

**TITLE: FIELD TRIPS – OVERNIGHT**

**Date issued: 08 September 2015**

**Last revised: 22 March 2016**

**Authorization: Senior Staff: 08 September 2015**

---

**1.0 OBJECTIVE**

To ensure the safety of students, staff, volunteers and the Ottawa-Carleton District School Board in matters relating to overnight field trips, which include at least one overnight stay, and remain within Canada.

**2.0 DEFINITIONS**

- 2.1 **Billeting** means the provision of board and lodging to District students in the homes of receiving students during a field trip or student group exchange.
- 2.2 **Board** means the Board of Trustees
- 2.3 **District** means the Ottawa-Carleton District School Board.
- 2.4 **First Aid** means emergency help using readily available materials which is given to an injured or suddenly ill person. First aid is used to preserve life, prevent the injury or illness from becoming worse and to promote recovery.
- 2.5 **Lead Trip Supervisor** means a District employee, normally a teacher, who assumes responsibility for organizing a school trip and assumes responsibility during the field trip.
- 2.6 **Ontario Physical Health Education Association (Ophea)** means the not-for-profit organization which works in partnership with school boards, public health, government and non-government organizations, and private organizations to develop programs and services that support healthy, active school and communities.
- 2.7 **Ontario Physical Health Education Safety Guidelines** means the minimum standards for risk management practices for school boards to focus the attention of teachers, intramural supervisors and coaches on safe practices in every activity, in order to minimize the element of risk. (Ophea Safety Guidelines are accessible at: <http://safety.ophea.net/>).
- 2.8 **Overnight Field Trip** means an off-site curricular-based trip offered to students from the school which includes at least one overnight stay within Canada.
- 2.9 **Program Service Provider** means a business, organization or agency which provides a service and/or educational program to support or facilitate the planned itinerary or activities during a field trip or excursion.

- 2.10 **Student Group Exchange** refers to an educational tour where students are provided board and lodging in the homes of a receiving student and family. This procedure only applies to student exchanges organized by the District and are not independently organized by the student's parents/guardians.
- 2.11 **Trip Supervisor(s)** means other District employees or volunteers who may be assigned responsibilities as defined by the Lead Trip Supervisor in the organizing or execution of a field trip.
- 2.12 **Volunteer** means an unpaid individual who attends a field trip to assist the Lead Trip Supervisor in carrying out their duties.

### 3.0 RESPONSIBILITY

- 3.1 The School Superintendent is responsible for the authorization of all overnight trips.
- 3.2 The school principal is responsible for:
  - a) ensuring that the proposed field trip will adhere to all District policies and procedures;
  - b) reviewing and approving OCDSB 639 Overnight Pre-trip Approval Plan;
  - c) ensuring that activities planned are age appropriate and suitably related to curricular expectations and learning outcomes;
  - d) the principal is responsible for ensuring that all fundraising conforms to Ministry guidelines and District policies and procedures, if required;
  - e) ensuring appropriate transportation and supervision have been arranged; and
  - f) ensuring that the Lead Trip Supervisor has access to a means of communication immediately prior to and throughout the international trip, where possible.
- 3.3 The Lead Trip Supervisor is responsible for:
  - a) ensuring that the proposed school trip will adhere to all District policies and procedures;
  - b) completing OCDSB 639 Overnight Pre-trip Approval Plan to the school principal for review and approval before involving the parents or students in the planning process;
  - c) preparing OCDSB 905 Parental Consent for Overnight Trip Participation Form;
  - d) making the arrangements for the trip, including transportation;
  - e) ensuring adequate supervision on the trip;
  - f) monitoring the behaviour of all participants; and
  - g) ensuring the security of personal information collected about students.
- 3.4 Trip Supervisors are responsible for assisting the Lead Trip Supervisor in carrying out the responsibilities that have been assigned for the duration of the trip.

- 3.5 Volunteers are responsible for:
- a) assisting the staff, at the direction of the Lead Trip Supervisor, in carrying out the responsibilities they have been assigned for the duration of the trip; and
  - b) completing OCDSB Form 649 Field Trip Volunteer Acknowledgement and Disclaimer Waiver for approval by the school principal.
- 3.6 Parents/Guardians are responsible for:
- a) completing and submitting all required consent forms;
  - b) informing staff of any special individual needs of their child(ren);
  - c) supplying any necessary medication, equipment or supporting documentation needed to accommodate those special needs; and
  - d) making themselves aware of all details of the itinerary, contact numbers and travel arrangements as provided by the Lead Trip Supervisor.
- 3.7 Students are responsible for following the District and School Codes of Conduct at all times during the trip.

## **4.0 PROCEDURE**

### General Planning

- 4.1 All overnight trips must have clearly stated, reasonable and attainable educational objectives which are curriculum related and/or may constitute part of an ongoing school activity.
- 4.2 All overnight trips must be approved in advance by the principal, and approved by the school superintendent at least twenty school days before departure, except for extenuating circumstances, such as competitions where advance notice is not possible.
- 4.3 Participation on a field trip is voluntary and requires written consent from the parent/guardian or, where a student is 18 years of age or older, the student's written consent.
- 4.4 Reasonable efforts will be made to ensure that all overnight field trips are both equitable and accessible to encourage the participation of all eligible students.
- 4.5 Field trip costs are expected to be affordable to students and approved by the principal. Schools will make known the availability of and will provide financial assistance for students in need. Costs, including fundraising, will be reviewed annually with input from the school council.

### Trip Planning

- 4.6 The Lead Trip Supervisor will submit OCDSB 639 Overnight Pre-trip Approval Plan to the principal for review and approval. This must be signed by the Lead Trip Supervisor, the principal and the Superintendent prior to any communication with students and parents. The form will indicate in general terms:

- a) the curricular focus, and description of the educational purpose, the type of trip, the destination, and the dates;
- b) the school days affected;
- c) the travel route, means of transportation, likely accommodation, proposed itinerary, tour operator or Program Service Provider (if applicable) and estimated cost per student;
- d) the number of students, number of staff, number of volunteers and the adult/student ratio proposed; and
- e) the inherent risk, including the OSBIE risk rating and identification of the first aid provider, if required based on the OBSIE risk rating; and
- f) Ensure that the supervision requirements are appropriately met, as follows:

Grade	Field Trips	Special Education **
K-3	Not permitted	Not permitted
4-6	1 adult/8 students	1 adult/8 students
7-8	1 adult/10 students	1 adult/10 students
9-12	1 adult/ 15 students	1 adult/10 students
Both male and female supervisor (s) and/or volunteer(s) are required, unless student participants represent only one gender.		

\*\* applies to system classes but excludes gifted program students (supervised according to their grade level)

- 4.7 Before approving a field trip the principal will be satisfied that:
- a) the Lead Trip Supervisor, Trip Supervisor(s), and volunteer(s) understand Board policies and procedures defining their responsibilities and liabilities;
  - b) the students, the Lead Trip Supervisor, Trip Supervisor(s), and volunteer(s) receive adequate information about the trip; and,
  - c) arrangements are in place for covering all the safety, legal and financial obligations involved. This includes student safety plans and following Ophea guidelines for sports, where required.

- 4.8 When planning an overnight field trip, the Lead Trip Supervisor must make reasonable efforts to consider the following so that staff, parents/guardians and students are fully informed and able to meet the requirements for participation:
- a) timelines
    - i. respect timelines depending upon the nature of the educational tour, for approval, payment of deposits, final list of participants etc.;
    - ii. respect timelines to give notice to parents to complete any required documentation, financing, or special requirements; and
    - iii. allow sufficient time to select and secure appropriate staff and volunteers and to offer them any training that might be necessary.
  - b) itinerary development
    - i. ensure that the trip has clearly stated, reasonable and obtainable educational goals;
    - ii. ensure that planned activities are age-appropriate for all students on the trip;
    - iii. draft a daily itinerary based on curricular scope and number of days;
    - iv. confirm compliance with Ophea safety guidelines for physical activities;
    - v. determine whether any additional specialized training is required by accompanying staff, given the itinerary; and
    - vi. assign tasks and areas of responsibility to each trip supervisor, with the approval of the principal so that all points on the itinerary are adequately supervised.

#### Transportation

- 4.9 The Lead Trip Supervisor will arrange in advance any required transportation to be used throughout the trip, provide a list to the principal of all modes of transportation to be used throughout the trip and ensure designated adult supervision on any bus or van used during school trip activities from starting location to end location.
- 4.10 When staff, parents or volunteer(s) transport students, a form OCDSB 657 Authorization to Transport Students Participating in School Events must be completed and signed by the principal, the driver, and the owner if the driver does not own the vehicle; these forms are to be kept by the principal.
- 4.11 Where a Program Service Provider, travel company or educational exchange organization is being used, they must be registered under the *Travel Industry Act* (1990) and possess a valid registration number. The Lead Trip Supervisor must obtain proof of Program Service Provider or travel agency Certificate of Insurance indicating comprehensive general liability coverage and the name and contact details of the liaison person in Canada who is available both prior to and during the tour.
- 4.12 Details regarding all transportation to be used throughout the trip will be listed in OCDSB 905 Parental Consent for Overnight Trip Participation Form.

#### Accommodation

- 4.13 Accommodation must be arranged in advance and be appropriate to the nature of the trip, to the curricular activities planned and to the ages and needs of the students.

- 4.14 Room allocation for staff and students must adequately address supervision considerations, gender and special needs.
- 4.15 If billeting is being used, all efforts must be made to make suitable and compatible matches. Police reference checks will be obtained where possible, otherwise precautionary measures must be made to ensure the safety of students and the suitability of the host family. Every student must have continual phone access to a Trip Supervisor.

#### Insurance

- 4.16 The Lead Trip Supervisor must ensure that insurance requirements are met for all of the following categories:
  - a) trip cancellation;
  - b) accident;
  - c) medical; and
  - d) loss/damage to baggage or equipment.
- 4.17 The trip participants will pay costs for all extended medical insurance coverage. The entire group travelling is required to be covered by a comprehensive group insurance plan with the cost shared amongst all participants.

#### Risk Management and Safety Planning

- 4.18 The Superintendent of Instruction, Principal, and Lead Trip Supervisor will assess potential risks, and consider strategies to mitigate risk, as part of the pre-trip approval process.
- 4.19 The Lead Trip Supervisor will ensure that the Supervisor/Student ratio meets the requirements at all points during the trip. They will inform students and parents of safety requirements, expectations for appropriate student behavior, and standard emergency procedures.
- 4.20 All activities that include risk will be clearly indicated in OCDSB 905 Parental Consent for Overnight Trip Participation Form.

#### Budgeting and Financial Accountability

- 4.21 Reasonable efforts will be made to offer a trip that is affordable to students.
- 4.22 All fundraising and financial transactions will comply with all current OCDSB fundraising and funds management policies and procedures.
- 4.23 Where appropriate, depending on the nature of the overnight trip, the Lead Trip Supervisor will designate a trip supervisor to oversee a budget which will include, but not be limited to, a clearly articulated payment schedule if required, a complete OCDSB 906 Field Trip Cancellation and Refund Policy, and a schedule with anticipated revenues for any planned fundraising activities.

### Communications Planning

- 4.24 All Trip Supervisors, and the principal or designate, will have access to all relevant contact and medical information throughout the trip.
- 4.25 There will be a local information number, accessible at any time, for parents/guardians and staff to use in an emergency situation.

### Trip Promotion

- 4.26 An information package will be prepared with the trip itinerary, parental consent forms, costs, parental expectations, student expectations, the school Codes of Conduct, and all other required or relevant information that the Lead Trip Supervisors feel should be included.
- 4.27 The Lead Trip Supervisor will ensure that a signed agreement has been obtained from each parent/guardian to pay for an individual student to return in the case of an incident that involves a serious breach of Code of Conduct.

### Pre-Trip Review Process

- 4.28 Supervision duty coverage and lesson plans will be available and complete for incoming occasional teachers.
- 4.29 The principal will ensure that every trip supervisor has a copy of the emergency information.

### Supervision

- 4.30 The Lead Trip Supervisor is responsible for the supervision and safety of students at all times during a trip. An accurate attendance count must be taken by the supervisor(s) at all points of departure.
- 4.31 Supervisors must ensure that they have pertinent information and equipment in their possession at all times including but not limited to medical information, first aid kit, and home or other telephone numbers.
- 4.32 Supervisors assuming responsibility for supervising waterfront activities including swimming and canoeing must have, or be assisted by a person who has, qualifications as stated in the most recent/current Ontario Physical Education Safety Guidelines
- 4.33 Volunteers for overnight field trips must be approved in accordance with District Policy P.067.SCO: Volunteers, and District Procedure PR.555.SCO: Volunteers.
- 4.34 Prior to departure, all supervisors and accompanying volunteers are expected to know the details of the field trip, and their specific responsibilities.
- 4.35 Supervisors and volunteers are expected to support the school Code of Conduct and to report any inappropriate conduct to the Lead Trip Supervisor.
- 4.36 The Lead Trip Supervisor, Trip Supervisor(s) and volunteer(s) are expected to adhere to the schedule/itinerary.

- 4.37 All board policies and procedures apply to students, staff and volunteers for the duration of the trip.
- 4.38 When a student's behaviour on a trip is so disruptive and/or inappropriate as to cause the immediate cancellation of his/her participation in the trip, the student will be returned to school/home immediately, at the parents' expense. This decision will be at the discretion of the Lead Trip Supervisor, in consultation with the principal. The parent will be notified of this decision. The student should be accompanied by a staff member. In special circumstances, a student may be accompanied by another adult or returned to the school or home unaccompanied taking into consideration such factors as the student's age, maturity, distance to be travelled, the method of transportation, and with the parent's knowledge and consent.
- 4.39 All trip supervisors must understand their roles and responsibilities in an emergency and must ask for clarification if there is confusion.
- 4.40 All supervisors will regularly review security protocols with students as appropriate, such as staying in groups of at least three, staying in rooms at night, what to do if a student gets lost.
- 4.41 All supervisors will continue to reinforce student responsibilities and the boundaries of behaviour, particularly during unstructured time.
- 4.42 The Lead Trip Supervisor will document any breaches of the Code of Conduct or other serious incidents. Before imposing sanctions, s/he will discuss any issues with the school principal.

#### Post-Trip Review

- 4.43 If there are any issues arising from the trip that require immediate attention, the Lead Trip Supervisor will make the principal aware of them upon return. An OBSIE incident report will be completed, if required.
- 4.44 Where appropriate following an overnight trip, a meeting will be held of all trip supervisors and volunteers in order to discuss the successes and challenges of the trip. This will include evaluations of the itinerary and activities, the safety protocols, transportation and accommodation, stakeholder satisfaction, issues, concerns and recommendations. In such cases, a report will be written for the Principal by the Lead Trip Supervisor.
- 4.45 Trip expenses must be reconciled and any extra funds distributed to parents/guardians after all expenses have been accounted for by the Lead Trip Supervisor.

## **5.0 APPENDICES**

Appendix A – Forms checklist and timelines Field Trips- Overnight

Appendix B – Planning Activities/Considerations Checklist.

Appendix C –OCDSB 639 Overnight Pre-trip Approval Plan

Appendix D –OCDSB 905 Parental Consent for Overnight Trip Participation Form

Appendix E – OCDSB 906 Field Trip Cancellation and Refund Policy

Appendix F -OCDSB 657Authorization to Transport Students Participating in School Events

Appendix G –OCDSB Form 649 Field Trip Volunteer Acknowledgement and Disclaimer Waiver

Appendix H – Frequently Asked Questions and Answers.



## **6.0 REFERENCE DOCUMENTS**

Board Policy P.029.SCO: Field Trips, Excursions, Educational Tours and Student Exchanges  
Board Policy P.032.SCO: Safe Schools  
Board Policy P.108.SCO Care of Students with life threatening medical conditions  
Board Policy P.026.SCO: Student Suspension/Investigation/Possible Expulsion  
Board Policy P.034.SCO: Substance Abuse  
Board Policy P.067.SCO: Volunteers  
Board Policy P.036.SCO: Weapons  
Board Policy P.137.SCO Concussion Management  
Board Procedure PR.547.SCO: Administering Medication to Students  
Board Procedure PR.548.SCO: Care of Students with life-threatening medical conditions  
Board Policy P.540.SCO: Fund-raising in Schools  
Board Procedure PR.521.SCO: Safe Schools  
Board Procedure PR.511.SCO: Student Suspension  
Board Procedure PR.515.SCO: Student Suspension/Investigation/Possible Expulsion  
Board Procedure PR.523.SCO: Substance Abuse  
Board Procedure PR.555.SCO: Volunteers  
Board Procedure PR.525.SCO: Weapons  
Board Procedure: PR.561.SCO Concussion Management  
Board Procedure PR.673.SCO Field Trips--Day  
Board Procedure PR.683.SCO Field Trips--International

**Forms checklist and timelines- Field Trips- Overnight  
Procedure PR.674.SCO**

<b>Form</b>	<b>Date required</b>	<b>Responsibility</b>
Appendix B: Planning Activities/Considerations Checklist	As appropriate	Lead Trip Supervisor
Appendix C: OCDSB 639 Overnight Pre-trip Approval Plan	20 days in advance of the field trip (see procedure for possible exceptions)	Lead Trip Supervisor submits form to principal. Principal submits form to Superintendent of Instruction for approval.
Appendix D: OCDSB 905 Parental Consent for Overnight Trip Participation Form	As appropriate, based on the field trip	Lead Trip Supervisor
Appendix E: OCDSB 906 Field Trip Cancellation and Refund Policy	As appropriate, based on the field trip	
Appendix F: OCDSB Form 657 Authorization to Transport Students participating in school events	As appropriate, based on the field trip	Lead Trip Supervisor
Appendix G: OCDSB 649 Field Trip Volunteer Acknowledgement and Disclaimer Waiver	As appropriate, based on the field trip	Lead Trip Supervisor

Planning Activities/Considerations Checklist	Date
1. Complete OCDSB 639 Overnight Pre-trip Approval Plan and submit to the principal and ensure that the field trip complies with Board Procedure PR.518.SCO	
2. Obtain approved OCDSB 639 Overnight Pre-trip Approval Plan from the principal	
4. Prepare OCSDB 905 Parental Consent for Overnight Trip Participation Form	
5. Obtain written, informed consent of parent/guardian or student (if over 18 years of age).	
6. Collect OCDSB 906 Field Trip Refund Cancellation Policy forms from students	
7. Ensure that medical/emergency student information and name of contact person has been obtained for each participant.	
8. Make appropriate travel arrangements.	
9. Ensure supervisors/volunteers: a) meet or exceed supervision ratios; b) are qualified for the planned activities; c) have submitted the Field Trip Volunteer Acknowledgement and Disclaimer Waiver; and c) are fully aware of their responsibilities.	
10. Ensure fundraising activities conform to Board policy P.052.SCO and procedure PR.540.SCO: Fund-raising in Schools.	
11. Ensure accounting procedures conform to Board procedure PR.616.FIN: School-generated Funds	
12. If a student is not participating in the field trip, ensure that appropriate arrangements have been made in the school.	
13. Prepare 3 copies of the manifest containing the names, addresses, telephone numbers and Health Card numbers (if provided) of all students, volunteers and staff <u>by vehicle</u> . Provide one copy of the manifest to each vehicle, the trip contact person, and the school prior to departure.	
14. Retain all documents for one year.	



### OCDSB 639: Overnight Pre-trip Approval Plan

Trip Title: <input type="text"/>	Date Submitted: <input type="text"/>
School: <input type="text"/>	Number of school days affected: <input type="text"/>
Purpose of Field Trip/Subject/Extra-curricular:	Accommodations: <input type="checkbox"/> Hotel, hostel, school dormitory or other accommodation as a group <input type="checkbox"/> Billeting with informed consent  Contact Information:
<b>Tour Organizer</b>	
<p style="text-align: center;">Departure</p> Date: <input type="text"/> Time: <input type="text"/> Via: <input type="text"/> To: <input type="text"/>	<p style="text-align: center;">Return</p> Date: <input type="text"/> Time: <input type="text"/> Via: <input type="text"/> To: <input type="text"/>
Proposed travel route/additional destinations:	
<b>In case of late return or other inquiries</b>	
Contact: <input type="text"/>	Phone: <input type="text"/>
Learning Activities (provide specific details, including time blocks):	

Supervision	Expenditures	Revenues
Supervisor Names:          Supervisor Responsibilities:          Number of students: <input type="text"/> Number of staff: <input type="text"/> Number of volunteers: <input type="text"/> Ratio: <input type="text"/> Grade: <input type="text"/>	Transportation: \$ <input type="text"/> Accommodations: \$ <input type="text"/> Meals: \$ <input type="text"/> Rentals: \$ <input type="text"/> Admission: \$ <input type="text"/> Other:      Other Total: \$ <input type="text"/> Total: \$ <input type="text"/>	Student Levy: \$ <input type="text"/> Fundraising: \$ <input type="text"/> Board Support: \$ <input type="text"/> Other:      Other Total: \$ <input type="text"/> Total: \$ <input type="text"/>

**Athletics Information**

Sport/Team:

**Coaches**

Name <input type="text"/>	<input type="checkbox"/> Teacher
	<input type="checkbox"/> Non-Teacher
Name <input type="text"/>	<input type="checkbox"/> Teacher
	<input type="checkbox"/> Non-Teacher
Name <input type="text"/>	<input type="checkbox"/> Teacher
	<input type="checkbox"/> Non-Teacher

Description	Details (practices, league competitions/meets, tournaments, other):
Season: <input type="text"/> From: <input type="text"/> To: <input type="text"/>	

**Risk Assessment**

OSBIE Risk Rating:

Activity:

Risk:

Mitigating Strategy:

**Regular School Program**

Coverage Arrangements for teachers on trip:

Program for students who will remain in regular school program:

Arrangements for students who miss regular classes due to trip participation:

Submitted By:  Signature: \_\_\_\_\_ Date:

Principal:  Signature: \_\_\_\_\_ Date:

Superintendent:  Signature: \_\_\_\_\_ Date:



## OCDSB 905 Parental Consent for Overnight Trip Participation Form

**NOTE:** A completed, signed copy of this form must be provided to the parent/guardian or student if over the age of 18 years in advance of the overnight field trip or student exchange.

### Overnight Trip Information

Name of School:
Description of Activities:
Supervisor(s):

### Elements of Risk:

Overnight Field Trips may present various elements of risk, as may various forms of related transportation including air flight. Accidents related to such activities may occur and cause injury to a student or students through no fault of the school board, a transporter or of a facility at which activities take place. By choosing to have your child participate in this activity, you are assuming the risk of an accident occurring. The chance of an accident occurring can be reduced when students carefully follow instructions at all times while engaged in the activity. In addition to inherent transportation risks, unforeseeable political unrest and disasters may occur. The potential risks in this trip are:

a)	
b)	
c)	

The Ottawa-Carleton District School Board does not provide any accidental death, disability, dismemberment or medical expense insurance on behalf of students participating in this activity.

Location of medical and back-up facilities:	
Departure Date:	Departure Time:
Via:	
To:	
Return Date:	Return Time:
Via:	
Place:	
In case of late return or for other inquiries contact: Phone Number:	
Cost of Tour/Exchange: \$	
Signature of Principal:	



**To Parent or Guardian:**

**This is an important form and must be returned to the school regarding this field trip.**

**INSTRUCTIONS:**

**Please complete and sign in the YES or NO section below and return the form to the school.**

**YES**

I give permission to the Ottawa-Carleton District School board for the following student to participate in the field trip activity \_\_\_\_\_ (*description*)

Scheduled to take place on or about \_\_\_\_\_ (*date*).

Name of Student: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone : \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Medical Information:**

Indicate any medical information or dietary restrictions that the supervising teacher needs to know.

**Medical Consent:** Should it become necessary for my child/ward to receive medical care, I hereby authorize the teacher to use his/her best judgement in obtaining such care. I/we understand that any costs will be my/our responsibility. I also understand that in the case of accident or illness I will be notified as soon as possible.

**Elements of Risk:** Any out of school activities may involve certain elements of risk. Injuries may occur while participating in the activities related to this field trip. The chance of injury can occur without any fault of the student, the school board, its' employees/agents or the facility where the activity is taking place. I/we understand that any costs will be my/our responsibility as the OCDSB does not provide accident insurance coverage for student injuries that occur during school activities.

I wish to volunteer for this trip:  No  Yes

Phone: \_\_\_\_\_

**ACKNOWLEDGEMENT:**

**I have received, read, and understand all of the above, and give permission for my child/ward to participate in this activity.**

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NO**

I do not give permission for my child/ward \_\_\_\_\_ (*name*) to participate in the field trip activity \_\_\_\_\_ (*description*) scheduled to take place on or about \_\_\_\_\_ (*date*). I understand that the trip is not compulsory and that any student not participating shall attend school.

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Field trip or Student Group Exchange*

***Participant Copy***  
**OCDSB 906 CANCELLATION AND REFUND POLICY**

Students and Parents,

Please read carefully the Cancellation and Refund Policy outlined below. Keep this copy for your records. Sign the attached School Copy, and return it to the Lead Trip Supervisor by the date indicated on your final acceptance letter.

**Policy:**

- ◆ When a student is accepted to participate in the field trip or student group exchange, they will be asked to complete a final confirmation of participation. Once this is done, all cheques are no longer refundable.

*If a student changes their mind any time after being accepted and completing a final confirmation of participation, and decides not to participate in the trip or exchange, all cheques submitted to date will be forfeited.*

*If a student has to be removed from the list of participants by the school Administration after having initially been accepted, all cheques submitted to date will be forfeited.*

- ◆ Every effort will be made to provide a one to one exchange experience for our students and for those of our partner school in \_\_\_\_\_, Unfortunately, unforeseen circumstances may require us to alter original billeting arrangements. Should this become necessary, it will be the responsibility of (name of the host school) \_\_\_\_\_ administration to provide acceptable alternate arrangements for name of OCDSB school) \_\_\_\_\_ students while they are visiting \_\_\_\_\_. We have every confidence that both schools will be able to make suitable alternate arrangements should the need arise.

*If a student changes their mind, and decides not to participate in the exchange because billeting arrangements must be altered, all cheques submitted to date will be forfeited.*

- ◆ Students will purchase travel insurance as part of the exchange program. If a student is unable to travel to \_\_\_\_\_ or to participate in any aspect of the trip for medical or emergency reasons, it will be the responsibility of the student and his/her parents to obtain reimbursement from the insurance company for monies paid. The Administration of (name of OCDSB school) \_\_\_\_\_ will endeavour to help, wherever possible, with this process.

*Field Trip or Student Group Exchange*

**School Copy**

**OCDSB 906 CANCELLATION AND REFUND POLICY**

- ◆ When a student is accepted to participate in the field trip or student group exchange, they will be asked to complete a final confirmation of participation. Once this is done, all cheques are no longer refundable.

*If a student changes his/her mind any time after being accepted and completing a final confirmation of participation, and decides not to participate in the exchange, all cheques submitted to date will be forfeited.*

*If a student has to be removed from the list of participants by the school Administration after having initially been accepted, all cheques submitted to date will be forfeited.*

- ◆ Every effort will be made to provide a one to one exchange experience for our students and for those of our partner school in \_\_\_\_\_.  
Unfortunately, unforeseen circumstances may require us to alter original billeting arrangements. Should this become necessary, it will be the responsibility of (name of the host school) \_\_\_\_\_ administration to provide acceptable alternate arrangements for (name of OCDSB school) \_\_\_\_\_ students while they are visiting \_\_\_\_\_. We have every confidence that both schools will be able to make suitable alternate arrangements should the need arise.

*If a student changes their mind, and decides not to participate in the exchange because billeting arrangements must be altered, all cheques submitted to date will be forfeited.*

- ◆ Students will purchase travel insurance as part of the exchange program. If a student is unable to travel to \_\_\_\_\_ or to participate in any aspect of the trip for medical or emergency reasons, it will be the responsibility of the student and their parents to obtain reimbursement from the insurance company for monies paid. The Administration of (name of OCDSB school) \_\_\_\_\_ will endeavour to help, wherever possible, with this process.

## ACKNOWLEDGEMENT

I have read and understood the Cancellation and Refund Policy as outlined above, and I agree to abide by this policy.

\_\_\_\_\_

Name of Student (please print)	Signature of Parent	Date
--------------------------------	---------------------	------

Updated 2015



## OCDSB 657 Authorization to Transport Students Participating in School Events

The collection and retention of the information requested on this form is authorized and governed by the Ontario *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

This will authorize \_\_\_\_\_ (name of teacher or other volunteer driver)  
to transport students participating in the following school excursion:

### Driver Authorization

*This form must be signed both by the owner of the vehicle and by the driver.*

#### 1. Declaration to be signed by the owner of the vehicle

Vehicle Information

Make/Model:

Year:

License:

I declare that I have authorized \_\_\_\_\_ to drive my vehicle to transport students participating in the school event(s) listed on this form. She/he holds an unrestricted Class G2 or better driver's license and is licensed to drive in Ontario, and is insured as an operator under a valid automobile liability insurance policy as required by Ontario law.

I declare that the vehicle described above is mechanically fit, there are seat belts in working condition for all passengers, and that the appropriate car/booster seats are used.

I agree to inform the school of any changes in the vehicle or driver information.

Name of owner:

Signature:

Date:

## 2. Declaration to be signed by driver

I declare that I hold an unrestricted driver's Class G2 or better license and am licensed to drive in Ontario, and that my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.

I agree to inform the school of any changes in the vehicle or driver information.

Name of driver:

Signature:

Date:

## 3. Declaration to be signed by parent(s)/guardian(s), if driver is a student

I declare that my daughter/son has my permission to be a volunteer driver for students participating in the school excursion(s) listed on this form. I further declare that my daughter/son holds an unrestricted Class G2 or better driver's license and is licensed to drive in Ontario, and is insured as an operator under a valid automobile liability insurance policy as required by Ontario law.

Name of parent/guardian:

Signature:

Date:

### Principal Authorization

*The Principal shall request to see original documents where possession of such documents is to be shown.*

All "Trip Drivers," including volunteer drivers, are advised that, in order to bring into effect the Ottawa-Carleton District School Board's (OCDSB) Excess Liability Insurance, they must:

- have a booster seat for each child under the age of 8 or between 18-36 Kg and a standing height less than 145 cm;
- use a licensed automobile that carries valid automobile third-party liability insurance as required under Ontario legislation;
- provide the OCDSB with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during an excursion on OCDSB-related business;
- be aware that the OCDSB's Excess Automobile Liability insurance comes into effect only after the vehicle owner's insurance has been exhausted;
- be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible, or premium adjustment as the result of an accident while the vehicle is being used on Board-related business, is NOT covered by the OCDSB's Excess Automobile Liability insurance;
- carry a minimum of \$1 million of third-party automobile liability insurance (as recommended by the Board).

**Additional Information:**

**Note:** A "Trip Driver" is defined as any person authorized by the OCDSB who has agreed to be a driver for a certain excursion while he/she is driving their own or another licensed automobile, to include trustees, employees, teachers, students, parents, volunteers and officials of the OCDSB.

Principal's Name:

Signature:

\*For office use only

Distribution (after final approval):

Driver:

Principal:



**CDSB 649 Field Trip Volunteer Acknowledgement and Disclaimer Waiver**

Name of Trip		
<b>Section A: Volunteer Duty/Activity</b>		
I, the undersigned hereby acknowledge and agree that I will be performing the following volunteer duties and/or activities:		
<b>Section B: location</b>		
Name of School		
<b>Section C: Dates of Activity</b>		
Date(s)	Month	Year
<b>Section D: Types of Volunteers</b>		
Please read and confirm:		
I am a volunteer and I will be participating in an assisting capacity on this trip to _____		
under the direction of OCDSB staff. .		
I understand that a police check may be required in order for me to accompany students on this trip. I already have a <b>valid</b> police check and will provide it to the principal and/or Lead Trip Supervisor upon request. <input type="checkbox"/> Yes <input type="checkbox"/> No I am willing to obtain a police check <input type="checkbox"/> Yes <input type="checkbox"/> No		
Volunteer Confirmation (Signature)		
<b>Section E: Acknowledgement of Element of Risk.</b>		
I understand that participating as a volunteer presents various elements of risk. Accidents resulting from such activities may occur and cause injury. These risk(s) must be assumed by the volunteer. As a volunteer I understand that I am not an employee of the Ottawa-Carleton District School Board and am not covered by the Workplace Safety & Insurance Act in the event of accidental injury or disease. I understand that the Ottawa-Carleton District School Board does not carry medical insurance for volunteers and that any medical expenses incurred by me due to an accident would be my responsibility. I hereby, on behalf of myself, my heirs, executors, administrators and assigned demise, release and forever discharge the Ottawa-Carleton District School Board, its successors and assigns, of and from all manner of actions, causes of actions, suits, debts, dues, accounts, bonds, covenants, contracts and demands whatsoever which against the Ottawa-Carleton District School Board I may press or commence arising out of and caused from the use of such volunteer duties and activities as described above or the demonstration of the same.		
DATED AT _____, ONTARIO, THIS _____ DAY OF _____, 2_____		
<b>Signature of Volunteer:</b>		
Print Name		
Address		
Telephone	Cell	Home
Signature Of Principal		





## Frequently Asked Questions and Answers

### 1. What defines a school field trip?

There are three different types of school excursions: (1) Day (2) Overnight and (3) International. A field trip is any class trip that leaves the school grounds. This includes walking trips, regular outings to the library or skating rink for example, as well as bus trips and any other outings. Field trips depart and return within the same day. Overnight Trips are defined as trips that have at least one overnight stay but do not require a passport. International trips require a passport. All trips must have clear and relevant curriculum connections or be part of a school extra-curricular activity.

### 2. What information will the school be providing to parents/guardians about school trips?

The school should provide the parent/guardian with sufficient information to enable him/her to make an informed decision about whether or not to give permission for his/her child to participate. The following is a checklist of the type of information that should be provided - more information may be required for high risk activities and educational tours and student exchanges:

- the nature and purpose of the activity or trip;
- any unusual factors, for example, rigorous physical activity, waterfront activities or water sports;
- any special risks associated with the activity, for example, inclement weather, or potential for falls;
- where the activity will be held, relevant times and/or dates;
- supervision that will be provided and by whom;
- transportation arrangements;
- cost of the activity;
- need for lunch, special clothing, equipment;
- a reminder that parents/guardians should let the school know of any relevant medical conditions; and
- any other relevant information about the activity or trip which could have a bearing on whether the parents/guardian would give or withhold their permission.

### 3. What about special needs students?

All trips must aim to be accessible and inclusive. Students and/or their parents/guardians must identify any special needs to the Lead Trip Supervisor and team ahead of the trip so accommodations can be made, if possible.

### 4. How many trips can a class do a year?

Each field trip must be approved by the principal, and all excursions and international trips by both principal and superintendents. There is no limit to the number of field trips, but the factors such as time spent on organization, cost and curricular benefit will be taken in to consideration by the principal.

### 5. How do I identify risk?

The following questions relating to risk management should be asked when planning field trips:

- (i) Risk Avoidance: Is the activity required?

- (ii) Risk Assessment: Is it foreseeable that someone can be injured?
- (iii) Risk Assessment: What is the probability of injury?
- (iv) Risk Reduction: What can be done to prevent an injury?
- (v) What is the probable severity of the most likely injury?
- (vi) What does Ophea require?
- (vii) What is the access to first aid?
- (viii) What is the OSBIE risk rating associated with the activity? <http://osbie.on.ca/risk-management/risk-assessment-toolkit/priority-chart.aspx>

### OSBIE Risk Priority and Profile Chart

Risk Profile	Priority	Strategy
<b>High Severity/High Frequency</b>	<b>High:</b> high probability of foreseeable injury occurring with few opportunities for mitigating strategies.	Change Activity
<b>High-Severity/Low Frequency</b>	<b>High-Medium:</b> The probability of risk of injuring is readily recognized and measured. There are mitigating strategies to control or reduce the risk - however if injury does occur it is typically severe	Ensure Ophea Guidelines are implemented.  Communicate clearly the nature of the risk and importance of following instruction.  Proceed with informed consent.
<b>Low Severity/High Frequency</b>	<b>Medium:</b> The probability of risk of injuring is readily recognized and measured. Mitigating strategies to control or reduce the risk are available.	Proceed with informed consent.
<b>Low Severity/Low Frequency</b>	<b>Low:</b> Risk exists by low probability of injury.	Proceed with informed consent.

**6. Are details of the risk associated with the trip required to be outlined in the parental consent form?**

Yes. All activities and the risks associated with each activity should be clearly outlined in the parental consent form to ensure parents are giving their informed consent regarding the trip.

**7. What activities are considered high/medium/low risk?**

The following is part of OSBIE’s Field Trip Risk Management Guidelines

#### Foreseeable Hazards – Planned Destination

It is not possible to list all hazards for all possible school excursion destinations. For simplicity, the risks for any school activity can be sorted into three major categories – Low, Medium and High, based on the criteria noted above.

**Low:** There is an identifiable risk of a loss occurring, but it is either unlikely to occur or would not cause serious injury/damage. Some characteristics of low risk factors include, but are not

limited to: sedentary classroom activities, low impact exercises, walking, computer studies, reading activities, etc. A particular event or situation may also be considered a low risk if the likelihood of an occurrence is rare or atypical for a school environment or location. Events with low statistical probability of occurring, such as hurricanes, earthquakes, nuclear war, radioactive fall-out, students experiencing fatal heart attacks, etc. are examples of remote risk that rarely occur, and unless situations or conditions suddenly change, would not warrant an allocation of resources to manage such risks.

**Medium:** There is a known risk associated with the activity that may cause a loss to occur regularly, but you can take steps to remove or reduce the risk. Some characteristics of medium risk factors include, but are not limited to: physical contact sports, transportation, water transportation, downhill sports (ski, toboggan, tubing, etc.), water activities (swimming, sailing, canoeing, etc.), physical education programs, etc.

**High Medium:** There is also a sub-class in this category called High Medium, which applies to activities where relatively few losses occur, but because of the nature of the hazards, any loss that does occur will result in a catastrophic injury. School excursions/activities that fall in this sub-category need to be carefully considered as to whether they are an appropriate activity, and if selected, managed with more caution. This sub-category includes activities such as Extreme Sports, wilderness excursions, rock climbing, high ropes, canopy walks, etc.

**High:** The nature of the activity or the presence of obvious hazards results in a high probability of a loss occurring with catastrophic results, it is foreseeable that a loss will occur, and/or you have no control over the risks that are present. Some characteristics of high risk factors include, but are not limited to: Fall heights exceeding 8 feet; Exposure to weather elements – sun, wind, extreme heat/cold; Extreme tidal conditions, currents or wave action (including white water); High speeds; Uncontrolled free fall or jumps; Areas prone to natural elements – avalanche, mudslides, volcanic activity, flash flood, disease outbreak, etc.; Natural disaster areas – hurricane, ice/snow storm, tornadoes, earthquake, etc. Areas experiencing war (declared or undeclared), civil and/or political unrest (Contact Canadian Department of Foreign Affairs for Travel information and Advisories) Exposure to wild and/or exotic animals; Inexperienced volunteers and/or teacher supervisors; Use of student drivers for transportation. The presence of any one or more of these factors is indicative of a high risk activity and may not be an acceptable risk for your school board.

#### 8. **How do I collect money?**

Any cost must be indicated to parents/guardians when consent is sought. There must also be a provision for field trips, that if a child cannot afford the trip, the student or parent/guardian can discuss the situation with the principal. Money should be collected in a transparent and accountable fashion according to OCDSB procedures.

#### 9. **What happens if someone does not or cannot pay?**

No student should be deprived of a field trip opportunity because of an inability to pay. Principals and teachers should take this into account when planning trips and either have a contingency fund available or other alternatives. For some field trips, excursions and international tours, fundraising might be necessary to reduce the individual cost.

#### 10. **How many adults need to go?**

The appropriate minimum ratio based upon the type of field trip, excursion or tour is indicated in the procedure.

**11. How can someone volunteer to assist with a trip?**

At least one teacher for each class must go. Parents/guardians can be asked to volunteer and can indicate their wish to volunteer on the parental consent form. Volunteer supervisors must be at least 18 years of age.

**12. Can several classes (schools) go together?**

Yes. As long as appropriate supervision ratios are in place and students are sharing a curricular benefit multiple classes or schools may go.

**13. Is a walk to a nearby library or the park considered a field trip?**

Yes. The same consent must be obtained and the same risk assessment, but if it is a regular ongoing thing (once a week, once a month) one consent form may cover all the outings.

**14. What about athletic meets that are overnight?**

Athletic meets that are overnight are considered overnight field trips. Procedure PR.674.SCO Field Trips – Overnight outlines the process for all overnight field trips.

**15. What form do I use for athletic day trips?**

OCSDB 907: Extra-curricular sport and travel consent form should be used, not OCSDB 122: Parental Consent for Trip Participation. Only one form is required to be completed per season. Any changes to the travel plans will be communicated to parents as soon as the information is available.

**16. In what ways can students be transported on field trips?**

Buses are the most common field trip transportation. When OC Transpo services are used, a trip supervisor shall travel to the excursion location and return to the school with the students. Provided prior written informed consent from custodial parents has been obtained, students in Grades 9-12 may travel to and from the field trip venue without adult supervision, When travelling without adult supervision, students should be encouraged to travel with a buddy. Walking, train, and/or plane as required are also acceptable. Walking trips are clearly managed by the Trip Supervisor(s) walking with the students to and from the destination. Seating plans are required for transportation travelling beyond the National Capital Region. Private cars are not encouraged as transportation.

**17. What happens if a trip has to be cancelled or postponed?**


If the field trip activity is subject to weather conditions on the day it is planned, that information, together with the 'rain date' can be communicated to parents/guardians as part of the original information package such that parent/guardians are providing consent for participation on either date, as required. At the very least, if this information is not initially communicated, parents/guardians should be provided with something in writing from the school to advise that the activity has been rescheduled, even if new permission forms are not going to be obtained. If the time between the original date and the rain date is significant, it may be prudent to treat the second trip as a new field trip and request a new permission form. Similarly, if the location or other important aspects of the field trip are changing such that it may influence a parent/guardian's decision to consent, it may be prudent to treat the back-up date as a new field trip.

**18. What happens if a student's behaviour during a trip breaches the school code of conduct?**

In certain instances, providing the student is not a danger to others or himself/ herself, the situation can be addressed with the principal upon return to school. On overnight excursions and international trips, the situation may warrant that the student be sent home. In all of these cases, consultation with the principal is required prior to a student being sent home. The family of a student sent home for a breach of the school code of conduct will be required to incur the extra costs.


**19. What considerations do I need to make in relation to emergency planning?**

**Field Trip Checklist / Emergency Procedures**


<b>Activity</b>	
Permission Forms Received from all students	
Health Forms received from all students	
Bus Lists / Attendance verified. Lead Teacher must have a complete list of all students on all buses/flights/tours.	
Discuss with previous Lead Trip Supervisors what emergency situations have previously arisen or where planned for.	
First Aid – aware of any administration of medications / allergies/medical conditions; bring First Aid Kit.	
If applicable, submit a request for emergency access to funds 2-3 days in advance. Have a plan for emergency access to funds.	
Bring a cell phone. Verify communications capacities at destination(s).	
Consider what you will do in the event of: Flight cancellation (weather, industrial action, scheduling hiccup, etc) Any single student or trip member is refused boarding at any point Flight (principal or connecting) is missed Documentation is lost or stolen Accommodation is not suitable, available, accessible (even if they were described as such before arrival) A trip member requires emergency medical treatment A trip member requires extended medical treatment (cannot return as scheduled) A trip member goes missing A trip member dies A trip member breaks the law or is arrested It is reported to you that a trip member has broken the law The itinerary is altered (weather, natural disaster, major accident, closures or other) A trip member is without funds Other eventualities that relate to the particular trip	
Develop your considerations of the above list into an Emergency Action Plan for your specific trip	
Review Emergency Action Plan with principal, trip supervisors, volunteers and students. This should contain information specific to the trip destination and participants as well as general emergency preparedness.	

20. Should an emergency occur, what actions should I take:


**SAMPLE EMERGENCY ACTION PLAN AND GENERAL EMERGENCY PROCEDURES**

<b>Activity</b>	
Assess the situation	
Assign roles and responsibilities as the situation requires	
Render First Aid as necessary	
Call 911 or relevant Emergency services as necessary	
Notify Principal	
One adult will track and monitor student attendance	
Principal will notify Superintendent of Education, parents, guardians or emergency contacts if required	

**ACCIDENT**

<b>Activity</b>	
At the scene of the accident the Lead Trip Supervisor(s) will:	
Ensure that all students remain at the scene until an ambulance attendant has had the opportunity to assess the condition of the student(s).	
Record the names of the students and staff that were on board at the time of the accident.	
Obtain the names of injured students along with the name of the hospital to which they are taken and notify the school. If possible, one adult supervisor will travel to the hospital where those injured are being treated.	
Ensure the safety of the remaining students and arrange for their transportation back to the hotel or to a suitable location.	
Only release students (under eighteen (18) years of age) into the custody of their parent or guardian.	
Student lists will be used to record students who have been released. Departure times and the name of the person that the student left with must be recorded.	

## MISSING STUDENT

<b>Activity</b> At the scene of the accident the Lead Trip Supervisor(s) will:	
Initiate a search using known adults. Do not leave other students unsupervised.	
Inform the principal if the student is not found within 90 minutes after being reported as missing. Keep principal informed of any new developments. Inform the local police.	
Await the arrival of police before arranging for the return of other students.	
Principal will notify Superintendent of Education, parents, guardians or emergency contacts.	
Lead Trip Supervisor or designate will remain at the scene to provide information, if required.	



## 21. What should I do if there is a serious accident?

### Emergency Protocol Checklist Accident/Serious Injury

Response Sequence	Action	Responsibility
1	<ul style="list-style-type: none"> <li>✓ Account for all participants.</li> <li>✓ Remove participants from danger</li> <li>✓ Maintain supervision</li> <li>✓ Provide comfort as necessary</li> </ul>	Lead Trip Supervisor and team
2	<ul style="list-style-type: none"> <li>✓ Assess the situation</li> <li>✓ Determine need for immediate medical care or assistance</li> </ul>	Lead Trip Supervisor and team
3	<ul style="list-style-type: none"> <li>✓ Call 911 or appropriate emergency number (ex. 006 in Spain)</li> <li>✓ Administer first aid or CPR</li> <li>✓ Do not move victim if:                             <ul style="list-style-type: none"> <li>• unconscious</li> <li>• neck or back injury</li> <li>• significant loss of blood</li> </ul> </li> </ul>	Lead Trip Supervisor and team
4	<ul style="list-style-type: none"> <li>✓ Inform school emergency contact</li> <li>✓ Provide details of the event, including                             <ul style="list-style-type: none"> <li>• Names of all involved</li> <li>• What happened</li> <li>• Extent of injuries</li> <li>• When accident happened</li> <li>• Where accident happened</li> </ul> </li> <li>✓ Review contingency plan</li> </ul>	Lead Trip Supervisor and team
5	<ul style="list-style-type: none"> <li>✓ Inform parent/guardian</li> </ul>	Principal
6	<ul style="list-style-type: none"> <li>✓ Transport injured participant(s) to medical care as soon as possible</li> <li>✓ Send staff member or adult supervisor to hospital with injured participant(s)</li> </ul>	Lead Trip Supervisor and team
7	<ul style="list-style-type: none"> <li>✓ Inform Superintendent of Instruction, if necessary</li> </ul>	Principal
8	<ul style="list-style-type: none"> <li>✓ Deal with media inquiries</li> </ul>	OCDSB Communications
9	<ul style="list-style-type: none"> <li>✓ On-going updates to Principal</li> </ul>	Lead Trip Supervisor and team
10	<ul style="list-style-type: none"> <li>✓ When possible, maintain ongoing written log of events and times</li> </ul>	Lead Trip Supervisor and team

\*Lead Trip Supervisor may delegate to adult supervisors as necessary

## 22. What should I do if a student goes missing?

### Emergency Protocol Checklist - Missing Student

Response Sequence	Action	Responsibility
1	✓ Inform Lead Trip Supervisor and team immediately	All Supervising Leaders
2	<ul style="list-style-type: none"> <li>✓ Initiate search using only known adults</li> <li>✓ Ask friends to attempt contact by texting, Facebook, phone, etc.</li> <li>✓ Ensure other students remain with necessary supervision</li> </ul>	Supervising Teachers
3	<ul style="list-style-type: none"> <li>✓ Inform Principal (or designate) if student not found within 30 minutes of missing student reported</li> <li>✓ Provide principal with all relevant facts and details</li> <li>✓ Update principal on on-going basis</li> </ul>	Lead Trip Supervisor and team
4	✓ Inform police and/or nearest Canadian Consulate on international trips	Lead Trip Supervisor and team
5	<ul style="list-style-type: none"> <li>✓ Remain on site for arrival of police before arranging the return of other students to school (or hotel/dormitory/residence).</li> <li>✓ Provide police with all relevant facts and details</li> <li>✓ Where/when the student was last seen</li> <li>✓ What the student was wearing</li> <li>✓ Description of any suspicious persons/vehicles in the area</li> </ul>	Lead Trip Supervisor and team
6	✓ Inform parent/guardian	Principal
7	✓ Inform Superintendent of Instruction	Principal
8	✓ Return other students to pre-arranged location within one hour of designated return time, when possible	Supervising Teachers
9	✓ Deal with media inquiries	OCDSB Communications
10	✓ When possible, maintain ongoing written log of events and times	Lead Trip Supervisor and team

\*Lead Trip Supervisor and team may delegate to adult supervisors as necessary

## 23. What should I do if there is a natural disaster?

### Emergency Protocol Checklist/ Natural Disaster

Response efforts should emphasize communication, effective coping strategies, foster supportive relationships, and ensure all students understand the impact and consequences of the natural disaster.

<b>Response Sequence</b>	<b>Action</b>	<b>Responsibility</b>
<b>1</b>	<ul style="list-style-type: none"> <li>✓ Account for all participants</li> <li>✓ Remove participants from danger when possible</li> <li>✓ Maintain supervision</li> <li>✓ Provide comfort and support as necessary</li> </ul>	Lead Trip Supervisor and team
<b>2</b>	<ul style="list-style-type: none"> <li>✓ Assess the situation to determine if the natural disaster is widespread or localized</li> <li>✓ Determine need for immediate medical care or assistance</li> <li>✓ Refer to the emergency protocol checklists for “Accident/ Serious Injury” or “Missing Student” as necessary</li> </ul>	Lead Trip Supervisor and team
<b>3</b>	<ul style="list-style-type: none"> <li>✓ Call 911 or appropriate emergency number (ex. 006 in Spain) or Canadian consulate</li> <li>✓ Monitor radio/TV broadcasts to keep informed of external conditions and events that may affect the disaster area, local community, and for instructions in event of major disaster</li> </ul>	Lead Trip Supervisor and team
<b>4</b>	<ul style="list-style-type: none"> <li>✓ Inform school emergency contact</li> <li>✓ Provide details of the event, including               <ul style="list-style-type: none"> <li>• What happened</li> <li>• Names of all involved</li> <li>• Extent of injuries</li> </ul> </li> <li>✓ Review plan</li> </ul>	Lead Trip Supervisor and team
<b>5</b>	✓ Inform parent/guardian	Principal
<b>6</b>	✓ Inform Superintendent of Instruction	Principal
<b>7</b>	✓ Deal with media inquiries	OCDSB Communications
<b>8</b>	✓ On-going updates to Principal	Lead Trip Supervisor and team
<b>9</b>	✓ When possible, maintain ongoing written log of events and times	Lead Trip Supervisor and team

\*Lead Trip Supervisor and team may delegate to adult supervisors as necessary