



STUDENT- COCURRICULAR AND EXTRA-CURRICULAR TRIPS

GOVERNANCE POLICY

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1.0 PRINCIPLES

- 1.1. The South Shore Regional Centre for Education (SSRCE) supports and values school trips as part of a total education program for all students.
- 1.2. The SSRCE is committed to the safety of students, staff and volunteers on school trips.
- 1.3. The SSRCE believes that there should be equitable opportunities for all students to participate in school trips.

2.0 POLICY FRAMEWORK

This policy complies with the Education Act and other related provincial acts and policies.

- 2.1. Provincial *Community-Based Learning Policy*
- 2.2. Provincial *Extracurricular Activity Supervision Policy*
- 2.3. Provincial *Physical Education Safety Guidelines (Grades Primary - 12)*
- 2.4. Provincial *School Code of Conduct Policy*
- 2.5. Provincial *Student Transportation Policy*
- 2.6. Provincial *Volunteer Background Check Policy*
- 2.7. Provincial *Student Protection Policy and Administrative Procedures*
- 2.8. *Motor Carrier Act of Nova Scotia*
- 2.9. *Canadian Motor Vehicle Safety Standards*
- 2.10. Provincial *Occupational Health and Safety Act*

3.0 AUTHORIZATION

The Regional Education Director is authorized to issue procedures in support of this policy.

STUDENT- COCURRICULAR AND EXTRA- CURRICULAR TRIPS

ADMINISTRATIVE PROCEDURES

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1.0 GUIDELINES

- 1.1. The SSRCE understands that school trips (defined below) are of various lengths and destinations and the SSRCE provides specific procedures for schools to follow for these trips.
 - 1.1.1. As the person in charge of the school, the principal shall pre-approve all trips bearing in mind the safety and welfare of students, staff and chaperones. The objectives and educational merit of any proposed trip must be discussed with the school principal prior to the teacher taking any initiatives to plan the trip or communicate with students or families.
 - 1.1.2. Day trips and trips that occur within the province require permission from the school principal only.
 - 1.1.3. Out-of-Province, International and Exchange Trips, as described below, require approval from the Regional Executive Director or their designate and may require special insurance.
- 1.2. If school trips include any physical activity events, the principal/teacher-in-charge should refer to the *Physical Education Guidelines (Grades Primary -12)* and ensure that the trip adheres to the specific guidelines for the activity. If the activity is not listed, the principal or designate should contact the School Insurance Program (SIP) to ensure that the activity is approved for coverage and to receive any additional risk management. SIP does provide a checklist for school trips on watercraft see Appendix “G”.
- 1.3. All school trips must adhere to all SSRCE policies and procedures, particularly those documents referenced in Section 2.0 Policy Framework - Policy 207 and in these procedures.
- 1.4. Principals or designate must review this policy with staff at a minimum of every two years.

- 1.5. Teachers/trip organizers should review this policy prior to any student trip and review the expectations for chaperones, in accordance with this policy, prior to each trip.
- 1.6. School Trips can take place anytime during the school year; however, school trips generally occur from September to June.
- 1.7. School trips should not take place on professional development days.

2.0 DEFINITIONS

- 2.1.1. **Class Field Trip** – a principal-approved trip of a local nature that usually involves walking short distances. “Class Trip” implies a regular complement of students.
- 2.1.2. **Co-Curricular Trip** – an activity or trip that falls within the realm of the normal school curriculum or program of study.
- 2.1.3. **Exchange Trip** – a school-sponsored co- or extra-curricular trip or an extended educational exchange facilitated by an outside agency that involves an SSRCE student, and requires approval from the Regional Executive Director or their designate and possibly special insurance, depending upon circumstances.
- 2.1.4. **Extra-Curricular Activities** - activities and experiences that do not fall within the scope of the regular curriculum and do not result in academic credit. Activities may occur on or off school property and outside of regular school hours.
- 2.1.5. **Extra-Curricular Trip** – an activity or trip that falls outside the realm of the normal curriculum of a school.
- 2.1.6. **In-Province Day Trip** – a school-sponsored co- or extra-curricular trip that occurs outside the school, usually involves transportation, and requires principal approval, but does not include an overnight stay (i.e. sports, museum visits, etc.).
- 2.1.7. **In-Province Overnight Trip** – a school-sponsored co- or extra-curricular trip that occurs outside the school, usually involves transportation, includes an overnight stay within Nova Scotia, and requires principal approval (i.e. sports, museum visits, etc.).
- 2.1.8. **International Trip** – a school-sponsored co- or extra-curricular trip that occurs outside Canada and requires approval from the Regional Executive Director or their designate and special insurance.
- 2.1.9. **Out-of-Province Trip** – a school-sponsored co- or extra-curricular trip that occurs outside Nova Scotia, includes an overnight stay, and requires approval from the Regional Executive Director or their designate.
- 2.1.10. **Registered Volunteer** - adults, 18 or over, who are not employees of SSRCE but who interact with students, or groups of students within a school or during activities associated with a school, including extracurricular activities. Registered volunteers are approved by the school principal and they must complete and provide proof of all necessary background checks. Note: This definition does NOT include students in the SSRCE.

3.0 RESPONSIBILITIES OF PRINCIPALS

- 3.1. The principal, as the person in charge of the schools, is responsible for the safety and welfare of students and staff while on school trips and must approve the planning, preparation and implementation of all school trips. The principal shall ensure that:

- 3.1.1 All trips have a designated school staff person (teacher, administrator, Child and Youth Care Practitioners, Student Support Workers or School Plus staff) in charge and who must be a participant on the trip, even when leadership or expertise comes from the community.
- 3.1.2 A Master List of all participants is developed and the teacher-in-charge has a copy with them at all times during the event and a copy must be left at the school.
- 3.1.3 The Master List must include:
 - Participants names (including staff and chaperones), any pertinent medical information, contact numbers for parents/guardians and/or emergency contacts, in case of illness or injury;
 - What activities that the participant will be attending and what, if any, requirements, limitations or assistance they may require to safely participate.
- 3.1.4 Appropriate forms (Appendix A - H) are completed and submitted as required.
- 3.1.5 For each trip, the principal is required to complete a Student Trips – Principal’s Checklist (Appendix “B”) prior to the trip taking place. This checklist is to be kept secured in a file at the school until at least the first teaching day of the next school year for insurance and administrative purposes
- 3.1.6 All staff and registered volunteers participating in or leading activities must attend an orientation session with the teacher-in-charge or designate on all relevant SSRCE policies and be aware of any necessary information required to ensure the safety of the students they are supervising.
- 3.1.7 A representative of the School Insurance Program has been consulted and that all necessary coverage is in place for out-of-province and international travel.
- 3.1.8 That students and families are fully aware of the requirement and cost of all insurance.
- 3.1.9 That certificates of insurance verifying that travel tour companies both inside and outside of Canada carry the appropriate minimum amounts of coverage required by the Nova Scotia School Insurance Program (see Appendix “F”) have been obtained.
- 3.1.10 That all chaperones are registered volunteers, in accordance with the provincial *Volunteer Background Check Policy*.
- 3.1.11 Notwithstanding the ratios below, each school trip must have a minimum of two chaperones. This is to ensure that there is always a chaperone available if an emergency situation arises.
- 3.1.12 After meeting the requirements in 3.1.11. Adult supervision shall match or exceeds the minimum ratios of students to adult chaperones indicated below:

TYPE OF TRIP	GRADES Pre-Primary - 2	Grades 3-6	Grades 7-9	Grades 10-12
Class Field/Day Trip	5:1	10:1	20:1	20:1
Overnight Trip In-Province		10:1	20:1	20:1
Overnight Trip Out-of-Province		10:1	12:1	12:1
International Trips		10:1	12:1	12:1

- 3.1.12 If the facility offering the activity/event requires additional chaperones or waivers beyond those required by the SSRCE the facility's expectations will be fully met, prior to the trip.
- 3.1.13 That when students are travelling overnight and are billeting in private residences that all adults (18 and over) living in the household must meet the expectations outlined in the Provincial *Volunteer Background Check Policy* for all registered volunteers.

4.0 RESPONSIBILITIES OF TEACHER-IN-CHARGE, OTHER SSRCE STAFF AND REGISTERED VOLUNTEERS

- 4.1 Teacher-in-Charge, as well as other SSRCE employees and Registered Volunteers acting as chaperones shall:
 - conduct themselves as though they were “on the job” (no drinking/smoking in the presence of students; remain free of non-prescription drugs, alcohol, and/or any substances that may cause impairment during a trip);
 - supervise participating students with the degree of care and concern that would be expected of a prudent parent/guardian;
 - acknowledge that, while they may be a parent/guardian of a participating student, the supervising SSRCE employee has general authority/responsibility for student behaviour, care and supervision.
- 4.2 The Teacher-in-Charge/trip organizer shall ensure that chaperones, parents/guardians, and participating students are familiar with and comply with all relevant SSRCE policies and clearly understand their specific assigned tasks during the event at the time of departure.
- 4.3 The Teacher-in-Charge shall ensure that parents/guardians of participating students or students who are nineteen years of age and older shall:
 - complete, sign, and submit Appendix A - Activity Release Form and any responsibility Waivers required by either the SSRCE or the Facility where the activity will occur;
 - attend any meeting (called by the school) regarding school-sponsored travel of which their student is a participant;
 - ensure that the student has required health/travel insurance and records (health cards, etc.);
 - ensure that the student has sufficient funds to cover essentials (e.g. meals) as determined by the school;
 - acknowledge that luggage and accommodations (on overnight trips) are subject to inspection and search by travel supervisors/chaperones; and
 - make an informed decision as to whether they are comfortable with their child participating in the activity/trip before they sign the release.
- 4.4 The Teacher-in-Charge/trip organizer shall ensure that the appropriate forms (Appendix A thru F) are completed and filed with the office prior to the trip.

5.0 STUDENT CONDUCT ON TRIPS

- 5.1 Teachers shall have the same authority as when teaching a class for all co-curricular and extracurricular school events approved by the principal, at all locations and at any time.

- 5.2 All SSRCE and school policies, guidelines, and regulations shall be in full force for all trips.
- 5.3 In the event of unacceptable student behavior while on a trip, the staff member in charge will ensure that appropriate disciplinary action is taken, in accordance with the Provincial *School Code of Conduct Policy*.
- 5.4 A **shadow trip** occurs when a student refuses to participate in a regular supervised class trip, but decides to go individually, unsupervised, to the same event or location as the class group.
- 5.4.1 Students who do not participate in a day trip, may not participate in a shadow trip of any kind at the same time as the approved day trip.
- 5.4.2 Participation in a shadow trip shall constitute unacceptable behavior and the offending student(s) will be subject to appropriate disciplinary action, in accordance with the Provincial *School Code of Conduct Policy*.
- 5.5 Students who do not participate in a day trip for whatever reason shall be provided with appropriate schoolwork.

6.0 STUDENT ILLNESS OR INJURY ON TRIPS

- 6.1 In the case of student illness, the school principal or teacher-in-charge shall notify the family as soon as possible so that arrangements may be made to get the sick student home.
- 6.1.1 The names and phone numbers of family members and an emergency contact shall be on the Master List with the teacher-in-charge and a copy kept at the school office.
- 6.2 If notification is not feasible, the principal or teacher shall have the student taken to a designated area until they can make arrangements for the student to get home. As the student's condition could change, the student(s) must be monitored and supervised by staff, at all times.
- 6.3 In the case of a student injury, emergency first aid by a qualified individual shall be administered and the family contacted as soon as possible.
- 6.3.1 In the case of a serious injury or if staff are unsure of the extent of the injury (e.g. head injury), 911 is to be called immediately and then the family or emergency contacts shall be contacted. If contact cannot be made, the student shall be taken for medical attention.
- 6.3.2 When 911 is to be called:
- The family is responsible for all costs. If the family's insurance does not cover the ambulance costs, an application can be made to the School Insurance Program through their Student Accident Insurance.
 - Families can obtain claim forms from the school or www.sip.ca (please note that student accident insurance covers ambulance bills for accidents only, not illness).
- 6.4 All student injuries shall be reported as soon as possible to the School Insurance Program by submitting an Incident Report Form, which can be obtained from the school or online at www.sip.ca.
- 6.4.1 If an injury is the result of an unsafe condition, contact the Operations Department for repairs.

7.0 INSURANCE AND RELATED MATTERS

7.1 The School Insurance Program (SIP) for general accidents covers all students within Canada. It is recommended that, for out-of-province trips, all participants secure additional insurance. Student accident insurance through the School Insurance Program is not applicable for travel outside of Canada. Trip organizers should ensure that all teachers, chaperones, and students have medical coverage for outside of Canada.

7.1.1 SIP insurance policies exclude injuries, damages, losses, and associated legal and investigation costs contributed to or caused by declared or undeclared war or any act thereof. This includes student accident insurance.

7.2 If the activity is listed in the *Physical Education Safety Guidelines Grades Primary -12* and states that the activity is not appropriate for schools or the activity is not listed, in advance of the trip, the organizer/principal should contact the School Insurance Program (1-855-480-2170) to ensure the activity is approved for coverage and if additional coverage is required.

7.2.1 Students must always be supervised, including transition points (i.e. from skating to swimming). Students must never enter a pool or begin an activity when unsupervised. Staff must get ready first, and then assist students in order for staff and students to enter a pool or to begin an activity in an organized and safe manner.

7.3 The SSRCE is covered for liability insurance and all students would be covered by student accident insurance unless there are students who are not returning to school in the fall or who are no longer registered students of the SSRCE (i.e. a grade 12 student who graduates at the end of June).

7.4 The SSRCE and school are held to a standard of care as defined by the Education Act. It is that standard of care to which the courts will hold the SSRCE should a student be injured. Supervision of students is critical. The teacher-in-charge and the principal are expected to ensure there is adequate supervision (See 3.1.10 for minimum ratios) during any activity. Additional personnel or registered volunteers can be authorized when needed. Circumstances that require additional personnel include situations where:

- Student to supervisor ratios are not adequate.
- Age, maturity, and ability level of the students requires more attention.
- The type and level of risk associated with an activity is high. A good example of this would be taking a class on a whale watching trip.
- Other circumstances related to an activity are present (e.g. crowded locations, students with special needs, new off-site activities are piloted).

7.5 Any time a student trip is cancelled, there shall be no cost to the SSRCE.

7.6 Any time a student is sent home, either due to illness or inappropriate behavior, there shall be no cost to the SSRCE.

8.0 TRANSPORTATION

8.1 Students on a school trip shall travel by transportation arranged by either the school principal or the trip coordinator.

8.2 Transportation is to be in accordance with the provincial *School Transportation Policy*.

- 8.3 Schools should consider the use of available school buses for transporting students on school trips first.
- 8.3.1 Students enrolled within the SSRCE shall not be permitted to operate vehicles for the purpose of transporting students on co-curricular or extra-curricular trips.
- 8.4 Form J (Appendix E) will be completed by all chaperones transporting students in their personal vehicles and the form must be submitted to the school principal prior to the school trip:
- 8.4.1 All transportation of students will be in accordance with the *Motor Carrier Act*.
- 8.4.2 SSRCE employees, designates, or registered volunteers shall not enter into a verbal agreement for transportation of students without having completed and filed, at the school, the appropriate documentation. Those completing a Form J (Appendix “E”) must have a minimum of \$500,000 liability insurance as required by law. The SSRCE recommends the amount of coverage be a minimum of \$2,000,000.
- 8.4.3 It is the law in Nova Scotia that any automobile must have automobile liability insurance for \$500,000. Under the Motor Carrier Act, any employees or volunteers transporting students on behalf of a school board must have automobile liability limits for \$2,000,000 and complete a J Form, which must be on file with the school. To alleviate some hardship for employees and volunteers, SIP has purchased insurance to meet the legislative requirements of school boards. Specifically, employees and volunteers only require the minimum provincial requirement for automobile insurance of \$500,000 and complete the J form in order to transport students to co-curricular and extra-curricular activities.
- 8.5 Volunteers and chaperones on co-curricular and extracurricular school trips must follow provincial, SSRCE, and school requirements.
- 8.6 Schools shall provide a roster of students being transported and an itinerary for cocurricular and extracurricular trips to the bus driver at the start of the trip.
- 8.7 Transportation Services recognizes the importance of school trips and therefore will try to accommodate all requests on a first-come, first-served basis. All requests should be directed to the Clerk/Dispatcher. Schools should refer to Operations annual memo regarding additional costs.

9.0 DAY TRIPS

- 9.1 The principal must approve all day trips. Each day trip on or off school property must be accompanied by the regular teacher and comply with minimum student to adult supervision ratios (See Procedure 3.1.10).
- 9.2 Chaperones shall be secured in compliance with supervision minimum ratios as indicated in Procedure 3.1.9. and 3.1.10.
- 9.2.1 Each chaperone is to be a teacher or SSRCE employee or Registered Volunteer, per Provincial *Volunteer Background Check Policy*.
- 9.2.2 Each chaperone shall receive the Chaperone Information Sheet prior to the trip (Appendix “C”).
- 9.2.3 All chaperones participating in or leading extracurricular activities should complete orientation on relevant SSRCE policies and be aware of any necessary information required to ensure the safety of the students they are supervising.

- 9.3 Each participant must complete Appendix A - Activity Release Form and return it to the teacher-in-charge or they will be unable to participate in the class trip.
- 9.4 All schools are to ensure that families and students are aware of SSRCE policies that apply to the trip and the expectations for students and families as outlined in this policy and its Policy Framework (i.e. Provincial *Student Code of Conduct*, etc.)
- 9.5 Each school is expected to develop their own procedures and communication processes for school trips.

10.0 OVERNIGHT TRIPS WITHIN CANADA

- 10.1 The principal shall carefully review all details of the proposed trip and, when satisfied, shall approve the trip.
 - 10.1.1 When any aspect of the proposed trip is of particular concern to the school principal, (i.e. activities are not listed as approved in the Provincial *Physical Education Safety Guidelines Grades Primary- 12*), the principal should seek advice from the Director of Programs and Student Services. The principal shall forward a completed Appendix D to the Director of Programs and Student Services seeking advice prior to giving approval.
- 10.2 The principal shall ensure the objectives, proposed itinerary, proposed expenditures and proposed fundraising activities for the trip are clearly stated in writing and are circulated to all parent(s)/guardian(s) of eligible students.
- 10.3 Chaperones shall be secured in compliance with supervision minimum ratios as indicated in Procedure 3.1.9. and 3.1.10.
 - 10.3.1 Each chaperone is to be a teacher or SSRCE employee or Registered Volunteer, per Provincial *Volunteer Background Check Policy*.
 - 10.3.2 Each chaperone shall receive the Chaperone Information Sheet prior to the trip (Appendix "C").
 - 10.3.3 All chaperones participating in or leading extracurricular activities should complete orientation on relevant SSRCE policies and be aware of any necessary information required to ensure the safety of the students they are supervising.
- 10.4 Please consider the following while planning for overnight student activities. As stated in the {latest draft} of the EECD Guidelines for Supporting Transgender and Gender Non-Conforming Youth,
"Activities that may involve the need for housing accommodations should be addressed on a case-by-case basis. Staff must make every reasonable effort to provide accommodation that is acceptable to the 2STGNC student. If, for reasons of privacy or safety, a 2STGNC student objects to gender-separated housing accommodations or shared accommodations - private accommodations should be made available to the student. During any over-night activities, students should be able to choose their lodgings based on their comfort versus the sex that they were assigned at birth. There should be all-gender lodgings as well as boys' and girls' lodgings to best meet everyone's needs."
- 10.5 Permission to announce the trip may proceed only after the principal is satisfied all details have been finalized and appropriately filed.

- 10.6 Each participant must complete Appendix A - Activity Release Form and return it to the teacher-in-charge or they will be unable to participate in the class trip.
- 10.7 For each trip, the principal or designate is required to complete a Student Trips – Principal’s Checklist (Appendix “B”) prior to the trip taking place. This checklist is to be kept secured in a file at the school until at least the first teaching day of the next school year for insurance and administrative purposes.
- 10.8 All schools are to ensure that families and students are aware of SSRCE policies that apply to the trip and the expectations for students and families as outlined in this policy and its Policy Framework (i.e. Provincial *Student Code of Conduct*, etc.)
- 10.9 The principal or designate shall monitor the full details of the trip from the time of approval until the completion of the trip.

11.0 OVERNIGHT TRIPS OUTSIDE OF CANADA

- 11.1 Overnight trips outside of Canada require approval from the Director of Programs and Student Services.
- 11.2 At a minimum, **four months prior** to the trip, the principal must submit an application (Appendix “D”) to the Director of Programs and Services. The application form (Appendix “D”) should clearly outline the objectives, proposed itinerary, proposed expenditures, and fundraising projects for the trip.
- 11.3 In extenuating circumstances, a late application may be considered for an overnight trip outside of Canada, if the application is accompanied by a letter signed by the principal outlining the reason(s) for the late submission. If the reason(s) for late submission is/are not compelling, the trip may **not** be approved.
 - 11.3.1. The Director of Programs and Student Services is authorized to approve any late overnight school trip application before the trip is taken provided they receive a completed application and a written guarantee from the principal detailing that the trip is organized, chaperoned, and supervised, with proper consents in accordance with all other requirements of this policy.
 - 11.3.2 No late overnight school trip shall be taken without approval of the Director of Programs and Student Services. Such approval must be received **before** a trip may proceed.
- 11.4 The principal has permission to announce that the trip may proceed **only after** the Director of Programs and Student Services has granted approval. The principal is responsible for the following if the trip is to go ahead:
 - 11.4.1 At least one month prior to departure, the principal shall provide the Director of Programs and Student Services with a Master List of all participants. The Master List must include:
 - Participants names (including staff and chaperones), any pertinent medical information, contact numbers for parents/guardians and/or emergency contacts, in case of illness or injury;
 - What activities that the participant will be attending and what, if any, requirements, limitations or assistance they may require to safely participate.

- A copy of the Master List must be filed at the school and accompany the teacher-in-charge at all times during the duration of the trip.
- 11.4.2 The principal shall ensure that Activity Release Forms (Appendix “A”) are signed by all parents/guardians and students.
- 11.4.3 The only students who can sign their own Activity Release Forms are those who have reached the age of majority.
- 11.4.4 If these steps are not completed, the principal accepts that permission is **not** granted.
- 11.5 The principal or Teacher in Charge must obtain certificates of insurance from all trip operators arranging tours, hotels, and transportation. (Please refer to Appendix “E” for a sample letter to be used by teachers for travel tour companies both inside and outside of Canada).
- 11.6 Chaperones shall be secured in compliance with supervision minimum ratios as indicated in Procedure 3.1.9. and 3.1.10.
- 11.6.1 Each chaperone is to be a teacher or SSRCE employee or Registered Volunteer, per *Provincial Volunteer Background Check Policy*.
- 11.6.2 Each chaperone shall receive the Chaperone Information Sheet prior to the trip (Appendix “C”).
- 11.6.3 All chaperones participating in or leading extracurricular activities should complete orientation on relevant SSRCE policies and be aware of any necessary information required to ensure the safety of the students they are supervising.
- 11.7 All students must have out-of-country medical insurance coverage and must show proof of this prior to the student participating in the trip. The principal should recommend to parents/guardians, teachers, and chaperones that they consult with their own insurance brokers on coverage they should purchase for travel insurance, for medical coverage, personal effects, life insurance, etc.
- 11.8 The principal must obtain current travel reports from the Department of Foreign Affairs and International Trade. Any recommendations from the Department of Foreign Affairs and International Trade should be followed. The travel information number to call for issues related to security and safety of travelers is 1-800-267-6788.
- 11.9 The principal shall ensure that Activity Release Forms (Appendix “A”) are signed by all parents/guardians and students. If these are not provided, the principal accepts that permission is not granted for that student to participate.

APPENDIX 'A'
ACTIVITY RELEASE FORM

Parents/Guardians are asked to please note the following:

1. The SSRCE staff member (teacher, administrator, Child and Youth Care Practitioners, Student Support Worker or School Plus staff) in charge of the trip will have with them specific details, including parent(s)/guardian(s) name(s) and emergency contact information and medic alerts, for each student.
2. Students have been advised that all school regulations and expectations are in effect on all school outings.
3. Students will not be permitted to travel on school trips without signed permission forms.
4. By signing this form, parents/guardians are:
 - a. giving permission for their child to participate in and be transported for the noted school sponsored activity.
 - b. acknowledging the risks associated with travel, especially foreign travel, and with the understanding the participant(s) of the trip are assuming these risks.

Student's Name: _____

School: _____

Health Card Number: _____

Expiry Date: _____

Medical Conditions: ____ YES ____ NO

If yes, please list them: (If additional space is required, please list on a separate sheet and attach to this form)

Name of Parent(s)/Guardian(s)

Phone: Cell _____ Home: _____ Work _____

Emergency Contact Information: Name _____ Phone _____

Description of Activity: (What outcomes are the activities linked to?)

Date(s) of Trip (including departure and return date(s)) _____

Departure Time: _____ Return Time: _____

[Type here]

Mode(s) of Transportation:

If overnight, accommodation: _____

Organizing Teacher: _____

Chaperones:

Should an incident arise whereby my child requires medical attention, the person responsible for the school activity shall attempt to contact me in order to obtain my consent regarding all medical treatment to be carried out on my child.

Should it not be possible to contact me, I hereby give my permission to the person responsible for the school activity to consent to any and all medical treatment for my child recommended as necessary by a physician.

Signature of Parent/Guardian: _____ Date: _____

Please sign this form and return it to the school.

If you require any further details of the trip, please contact the organizing teacher(s).

APPENDIX “C”
REGISTERED VOLUNTEER CHAPERONE INFORMATION

Information for registered volunteers assisting with co-curricular and/or extra-curricular activities in schools operated by the South Shore Regional Centre for Education (SSRCE):

1. The SSRCE welcomes your willingness to help supervise activities for students in this region.
2. SSRCE policy requires that volunteers be cleared through the Child Abuse Register and Criminal Records Check, in compliance with the *Provincial Volunteer Background Check Policy*.
3. The SSRCE requires that a professionally trained teacher supervise activities.
4. The principal has the right to allow or refuse the supervision of an activity, based on their judgment, and taking into consideration the age of the students, the level of supervision required, the nature of the activity, and the number of students involved. For all overnight activities, supervision by a professionally trained teacher and an appropriate number of registered volunteers is mandatory.
5. Volunteers must supervise students diligently, according to the expectations set by the school principal and the expectations set in *Provincial School Code of Conduct*, a copy of which will be reviewed with each volunteer. At minimum, this will involve:
 - accounting for the whereabouts of the students at all times;
 - ensuring the safety of all students;
 - upholding the good name and reputation of the school and the SSRCE;
 - ensuring good behavior;
 - ensuring sportsmanlike behavior; and
 - being able to contact parents/guardians if they are required to pick up their children.
6. On bus trips, the chaperone(s) must, in cooperation with the driver(s), assist in maintaining good discipline on the bus, return with the students to the school, and remain at the school with the student(s) until all have been picked up.

APPENDIX "D"
APPLICATION FOR
OUT-OF-PROVINCE STUDENT TRIPS
and/or

IN-PROVINCE OVERNIGHT TRIPS OF CONCERN TO THE PRINCIPAL

School: _____ Today's Date: _____

Places to be visited: _____

Departure Date: _____ Return Date: _____

Teacher in Charge: _____ Number of Students: _____ Grade Level(s): _____

Mode of Travel: _____

Chaperone(s): Please indicate name of each chaperone, as well as their position in relation to the trip (P/G = Parent/Guardian; T = Teacher; E = Employee; RV = Registered volunteer).

NAME	P/G	T	E	RV
1				
2				
3				
4				
5				
6				
7				
8				
9.				
10.				

Will there be a request for one or more substitute teacher(s)? Yes No

If yes, please indicate how many days and the payment plan: _____

Please attach additional information as necessary.

Trip Objectives (must include linkage to outcomes):

APPENDIX “D”

Itinerary – Please provide specific daily activities below or attach Trip Itinerary as provided by trip organizer(s):

Date:	Location:	Site:
Purpose/Description:		
Date:	Location:	Site:
Purpose/Description:		
Date:	Location:	Site:
Purpose/Description:		
Date:	Location:	Site:
Purpose/Description:		
Date:	Location:	Site:
Purpose/Description:		
Date:	Location:	Site:
Purpose/Description:		

Trip Participants – Please include a list of the trip participants that includes:

1. Participant’s Name (students and chaperones)
2. Date of Birth (students only)
3. Civic and Mailing Address
4. Parent’s/Guardian’s Names (students only)
5. Contact Phone Number(s) (home, work, cell)

APPROVAL SIGNATURES	DATE
Principal:	
Director of Programs and Student Services:	

APPENDIX "E"
Form J
Nova Scotia Utility and Review Board
In the matter of the Motor Carrier Act
Confirmation and Undertaking respecting
Clause 42A(2)(a)

The undersigned,

Name: _____ (circle one) Parent Teacher Registered Volunteer

Address: _____ City/Town: _____

Postal Code: _____ Phone: (h) _____ (w) _____

(c) _____

Motor Vehicle: Year _____ Model _____

hereby confirms that, in respect of the above described vehicle:

- i. the undersigned possesses a valid motor vehicle liability policy of insurance,
- ii. the undersigned possesses a current motor vehicle inspection for the vehicle,
- iii. the undersigned possesses a valid driver's license for the class of vehicle to be operated,
- iv. the manufacturer's designed seating capacity will not be exceeded,
- v. each seating position is equipped with a seat belt assembly as prescribed in the *Motor Vehicle Act*,
- vi. where a passenger vehicle is operated, seat belts will be worn by all passengers, and
- vii. the driver is not less than 19 years of age and does not have the status of a newly licensed driver under the *Motor Vehicle Act*.

and hereby undertakes, in respect of the above-described vehicle:

to maintain the documents described in paragraphs (i), (ii), (iii) above and to notify the SSRCE to which the undersigned provides the transportation service as to any cancellation, alteration or expiry of the documents.

Dated and Signed _____, 20____.

(Signature of person named above)

(Witness)

APPENDIX “E”

Pursuant to Section 51A of the Motor Carrier Act, the following vehicles are acceptable in transportation of students for co-curricular and extra-curricular student transportation:

- (a) passenger car (other than a convertible);
- (b) a multipurpose passenger vehicle of the 1994 model year or subsequent model years (e.g.: SUV, truck, or van with a seating capacity of less than 9 passengers);
- (c) a special transit facility of a designed seating capacity of 11 to 14 passengers (e.g.: vehicle designed to transport passengers with disabilities);
- (d) a motor vehicle owned and operated by a parent of a pupil for whom the transportation service is provided, or owned by a parent of a pupil or the pupil, and operated by the pupil, that is only being operated for the purpose of providing transportation to that pupil; or
- (e) a truck of the 1994 model year or subsequent model years (as defined below)

Definition of a “truck” means a vehicle:

- 1) having a designated seating capacity of 10 passengers or less, that is designed primarily for the transportation of property or equipment, but does not include a chassis cab, crawler-mounted vehicle, trailer, work vehicle or a vehicle designed for operation exclusively off the public highway, and
- 2) that is designated as a truck under CMVSS (Canadian Motor Vehicle Safety Standards), as identified by a label on the vehicle.

PLEASE NOTE:

<p style="text-align: center;">THE VEHICLE MUST NOT BE A CONVERTIBLE NOR HAVE A REMOVABLE ROOF SECTION</p>

APPENDIX “F”
SAMPLE LETTER FOR USE BY TEACHERS FOR TRAVEL TOUR COMPANIES
BOTH INSIDE AND OUTSIDE CANADA

Dear Tour Operator:

Our school, _____ of the South Shore Regional Centre for Education (SSRCE), is interested in starting the process of planning a trip for our students to _____.

Please send us the information you have on this destination. Student safety is of vital importance to the SSRCE. As part of the risk management process we need our tour operator to partner with us in obtaining documents to meet our requirements and the requirements of the Nova Scotia School Insurance Program. At this early stage, we will need certificates of insurance for all vessels, tour bus companies, and your organization for the dates of the trip. Failure to provide this documentation could result in cancellation of the planned trip.

You have our permission to supply this letter to the vendors you would use for this trip. Please have the vendors send this letter to their insurance brokers and forward the requested documentation as soon as possible. Do not send documentation that does not cover the dates of the trip. Certificates from other countries may take several weeks to process. **Please do not leave this until the last minute.**

Certificates Holder:
Nova Scotia School Insurance Exchange
238A Brownlow Avenue
Dartmouth NS B3B 2B4

Vessel – Tour Company is to provide a certificate of insurance that includes \$5 million Protection and Indemnity limits, as well as adding NS School Insurance Exchange as the additional insured.

Tour Bus – Provide a certificate of insurance for \$5 million Commercial General Liability and \$5 million auto limits, as well as adding NS School Insurance Exchange as the additional insured.

Tour Company – Provide a Certificate of insurance for \$5 million Commercial General Liability and \$5 million Professional E&O limits, as well as adding NS School Insurance Exchange as the additional insured.

If the trip is outside of Canada/United States, insurers require that an itinerary be filed with SIP prior to the trip. The itinerary for the trip may require additional certificates of insurance. You will be advised if this is the case.

Thank you,

Teacher -in-Charge

APPENDIX “G”

Nova Scotia School Insurance Exchange
Attorney Nova Scotia School Insurance Program Association
Park Place II - Suite 100 - 238A Brownlow Avenue - Dartmouth NS - B3B 2B4
902.480.2170 - Fax 902.480.2179 - mail@sip.ca - sip.ca



School Trips on Watercraft Checklist

SIP has created a watercraft checklist to assist the teacher-in-charge do the due diligence needed in advance of the trip to help ensure the safety of all participants.

1. **All trips where students are on a vessel over 72 hours must be referred to SIP**
2. **Teacher-in-charge** - any activity involving watercraft has inherent risks. **A heightened safety-consciousness is warranted in excursions involving watercraft activities.** It is ultimately the responsibility of the supervisor-in-charge of the excursion who has the final say in whether an activity takes place or is cancelled due to safety concerns. The safety concerns could be things such as watercraft condition, lack of sufficient safety devices, weather conditions, student behaviour, etc.
4. **Verify that the vessel has a Transport Canada inspection certificate** There are 2 types:
 - a. Passenger vessel that carries in excess of 12 passengers.
 - b. Passenger vessel that carries less than 12 passengers.

To view sample certificates, visit sip.ca, select "teachers & staff", select "risk management" then select "advice" and click on watercraft.
5. **The crew and captain** - should be certified in marine emergency duties.
6. **The captain of the vessel** - is a licensed captain.
7. **All students, staff and volunteers** – should be made aware of where life-jackets are stored and how to access them in the event of an emergency. Before the vessel leaves the dock, the supervisor-in-charge should ensure there is a sufficient amount of life-jackets for all those on board and that there is an adequate number of life-jackets that are of the correct size for children participating in the excursion, and that they are easily accessible.
8. **Vessel owner should be required to provide a safety briefing** - to all passengers about safety equipment and emergency procedures.
9. **Check the SIP website for proof of insurance for vendors** Sign in under "teachers and staff", and select "proof of insurance". Print off the certificate of insurance for your vessel and attach it to your trip documents. If your vessel company is not on the SIP website, you can ask the vessel owner to provide you with proof of insurance for **protection and indemnity showing \$5,000,000 limits**. SIP staff are happy to review this on your behalf once received.
10. **Schools should not sign any waiver, releases, hold harmless or indemnity agreements.**
11. **Supervisor/student ratio** – Centre for Education/CSAP policies and procedures for supervision should be met or exceeded.
12. **Informed consent** - All participating students should have an informed consent form from the school sent home to be signed by their parents/guardians. The consent form should be specific to the activities in which the student will be participating and outline the risks of all the activities. Do not allow students whose parents have not given consent to participate in the activities.

Description of risk

SIP recommends the following clause be included in the description of risk:

This trip includes the risk of boarding and being carried on watercraft. This trip or any related, associated or affiliated activity takes place in natural environments, including hazardous ocean and/or river and/or lake waters. This trip involves risks, dangers and hazards resulting from many different circumstances, including: collisions with man-made and natural objects, changing weather and sea conditions, equipment faults and/or failure, slippery or shifting decks, docks and gangways, failure to wear safety equipment, ability and fitness of student, due to remoteness immediate emergency medical care might not be available, negligence on the part of the other participants, negligence on the part of the vessel operator, due to remoteness communication devices may not operate,

APPENDIX “H”

Student Co-Curricular Trips & Student Transports

A Guide for SSRCE Child and Youth Care Practitioners

This document was created to provide detailed information from the [SSRCE Student Co-Curricular and Extra-Curricular Trip Policy](#) as it applies to the work of the Child and Youth Care Practitioners (CYCP) at the South Shore Regional Centre for Education.

The role of the CYCP can often involve community programming/co-curricular trips with students. Commonly, CYCPs participate in community programming/co-curricular trips and student transports. In order to ensure that all elements of the regional policy are in place, it is important for CYCPs to refer to this supplemental document before each outing.

In special instances, a CYCP could engage in an extra-curricular trip with a student and, in that instance, the principal/designate will consult the [SSRCE Student Co-Curricular and Extra-Curricular Trip Policy](#) to determine the responsibilities of the CYCP during that trip.

All community programming/co-curricular trips must be approved by the school principal/designate. In order for approval to be considered by the principal/designate, the CYCP must take the following steps.

Before the Trip:

- 1) All co-curricular trips must be directly connected to student programming so during the days before the outing occurs, the CYCP must work with the teacher or principal/designate to align the outing with the student’s goals. A Trip Objective Form (**Appendix D** from the [SSRCE Student Co-Curricular and Extra-Curricular Trip Policy](#) must be completed in consultation with a teacher or principal/designate.
- 2) [Activity Release Forms](#) must be completed and signed by the student’s parent/guardian for every trip they take; verbal permission is not sufficient. The details section of this form must include specific information about the trip.
- 3) All CYCPs must complete a [Form J](#) and provide proof of proper insurance (minimum \$500 000 liability), proof of current driver's license, and proof of up-to-date MVI. **You must provide your principal/designate with this each year.**
- 4) All CYCPs must take time to identify the possible risks associated with every trip they take and those risks must be recorded on every trip/transport form for the administrator/designate to review.
- 5) All CYCPs must be aware of SSRCE policies and be aware of the rules and regulations for each facility so they can be reviewed with students to ensure safety.
- 6) For recurring trips/community programming and transports, where the goals and plans are the same, you can have one approval. List the specific dates on the Activity Release Form and complete the back of the Checklist before you take it to your principal/designate for approval.

During the Trip:

- 1) Ensure you have a first aid kit in your car.
- 2) Have the student(s) sit in your back seat.
- 3) Do a safety scan when you arrive at your destination.
- 4) Adhere to the plan outlined on the Activity Release Form.
- 5) Follow all rules/regulations of the facility you are visiting during your trip/activity.

When you have completed all of the tasks in the list above, please fill out the [CYCP Co-Curricular Trips and Student Transport Form](#) and meet with your administrator/designate for approval.

You cannot take a student on a trip until you have received this approval.

Completed forms remain with the principal/designate and you take a copy with you.

Last Update: April 2023