safety of students in avoiding issues that could reasonably be seen as contributing to injury. They are compelled to act in accordance with the standard established for a careful and responsible parent of a large family. Any such standards take into account:

- The student's age
- Behavioral concerns
- Training requirements
- Nature of activity
- State of pertinent equipment
- Level of Supervision required
- Student and Staff preparedness

When a school embarks on an overnight trip, there must be a teacher from that school accompanying the group. There must also be gender appropriate supervision provided. A school may choose to engage the services of a parent/adult in order to meet the expectations of gender appropriate supervision. Principals will determine requirements for criminal and child abuse registry verification for all other adults accompanying students as per divisional policy.

G. Conduct and Discipline

School discipline policy will be strictly enforced. It is expected that students will conduct themselves appropriately during all aspects of schooling and its environments. The use and possession of drugs or alcohol is strictly prohibited. Consequences relating to these matters are determined by divisional policies and procedures and School Code of Conduct.

H. Transportation

Schools will attempt to utilize divisional transportation whenever possible. The use of private vehicles for transporting students may be necessary. The transportation of students by private vehicle will take place in compliance with the Manitoba Driver Licensing regulations.

In the event that employees, volunteers (i.e. parents) are driving, the following points must be adhered to:

1. Employees and Volunteers – must complete the Volunteer Driver Form (Form #5). The school shall also inform the parents as to how their child is being transported.
2. School Field Trips – In the event of a school based field trip the school shall inform parents/guardians as to how the students will be transported and receive a signed consent form from the parent/guardian (Form #1 and/or #2)
3. Students driving themselves only. In certain circumstances, students may be required to drive themselves to and from an off-site activity. Written permission must be obtained from parents (minor students). No passengers will be in the vehicle.

I. Accidents

1. Every accident that requires medical attention (doctor or nurse) or is deemed serious by a staff member must be reported on the divisional accident report form.
2. At off-site experiences such as residential camps or on canoeing, skiing and backpacking excursions, at least one person known to be qualified in first aid must be on site.
3. In all activities, equipment must be in good repair and safe for use at all times. It is strongly recommended that all equipment be checked before the outing.

Emergency Action Plan

Supervisors will:

Have in their possession Personal Health Care information from the Personal Health Care Plans, and copies of any other pertinent information eg. Emergency Phone Numbers, Emergency Contacts. Information needed is available using the Maplewood Admin. Program.

Know the location of the closest hospital and the fastest route to that hospital.

Have emergency communication such as a cell phone where service is available.

Know who is carrying the First Aid Kits in the group.

Have emergency transportation available at the trailhead and who will drive.

Know what supervisors or students are qualified to assist in an emergency ie. First Aid.

Know which supervisor will be the “Person in Charge”

J. Safety and Liability

The following are examples of activities which are prohibited in the Fort La Bosse School Division:

K-4 Water Slide Parks

K-6 Canoe Trips

Paint Ball

Examples of other Activities where Safety Guidelines should be consulted and adapted to the Situation with Superintendent’s approval Form #3:

Skating -activities adapted to ability level
 -approved game activities
 -must wear a helmet
 -supervision at appropriate level

Grade 7-12 Canoe trips will be considered on a case-by-case basis.

K-4 Aquatic activities.

K. Interscholastic Sports

Interscholastic sports play an important role in the education system. The opportunities in sport may vary from school to school. Competition will generally be of a mass participation, festival type at the early years and progress to a more structured league in the middle years continuing into the senior years.

When organizing interscholastic sporting events the following must be considered in order to ensure the safety of the participants and the supervisors:

1. Informed Consent – Before any practices or competition takes place, each participant must complete and return an Informed Consent form. (Form #2)
2. Transportation – Refer to II. Section H. Transportation
3. Supervision – Refer to II Section F. Supervision of Students.

Rules for Safety on Wilderness Excursions

1. At least one person in the group must be certified in first aid or equivalent.
2. An approved first aid kit must be taken with the groups (See Appendix B, Page 170 of the Safety Guidelines for Physical Activity in Manitoba Schools document)
3. For all water activities (swimming, canoeing, kayaking, water skiing, water slides) a certified lifeguard must accompany the group. At least one supervisor must have First Aid qualifications or equivalent.
4. Aquatic activities may only take place when all conditions are determined to be safe by the lifeguard in charge.
5. While participating in all watercraft activities, all participants must wear Department of Transport approved life jackets.
6. Survival kids must accompany each group on wilderness trips (See Resource Guide 1) and survival techniques should be taught prior to the excursion. Training must be provided in the event of encounters with dangerous wildlife.
7. The “Buddy System” must be used and frequent head counts must be done whenever groups reconvene.
8. Visit the area first to become aware of dangerous situations. When this is not possible, detailed information regarding the route must be gathered along with maps, in consultation with knowledgeable resource people, e.g. Manitoba Naturalists Society.
9. Each activity requires specific instructor to student ratios. For your planned activity see Safety Guidelines for Physical Activity in Manitoba Schools. A minimum of 2 instructors must accompany students on a wilderness excursion, one of which must be a teacher.
10. An Emergency Action Plan must be formulated prior to the excursion and a copy left with the school principal or designate. The plan should include the route, timeline, emergency procedures, and names of all participants and should include contact with the appropriate authorities, RCMP, Park Rangers, etc. Emergency transportation must be available at all times – with a driver and keys available at a designated centre. In the case of hiking or canoe trips, this transportation must be available at the trailhead. Emergency telephone numbers other than 911 must be available. These should include the numbers of: doctors, school contacts and family, all of which are available using the Maplewood Admin. Program.
11. Equipment must be checked prior to the trip e.g. clothing, tents, and life jackets.
12. Where required, fire permits must be obtained.

III. REGULATIONS AND GUIDELINES FOR SPECIFIC ACTIVITIES

A. Canoeing, Boating and Sailing

Definition/Description of the Off-Site Activity

Canoe Training/Base Camp Canoeing:

Defined for Divisional purposes: Students receiving canoe instruction in a controlled and confined supervised area with 50 meters of shore. Instruction must come from an experienced qualified supervisor.

Canoe Tripping:

Defined for Divisional purposes: Group follows an open waterway route (within 100 meters of shore) for one or more nights a kilometre from base camp. Each activity must have one lifeguard and one person with First Aid or the equivalent. Must have an experienced qualified group leader as approved by the school administration.

Pre-Planning

Each wilderness excursion and outdoor education has specific supervisor/student and instructor/student Ratios. Please refer to the Safety Guidelines for Physical Activity in Manitoba Schools.

General

1. All participants must wear life jackets at all times while participating in water related activities.
2. Canoe trips must not be planned after October 1st or before May 15th. During cool periods, or if there is any question as to the advisability of putting canoes in the water, the water temperature should be taken. If the water temperature is between 5° C and 10° C, canoes must travel no further than 10 meters apart and 30 meters from shore, regardless of the previously planned route.
3. When the water temperature is below 5° C, canoe trips must be postponed.
4. Fast or “white” water canoeing required a great deal of skill and must never be undertaken on the spur of the moment. Where “white” water canoeing is anticipated, Board approval must be obtained through the Superintendent, prior to the trip.
5. Canoe outings will not be allowed with K-6 students.

Staff Preparedness

1. **Before the trip the group leader must:**
 - a) Ensure that loads carried in the canoe are reasonable for the individuals.
 - b) Be familiar with the water ways including campsites, hazards, and location of drinking water.
 - c) Know emergency routes in case of accident.
 - d) Have a weather report.
 - e) Have a map and compass, and the knowledge of how to use them.
 - f) Obtain a fire permit or backcountry permit from the local authority if required.
 - g) Determine the route to be used, bearing in mind the age and experience of the group.
 - h) Give an estimated time of arrival and return to an authority.
 - i) Ensure a minimum instructor/student ratio of 1:8.

2. Before the trip the group leader should:

- a) Check to see that participants are physically capable and reasonably fit.
- b) Check that clothing, footwear and other equipment is suitable for the trip.
- c) Check that the equipment is in good condition.
- d) Check that adequate food supplies are carried.
- e) Check to ensure that each individual has a survival kit with knowledge of its use.
- f) Check that all participants are equipped with well-fitting boots.
- g) Check to ensure that loads are well balanced and packed.

Student Preparedness

- a) Preliminary land training must precede every water activity.
- b) All participants must use the “Buddy System”, i.e. one canoe is buddy for the other and they stay together in pairs, or “Teacher” canoes serve as lead and follow-up canoes. All student canoes follow “lead” in single file with speed controlled by a whistle signal from the follow-up “Teacher” canoe.

During the Off-Site Activity

During the trip:

- a) The group should remain within view of the leader.
- b) The leader should ensure that the pace taken is adjusted to the water conditions and the slowest members of the group.
- c) Frequent short rest stops should be made.
- d) The leader should check the group for signs of fatigue.
- e) All garbage should be carried out.

Follow-Up

Following the trip:

- a) The local authority should be informed that the trip is completed.

B. Back Packing

Definition/Description of the Off-Site Activity

Pre-Planning

General

- 1. All participants must wear appropriate clothing and footwear.
- 2. Board approval must be obtained through the Superintendent, prior to the trip.

Staff Preparedness

1. Before the trip the group leader must:

- a) Ensure that loads carried are reasonable for the individual.
- b) Be familiar with the hiking area including campsites, hazards and location of drinking water.
- c) Know emergency routes in case of accident.
- d) Have a weather report.
- e) Have a map and compass, and the knowledge of how to use them.
- f) Obtain a fire permit or backcountry permit from the local authority if required.
- g) Determine the trail to be used, bearing in mind the age and experience of the group.
- h) Give an estimated time of arrival and return to an authority.
- i) Ensure a minimum instructor/student ratio of 1?8.

2. Before the trip the group leader should:

- a) Check to see that participants are physically capable and reasonably fit.
- b) Check that clothing, footwear and other equipment is suitable for the trip.
- c) Check that the equipment is in good condition.
- d) Check that adequate food supplies are carried.
- e) Check to ensure that each individual has a survival kit with knowledge of its use.
- f) Check that all participants are equipped with well-fitting boots.
- g) Check to ensure that loads are well balanced and packed.

Student Preparedness

- a) Preliminary hiking training must precede every Back Packing activity.
- b) All participants must use the “Buddy System”, i.e. they stay together in pairs, or “Teachers” serve as lead and trail hikers.

During the Off-site Activity

3. During the trip:

- a) The group should remain within earshot of the leader.
- b) The leader should ensure that the pace taken is adjusted to the trail conditions and the slowest member of the group.
- c) Frequent short rest stops should be made.
- d) The leader should check the group for signs of fatigue.
- e) All garbage should be carried out.

Follow-up

4. Following the trip:

- a) The local authority should be informed that the trip is completed.

C. Cross-Country Skiing and Snow-Shoeing

Definition/Description of the Off-Site Activity

Pre-Planning

General

It is essential that teachers and students be aware of safety procedures and survival techniques. Teachers should refer to the Safety Guidelines for Physical Activity in Manitoba Schools Document.

Emergency supplies should include:

- a) A first aid kit; (See Appendix B, Page 170 of the Safety Guidelines for Physical Activity in Manitoba Schools document)
- b) A ski repair kit;
- c) A survival kit.

Staff Preparedness

1. Pre-Planning for Activities Longer than a Regular Class Period

The instructor should:

- a) Arrange for first aid and survival kits, be knowledgeable of basic first aid procedures and ensure that at least one staff member is certified in First Aid or equivalent. (See Appendix 9)
Examples:
 - * Treatment of frostbite and freezing
 - * Knowledge of treatment for sprains and fractures
 - * Snow blindness
 - * Dehydration
- b) Be familiar with the area to be visited. (Marked trails would be preferable for initial outings. The distances and times involved should be known. Danger spots and possible emergency routes should be known.)
- c) Be aware of the latest weather reports, particularly regarding wind and/or wind-chill
- d) Acquire a map of the area and know how to use it with a compass (orienteering skills)
- e) Be aware of the equipment to be used and its limitations; check students' equipment
- f) Know the condition and skills of the group
- g) Be skilled in survival techniques, e.g. building of basic winter shelters
- h) Appoint an assistant leader who could assume responsibility at any time
- i) Inform authorities of where they are going and when they expect to return
- j) Acquire fire permits or camping permits, if required
- k) Ensure a minimum adult/student ratio of 1:10.

Student Preparedness

The group should:

- a) Be aware of their skill level and their conditioning;
- b) Be aware of basic first aid (frostbite, etc.);
- c) Be knowledgeable of use of map and compass;
- d) Be aware of emergency procedures;
- e) Check their clothing, footwear, equipment, food emergency kits, extra clothing and compass.

During the Off-site Activity

1. During the Trip

Precautions

- a) The group should keep close together. If for some reason smaller groups are formed, four people should be the smallest number.
- b) The leader should head the group with the assistant bringing up the rear or vice versa. Contact can be made by whistle.
- c) The group should travel at any easy pace with frequent rest stops of short duration.
- d) Rest stops should be used to adjust the layer of clothing, if necessary, and to check for signs of frostbite. The leaders should also watch for signs of fatigue, over-heating, and indications that someone is getting wet. A head count should be done at this time and your position on the map should be checked.

Emergency Procedures

- a) The situation should be carefully analyzed and appropriate decisions (whether to turn back, seek shelter and warmth, etc.).
- b) If an injury is involved, at least two people (one adult) should go for help. They should be equipped with map and compass if crossing unfamiliar terrain. One of the parties can return with the rescue group. One adult should always remain with the group.
- c) Appropriate first aid procedures should be undertaken and a shelter should be constructed for the group. The leader must be familiar with several types of survival shelters. Firewood must be gathered.

Follow-up

1. Following the Trip

Authorities should be informed of your safe return.

D. Downhill Skiing/Snowboarding

Definition/Description of the Off-Site Activity

Pre-Planning

General

1. **Emergency Supplies**

First Aid Kit (See Appendix B, page 170 of the Safety Guidelines for Physical Activity in Manitoba Schools document)

Staff Preparedness

1. **Pre-Planning**

The instructor should:

a) Complete the superintendent's approval form (Form #3)

b) Be familiar with the area to be visited

E.g.

*Determine slopes and lift facilities to be used by students

*Number of instructors that will be available and ensure instructor/student ratio as outlined on page 68 of the Safety Guidelines for Physical Activity in Manitoba Schools.

*If overnight, nearest accommodations available (Chalet/motels, change rooms, cafeteria, rest rooms, etc.)

*Know snow conditions and latest weather reports

*Location of nearest hospital

c) Arrange for transportation to and from site and shuttle service should distance from accommodation to ski area warrant it. Emergency vehicle also needs to be available.

d) If on an overnight trip, book accommodations, arrange for meals, establish itinerary, and group students accordingly.

e) Know the skill level of students by having parents complete a form stating child's level of skiing competence (See Resource Guide 5)

f) Be aware of the equipment to be used and its limitation

g) Prepare alternate activities should the night ski be cancelled, lift facilities fail to operate, or if unexpected weather conditions occur.

h) Secure completed medical information (Maplewood) and permission slips from parents/guardians of students.

i) Appoint an assistant leader who could assume responsibility at any time.

j) Arrange for an information meeting prior to the trip to review safety rules, itinerary, clothing/supply list, etc.

Student Preparedness

The group should:

- a) Be aware of their skill level and their conditioning;
- b) Be aware of basic first aid (frostbite, etc.);
- c) Be knowledgeable of layout of the ski facilities;
- d) Be aware of emergency procedures;
- e) Check their clothing, footwear, equipment, food emergency kits, extra clothing and compass.
- f) Know where and how to contact school supervisors;

During the Off-site Activity

1. **During the Trip**

- a) All students must start at the beginner's slope to participate in instruction, to review safety aspects, and to acquire a feel for the snow conditions, and to allow experienced skiers to demonstrate their skills to an instructor. Once proficiency is demonstrated/acquired, ski instructors would permit Advancement to an intermediate slope. Students should inform teacher(s) Once permitted to advance to the next level of difficulty. Experienced Skiers could then receive more in-depth instruction.
- b) If on an overnight, students should be requested to submit motel/hotel keys to the teacher in charge and be allowed to return to their rooms as per determined schedule.
- c) Students should be removed from the slopes for 15-30 minutes or longer for infraction of established rules.
- d) Accidents are more likely to occur when students are fatigued. Boots should be unclipped during lunch and rest breaks.
- e) In the event of an accident, the ski patrol at the resort should first tend to the injured student. A teacher should accompany the student if hospitalization is necessary. Parents should be notified.
- f) Ensure adult/student ratio of 1:10.

For additional information refer to the M.A.S.T. Planning for Outdoor Ski Education Programs

Follow-up

1. Following the trip:

- a) Complete any school injury reports that may be needed;
- b) Record any information that may be required for future trips.

E. Aquatic Activities

Definition/Description of the Off-Site Activity

The division recognizes that aquatic activities (i.e. swimming, canoeing, water skiing, Water slides, etc.) are fun and wholesome activities that are enjoyed by many students. The Division is also aware that tragic water accidents happen quickly. Therefore, teachers, school personnel, and volunteers who take students on aquatic outings must be particularly vigilant.

Refer to section J Safety and Liability for more information in regard to Aquatic Activities.

- a) Grade 7 & 8 canoe trips will be considered on a case by case basis. Superintendent's Approval Form #3.

Pre-Planning

General

All supervision requirements must be adhered to as outlined in the Swim Safe Programs: A Reference Guide for Schools. It should be noted that these supervision requirements include the number of lifeguards that will be on duty.

Staff Preparedness

1. Pre-Planning

The instructor should:

- a) Complete the Superintendent's approval form. (Form #3)
- b) Be familiar with the area to be visited
E.g.
*Number of instructors that will be available and ensure instructor/student ratio as outlined in the Safety Guidelines for Physical Activity in Manitoba Schools.

*If overnight, nearest accommodations available (Chalet/motels, change rooms, cafeteria, rest rooms, etc.)

*Know latest weather reports

*Location of nearest hospital
- c) Arrange for transportation to and from the swim site should distance from accommodation/school to the swim area warrant it. Emergency vehicle also needs to be available.
- d) If on an overnight trip, book accommodations, arrange for meals, establish itinerary, and group students accordingly.
- e) Know the skill level of students.
- f) Be aware of the equipment to be used and its limitation
- g) Prepare alternate activities should the facilities become unavailable, or if unexpected weather conditions occur.

- h) Secure completed medical information (Maplewood) and permission slips from parents/guardians of students (Form #1)
- i) Appoint an assistant leader who could assume responsibility at any time.
- j) Arrange for an information meeting prior to the trip to review safety rules, itinerary, clothing/supply list, etc. if required.

Student Preparedness

The group should:

- a) Be aware of their skill level and their conditioning;
- b) Be aware of basic first aid (frostbite, etc.);
- c) Be knowledgeable of layout of the facilities;
- d) Be aware of emergency procedures;
- e) Check their clothing (Bathing Suit, Towel, etc.)
- f) Know where and how to contact school supervisors;

During the Off-site Activity

- a) A certified lifeguard must be in place for all aquatic activities including school trips where students are staying at a hotel/motel with a pool.
- b) Where a group is lake swimming a certified lifeguard with lakefront experience is required.

Follow-up

- a) Complete any injury forms that might be needed.
- b) Record any recommendations that may be used in future trips.

F. Cycling (Road and Off-Road)

Definition/Description of the Off-Site Activity

Pre-Planning

General

Cycling presents special risks that must be considered before a school elects and endorses this type of activity. Being able to ride a bicycle properly requires training and use of skill progressions that take time and practice. Modern bicycles are capable of high speeds and few people have had the necessary training to keep the bicycle under control and avoid hazards found on streets and off-road locations. Bicycle accidents involving vehicles are severe in nature and extraordinary caution must be used to ensure safety for participants. The majority of accidents that occur on bike trips involve students colliding with one another and great care must be taken to teach students to ride in a manner that prevents contact between the bicycles.

Staff Preparedness

1. Pre-Planning for Activities that are not Part of a Regular Class Period

The instructor should must:

- a) Complete the Superintendent's approval form. (Form #3)
- b) Consideration must be given to the following:
 - i. The leader must have the ability to deal with the risks associated with leading cycling trips.
 - ii. The proposed trip must be suitable for participants considering their age, ability and experience.
 - iii. Trip leaders must have sufficient experience leading a cycling trip on the type of route planned and be familiar with the potential hazards along the route.
 - iv. The trip leader must be able to prevent, recognize, and treat common cycling conditions including dehydration, sunburn, hypothermia etc., and common injuries such as cuts and abrasions resulting from falls.
 - v. A supervisor must be able to deal with common bicycle breakdowns.
 - vi. Prior to the outing you must complete a bike inspection far enough in advance of the trip so that repairs and adjustments can be completed in a satisfactory manner.

Student Preparedness

The student should:

- a) Be aware of their skill level and their conditioning;
- b) Be aware of basic first aid and problems associated with cycling;
- c) Be knowledgeable of use of map and compass;
- d) Be aware of emergency procedures;
- e) Check their equipment, clothing, footwear, equipment, food, emergency kits, extra clothing and compass.

During the Off-site Activity

1. Emergency Supplies

First Aid Kit (See Appendix B, Page 170 of the Safety Guidelines for Physical Activity in Manitoba Schools document)

One supervisor at the rear of the pack must carry an additional emergency first aid suitable for the control of bleeding.

An emergency phone must be carried.

2. During the Trip

- a) The rules of the Highway Traffic Act must be reviewed and adhered to. Riding on sidewalks is dangerous and should not be encouraged due to the frequency of vehicular traffic crossing the sidewalks.
- b) Students must be aware of emergency procedures in case of breakdown or accident.
- c) No walkmans, radios, or other distracting equipment may be used.
- d) Approved helmets must be worn. The helmets must be properly adjusted and be of the proper size for the cyclist.
- e) One rider will carry a bicycle tool kit including a working pump.
- f) Racing must not be done as an in-class activity.
- g) Safety vests need to be worn by the lead and last rider.
- h) There must be a designated supervisor (teacher, parent, or responsible adult) available with a vehicle to accompany any injured student to the hospital. This must not be the “in-charge” supervisor. See Appendix 5 for emergency action planning.

Follow-up

- a) Complete any injury reports that may be necessary.
- b) Record any recommendations for future cycling trips.

G. Residential Camp

Definition/Description of the Off-Site Activity

Pre-Planning

General

1. Communications

- a) Thoroughly investigate the camps available. Choose the one most suited to the proposed activity.
- b) Make tentative reservations. Apply to the Superintendent and to the School Principal for authorization for the trip.
- c) Complete the Superintendent’s approval form. (Form #3 at least two weeks in advance.)
- d) After receiving official approval, inform the students’ parents about camp activities; obtain a signed form of parental consent. (Form #1)
- e) Contact the resource people to be included in the activity, and arrange to make a prior on-site visit with them or investigate using other resources available.
- f) Written contracts should be obtained from all parties dealt with.

2. Discipline

- a) To co-ordinate activities, there should be only ONE person in charge, with delegation of responsibility for specific areas assigned to the accompanying resource people.
- b) The resource people should be acquainted with discipline methods and rules of both the school and the camp. These should be previously outlined to the students.
- c) Adult/student ratio 1:15 maximum.

3. Financing

- a) A budget should be struck.
- b) After determining the cost per student for the camp visit (keeping in mind that an advance deposit is generally required by the camp), moneymaking activities should be planned well in advance, and the project promoted through public relations with parents.
- c) The actual fund-raising projects should begin several months before the outing to ensure that a sufficient amount of money is collected.

4. Health and Safety Procedures

- a) Preview the camp area to determine any potential dangers; to set boundaries; and to locate the nearest telephone, fire-fighting equipment, first-aid supplies, doctor and hospital.

5. Transportation

- a) The cost factors should be considered when deciding whether the vehicle of transportation should stay at the site or return.
- b) Transportation schedules should be confirmed.
- c) Arrangements should be made for personal floatation devices (PFD'S) that are compulsory if water transportation is included.
- d) The trip to the site itself can serve as a learning activity. Careful planning can make use of every moment available.

Staff Preparedness

1. Resource Personnel

- a) Resource people should be selected not only according to their qualifications and demonstrated abilities, but also on the basis on their compatibility with the students and with one another.
- b) The resource people may serve strictly as instructors and/or as supervisors, with responsibilities delegated accordingly.

2. Supervision

Personnel responsible for leading activities must meet the minimum standards as outlined in this document and/or the Safety Guidelines for Physical Activity in Manitoba Schools.

Student Preparedness

- a) Before the actual trip, carefully outline to students the safety criteria for certain activities (e.g. swimming ability as prerequisite to canoeing – see Resource Guide 2 and 3).

During the Off-site Activity

- a) One person must be in charge.
- b) A predetermined set of rule should be established. Alcohol and non-prescription drugs are prohibited on all school division activities.
- c) Use a partner system to help ensure that the students do not stray.
- d) Carry the principal's phone number with you.
- e) Adult/student ratio: 1:15.

Follow-up

1. Following the Trip

Authorities should be informed of your safe return.

H. Travel and Cultural Activities (out of province/country)

Definition/Description of the Off-Site Activity

Pre-Planning

General

1. Communications

- a) Authorization from the Superintendent is required (Form #3)
- b) After receiving approval for the project from school and school board authorities, and the authorization for Off-School Site program is completed, as well as parental consent (see Appendix 3) for the participation of the students, detailed arrangements should be made for transportation, sleeping and eating facilities, as well as sites to be visited.
- c) Written contracts rather than oral promises should be obtained for all services.
- d) When planning to travel abroad: involve a travel agent, check on possible border crossing problems, including passport and inoculation regulations of the country to be visited. Inform the Canadian Embassy or Consulate of the group's plans.
- e) Have a parent telephone chain list for emergency situations.

2. Financing

- a) Grants may be available for exchange visits. Inquiries into the possible sharing of transportation with other groups making a visit to the same or nearby location may also be made.
- b) Parents may be asked whether they wish to finance the trip or fundraise.
- c) Plan fund-raising activities carefully and well in advance; the group is liable to need a substantial amount of money.
- d) Trip supervisors should be prepared to pay unforeseen costs by carrying cash, credit card and/or debit card.

3. Timetabling

- a) All students and parents should be made aware of arrival and departure times. The school should be provided with a copy of the information.
- b) Rest stops should be timetabled when journeying by bus or automobile.
- c) Time allowances should be made for the unexpected.
- d) While traveling, the students should be kept occupied with worthwhile activities, such as questionnaire, maps, books or worksheets.

4. Transportation

- a) A travel agent should be retained to make travel and hotel reservations in addition to providing up-to-date information on all the incidentals of travel (e.g. meals, toilet and sanitary facilities, and noteworthy sites).
- b) When traveling by air, charter flights and group rates may considerably reduce costs.
- c) One person should keep all tickets and passports together and safely stored and a copy of the essential information included with the Emergency Action Plan.
- e) All luggage should be easily identifiable.

Staff Preparedness

1. Resource People

- a) When selecting those resource people who could contribute most to the learning experience, references should be checked and a plan delegating responsibilities according to qualifications should be drawn up.

- b) A low ratio of students/resource people should be maintained. All details of the trip with those whom you will not meet in advance should be outlined in writing.

Student Preparedness

1. Health and Safety Procedures

- a) Expert advice should be obtained on health factors particular to the area to be visited, including the safety of the drinking water.
- b) A medical record (see Appendix 4) for each participating student should be obtained, along with names and telephone numbers of family doctors.
- c) The rules of conduct students are to follow should be made explicit with regard to boarding vehicles of transportation, what to do if lost, and how to look after their money or traveler's cheques.
- d) If possible, students should be familiarized with key phrases in the language of the country to be visited.

During the Off-site Activity

1. Discipline

- a) One person must be in charge.
- b) A predetermined set of rules should be established. Alcohol and non-prescription drugs are prohibited on all school division activities.
- c) Use a partner system to help ensure that the students do not stray.
- d) Carry the principal's phone number with you.
- e) Adult/student ratio: 1:15.

Follow-up

1. Following the Trip

Authorities should be informed of your safe return.

