

EDUCATION: PROGRAMS

Policy 513.2-G

Field Trips (Off-site Learning Experiences)

Field Trip Guidelines reflect best practices in the design and implementation of successful field trips that enhance educational value and increase safety practices while mitigating risks.

The following table shows best practices in Adult to Student Supervision Ratios. Increasing the number of adult supervisors will depend on the qualifications of the adult supervisors, nature of the activities, and the composition of the group of students participating in the field trip. It is an important safety consideration to plan for a minimum of two adults per class/team if at all possible. The Principal or Principal Designate has the ability to adapt these Supervision Ratios if appropriate.

Adult to Student Supervision Ratio (minimal levels)	K-3	4-7	8-12
One-Day Low-Risk Field Trip	<u>1:11</u>	1:15	1:Class (max 30)
One-Day Higher-Care Field Trip	1:10	1:10	1:10
Higher-Care: Overnight Multiple-day Field Trip and Out-Of-Province/International Field Trip	N/A	1:10	1:10
Athletic Field Trip	N/A	1:10	1:Team (max 30)

In the design and planning of field trips, it is important to utilize field trip resources that reflect current best practices in order to enhance educational value, heighten safety practices, and mitigate risks.

When staff and/or volunteers are driving students on field trips, they are to complete the Driver Authorization Form for Volunteers and Staff for Principal or Principal Designate's approval at least one week in advance of the field trip.

Cross References

Administering Medications to Students Policy 504.3.1, 504.3.1-R, 504.3.1-G

Volunteers in School Policy 808, 808-R, 808-G

Driver Authorization Form for Volunteers and Staff ([Click here to Link to Form](#))