

## **SCHOOL DISTRICT NO. 92 (NISGA'A)**

**Policy Subject:** Field Trip Safety

**Date Passed:** September 9, 2008

**Date Amended:** May 21, 2019

**Description:** Field Trip Safety

### **REGULATIONS 301-R**

#### REGULATIONS

1. This policy should be used in conjunction with Policy 300 Field Trip, Policy 302 Student Transportation – Field Trips, and Policy 303 Transportation of Students.
2. This policy applies to all persons involved in the planning, sponsorship or supervision of field trips.
3. This policy applies to day trips, overnight trips, in-district trips and out-of-district trips.
4. Schools should operate on the basis that:
  - 4.1 Parents have a right to give consent or refuse consent to their child's participation in all field trips, and in curricular activities and extracurricular activities that include significant physical risk beyond what would normally be involved in school attendance; and
  - 4.2 Parents need information relevant to those risks before they make the decision.
  - 4.3 These principles underlie the issue of informed consent.
5. The school district owes students a duty of care to protect them from the risk of reasonable foreseeable harm.
6. The standard of care is that of a careful and prudent parent. What that means depends upon all the circumstances, including:
  - 6.1 The nature of the activity;
  - 6.2 The number of students being supervised;

- 6.3 The age, training and degree of skill of the students;
- 6.4 The competency and capacity of the students involved; and
- 6.5 The proclivity of young boys and girls to act recklessly in disregard, if not in actual defiance, of authority.
7. In considering field trips three questions that must be addressed are:
  - 7.1 Should we be engaging in this activity from both educational and safety perspectives?
  - 7.2 If we do, what are the risks?
  - 7.3 How do we reduce those risks?
8. Risks need to be assessed and a plan made for each and every trip involving risky activities:
  - 8.1 Identify risks of injury;
  - 8.2 Identify strategies to manage and minimize risk;
  - 8.3 Implement risk reduction strategies;
  - 8.4 Monitor the results and implement changes.
9. Schools must ensure that all relevant information is provided to parents and that information is provided in a format that engages, motivates, and enables parents to assume parental responsibilities, so that they may make or withhold fully informed consent.
10. Schools cannot justify activity choice and trip selection based upon a past history of success. Ongoing reassessment, particularly of programs that have been in place for a number of years, is necessary. Past program decisions should not drive current program planning.
11. “Consent” is the permission of the parent for a child to participate in an activity while “waiver” is abandonment of the right to sue for harm caused by another’s negligence.
12. Where there is a question as to the risk level acceptability of a field trip, the principal must consult with and obtain approval in principle from the Superintendent or Director of Instruction before proceeding with the trip’s arrangements.

13. Field trips may not take place unless the field trip safety plan is approved in writing by the principal and, if applicable, by the Superintendent or Director of Instruction. Appendix A is a sample form that schools may use for this purpose.

## ADMINISTRATIVE PROCEDURES

1. Field, athletic and cultural trips, as part of the established school program, must be well planned and clearly relate to established curriculum. Safety is paramount in planning and must be a key component of such planning.
2. It is the responsibility of the principal to ensure that students are both financially and physically prepared to attend and that parents and guardians of a student involved in a school-sponsored trip must be provided adequate notice and have completed, the 'routine' low risk School Sponsored Trip Consent Form (see Appendix B) prior to the excursion.
3. School sponsored trips occasionally involve heightened risks of accidents to participants. For this reason the parent/guardian must acknowledge in writing that the student has their permission to be involved in such trips. The information notice to parents must clearly list any special activities the student will be expected to undertake, and disclose any extraordinary element of risk on the High Risk School Consent and Waiver Form (see Appendix C). A VHF Radio or cellular phone (where possible) should be made available for all trips, where in the event of a student injury, access to a school or community facility may not be possible.
4. Some student school sponsored trips have high risk potential. Teachers who wish students to experiences such trips are expected to ensure extra precautions are met before approval is requested. Please refer to guidelines for Specific Types of Trips under Appendix B.
5. The written parent/guardian acknowledgement is to be kept on file for two years after the age of nineteen. Parents will be provided with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of arrival and an estimated time of return, and type of risk level for the trip. The level of risk determines the type of form (School Sponsored Trip Consent Form or School Consent and Waiver Form) that must be used.

“School Sponsored Consent Form” is used for low to medium risk trips  
Examples: Community visits, athletic events, overnight trips  
(See form in Appendix B)

“School Consent and Waive Form” high-risk trips  
Examples: Skiing/Snow boarding, Kayaking/Canoeing, Rock Climbing,

Wilderness Expeditions, etc  
(See form in Appendix C)

6. To ensure that participation in the experience will be possible for every student in the group concerned, no student will be prevented from taking part for financial reasons.
7. Suitable arrangements must be made for an educational program for the students who will be remaining at the school and not participating in the trip.
8. Prior to submitting a school sponsored trip application form for approval, the Board expects that adequate planning commensurate with the requirements of the activity has occurred. In order to determine appropriate supervision levels, the Principal must conduct an enquiry into the nature of the trip, the type of accommodations, method of travel, the nature of students who will be attending having regard to their age and maturity level, any medical requirements for students, the nature of the activities in which students will be engaging and any known or recognized hazards.
9. A photocopy of student medical information, i.e. care card number, parent contact number, which is available in the school office, must accompany each student participating in overnight or extended school sponsored trips.
10. Where prescribed medication must be administered to students, school personnel must follow Board Policy 506 – P (Administering Medicines to Students).
11. An itinerary of each school-sponsored trip must be available in the school office in order that the principal may contact the supervisor if an emergency arises. In turn, the supervisor in charge of the field trip must be able to contact the principal of the school in an emergency and the principal would then be able to notify parent(s).
12. For high risk activities, extended trips beyond five days and out of province trips, an information meeting for parent(s)/guardian(s) held by the trip planner(s) is required. Parents who are unable to attend this meeting would need to contact the school to receive the information.

## APPROVALS

### 1. By Principal or by Superintendent/Director of Instruction

All trips and activities must have the prior approval of the school Principal. Prior approval of the Superintendent or Director of Instruction is required for all trips and activities that involve students traveling out of the district or if students will be away from home for two nights or more.

### 2. By Board of School Trustees

Board approval is required in advance for all trips and activities:

2.1. that involve students traveling out of the province, or

2.2 if students will be away from home for five nights or more, or

2.3 if a school sponsored trip or activity involves high risks (e.g. skiing/snowboarding, kayaking/canoeing).

3 If students will be away from home for five nights or more, or if the trip is out of province, or if a trip or activity involves high risks and/or hazards, the request must be submitted to the Board in time for approval at its regular meeting prior to the activity taking place.

4. Requests for approval in principle will be made at least three months in advance for trips that involve travel out of province. Such trips should generally be arranged during normal vacation periods.

## SUPERVISION

### Arrangements

1. The school Principal will approve all arrangements necessary for the proper supervision and safety of students participating in trip activities, commensurate with the nature of the activity.

2. The school district employee or responsible school community member supervising an activity must ensure that adequate and appropriate supervision is provided at all times.

3. The school Principal must ensure that a satisfactory criminal record check is on file for all supervisors on a school trip.

4. The school principal must ensure that appropriate consent forms have been completed and that supervisors have copies of any required student medical information

## Composition of the Supervisory Group

5. A school district employee, or a responsible school community member approved by the Principal, will act in a supervisory capacity.
6. For same day trips, the minimum adult supervision shall be:
  - 6.1 for elementary school travel: two adults for 18 students, with at least one adult supervisor being an employee of the Board.
  - 6.2 for secondary schools: one adult supervisor (Board employee) 24 students.
7. For overnight travel outside of School District No. 92
  - 7.1 for elementary school travel: three adults for 18 students, with at least one adult supervisor being an employee of the Board.
  - 7.2 for secondary schools: at least two adult supervisors for 24 students with at least one adult supervisor being an employee of the Board.
8. Trips that involve both male and female students which extend beyond the school day shall generally have at least one male and one female adult accompanying students. The principal in consultation with the trip organizer is responsible for informing accompanying adults of their responsibilities in writing.
9. Employees performing other functions, such as bus drivers, may not be used for supervisory purposes beyond their normal duties or beyond their normal duty cycle as provided for in the Employment Standards Act.
10. In activities undertaken by volunteers (non-employee) coaches, it is expected that either they are the designated approved responsible school community member approved by the Principal and will travel with the team as the individual in charge, or the Principal will designate an employee or school community member to accompany the team. It is expected the volunteer supervisor will conduct him/herself in the manner of a caring, responsible, parent. In such situations, the coach will be responsible for the conduct of the participants in the activity while it is in progress; the individual in charge will assume responsibility at all other times.
11. In all cases, a report on the activity must be made by the supervisory employee or school community member at the conclusion of the activity; such report to be verbal unless inappropriate behaviour has occurred during the activity. Inappropriate behaviour shall be reported in writing and will be addressed by the school administration, as provided for in school district policy and in the school's own code of conduct.

12. Serious infractions by participants in an activity must also be reported to the parents of the students involved as soon as possible.
13. The school Principal shall ensure that appropriate learning activities are provided to students who are not participating in an approved trip.

## TRANSPORTATION

Transportation for trips shall conform with Policy 706 (Transportation of Students) and 6001 (Student Transportation – Field Trips) and their regulations.

## CONDUCT

The supervisory employee or the school community member will review with students acceptable standards of conduct, based on the school's code of conduct and appropriate community/parental expectations, prior to a trip being undertaken. Students are responsible for any personal items that may be lost, stolen or damaged while on an approved trip.

## APPENDIX A

### **FIELD TRIP SAFETY PLAN**

#### **Instructions:**

1. Prior to completing this plan, become knowledgeable of the content of Policy and Regulations 600A Field Trip Safety, Policy 6001 Student Transportation – Field Trips. Policy 706 Transportation of Students.
2. The sponsoring teacher(s) should complete this form and submit it to the principal for review and modification as required. The principal shall review the application, modify it if required, and if authorization is to be given, sign the form.
3. Copies of the signed form should be held by the sponsor(s) for the duration of the trip and should be retained in the school's files for five years.
4. It is the principal's responsibility to ensure all aspects of Policy 600A Field Trip Safety have been complied with before signing this form.
5. If the field trip travel involves a motor vehicle the owner must provide evidence of current insurance coverage, the driver(s) a current copy of their drivers abstract as well as a current criminal records check.
6. Where this form is used for a multiple field trip application, all references to a singular field trip apply.

Sponsor(s): \_\_\_\_\_

Chaperones / Volunteer Adults: \_\_\_\_\_

Group Name: \_\_\_\_\_

Departure Date / Time: \_\_\_\_\_

Return Date / Time: \_\_\_\_\_

Destination: \_\_\_\_\_

Group Name: \_\_\_\_\_

- Check one:     This safety plan is for a single field trip  
                   This safety plan is for multiple low-risk “routine” field trips.

Description of activities:

Educational objectives:



<p>Description of known risks, beyond those associated with typical day trips:</p>
<p>Consideration of known risks and planned strategies to reduce those risks:</p>
<p>Should we be engaging in this activity, from both educational and safety perspectives?</p>

Check all that apply:

- 1.      Parents will be provided with a written statement of the value of the trip, the potential risks involved and the measures taken to deal with those risks.
  
- 2 a.      A copy of the statement to parents is attached. OR
  
- b.      A copy of the statement to parents will be developed and attached to this form by  
              *[date]* \_\_\_\_\_
  
- 3.      A meeting will be held with all parents.
  
- 4.      A copy of “Curricular and Extra-curricular Student Transportation and Travel” application form is attached.
  
- 5 a.      This form has been provided to the principal on  
              *[date]* \_\_\_\_\_
  
- b.      Authorization is requested by *[date]* \_\_\_\_\_
  
- c.      This field trip requires authorization from the Superintendent or Director of Instruction.  
              *[Allow one week for processing time.]*

**Certification:**

I (we) am aware of the requirements of Policy 600A Field Trip Safety and its regulations and hereby certify that this trip will be conducted accordingly.

_____	_____	_____
<i>Sponsor name</i>	<i>Signature</i>	<i>Date</i>

_____	_____	_____
<i>Sponsor name</i>	<i>Signature</i>	<i>Date</i>

**Authorization to Proceed with Field Trip:**

Principal _____	Date:	_____
Superintendent _____	Date:	_____
or Director of _____	Date:	_____
Instruction _____	Date:	_____
(if required) _____	Date:	_____

APPENDIX B

**FIELD TRIP CONSENT FORM**

Instructions:

1. School District No. 92 (Nisga'a) requires all schools to have a signed field trip consent form on file prior to permitting a student to participate in a field trip.
2. Policy 600A Field Trip Safety may be viewed on the district's website [www.nisgaa.bc.ca](http://www.nisgaa.bc.ca).
3. This form may be used to provide "blanket" consent for multiple low-risk, "routine" urban-area field trips (for example, trips to a public library, municipal sports centre or museum or inter-school extra-curricular league play at various district schools). For all other cases, a separate consent form must be completed for each field trip.
4. In the case where this form is a "blanket" consent, all references to a singular field trip apply.
5. Where consent for multiple field trips is given, the consent may be withdrawn at any time upon verbal or written notification to the school.
6. Please read all parts of this form and return it as indicated below.

School: \_\_\_\_\_

Sponsor(s): \_\_\_\_\_

Group Name: \_\_\_\_\_

Departure Date / Time: \_\_\_\_\_

Return Date / Time: \_\_\_\_\_

Destination: \_\_\_\_\_

- Check one:     This is a single field trip consent form.  
                   This is a multiple low-risk "routine" in-district field trip.

Description of activities involved:          
Educational objectives:          

Travel details:
Description of known risks:
1. <input type="checkbox"/> The risks associated with this field trip are not significantly greater than that of any in-district day trip. OR 2. <input type="checkbox"/> Additional risks to #1 above include:
Measures that will be taken to deal with the risks listed in # 2 above (if applicable):

**PARENT / GUARDIAN CONSENT [Please complete EITHER Part A or Part B]**

*Please return this page, and the following page if applicable, to the school and retain the previous pages.*

School: \_\_\_\_\_

Sponsor(s): \_\_\_\_\_

Group Name: \_\_\_\_\_

Departure Date / Time: \_\_\_\_\_

Return Date / Time: \_\_\_\_\_

Destination: \_\_\_\_\_

- Check one:     This is a single field trip consent form.  
                   This is a multiple low-risk “routine” urban-area field trip.

**Part A**

My signature below indicates that I:

- have read the field trip information above and attached to this form (if any);
- have considered and accept the risks associated with this field trip;
- consent to the student listed below participating in the field trip;
- understand that the school and district codes of conduct for students apply at all times on the field trip;
- accept monetary loss, if any, should the school find it necessary to cancel or cut short the field trip.

Student’s name *[please print]*: \_\_\_\_\_

Parent / guardian’s name *[please print]*: \_\_\_\_\_

Parent / guardian’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Home phone: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Medic alert or other information to be shared with trip supervisor and chaperones:   
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Part B

Thank you. I do not wish *[please print student's name]* \_\_\_\_\_

to participate in this field trip.

Parent / guardian's name *[please print]*: \_\_\_\_\_

Parent / guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

APPENDIX C

**School Consent and Waiver Form**  
For Child Participating In High Risk Activity

In consideration of School District No. 92 (Nisga'a) offering my child, \_\_\_\_\_, an opportunity to participate in a Field Trip learning experience for Grade \_\_\_\_\_ students of \_\_\_\_\_ School on \_\_\_\_\_ month / \_\_\_\_\_ date / \_\_\_\_\_ year, I waive any and all claims I may have against, and release from all liability and agree not to sue The Board of Education of School District No. 92 (Nisga'a) and its officers, employees, agents, volunteers and representatives, and the Ministry of Education for any personal injury, death, property damage or loss sustained as a result of my child's participation in the out-of-school learning experience, arising out of any cause whatsoever, including negligence but not including gross negligence and/or willful misconduct of the Board of Education of School District No. 92 and its officers, employee, agents, volunteers and representatives and the Ministry of Education.

\_\_\_\_\_ *Initial*

I hereby give my consent, and acknowledge by my signature that:

Students will be going to \_\_\_\_\_ (location), and will be away from the school from \_\_\_\_\_ to \_\_\_\_\_ (times). They will be traveling by \_\_\_\_\_ (ie school bus, public transport, foot).

\_\_\_\_\_ *Initial*

On this out-of-school learning experience, up to \_\_\_\_\_ (number) students will be: \_\_\_\_\_ (describe all activities – i.e. skiing, hiking, walking, using climbing apparatus, cooking meals on camp stoves, tenting)

\_\_\_\_\_ *Initial*

The students will be supervised by \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

\_\_\_\_\_ *Initial*

My child has no illnesses, allergies or disabilities that may require special attention, except as described here: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ *Initial*

I am aware of the usual risks and dangers inherent in participation in all of the activities associated with this trip, and of the possibility of personal injury, death, property damage or loss resulting from the activities. The dangers and risks may include but are not limited to: *(provide specific and comprehensive information on any risks that are applicable.)*

*Some examples follow.)*

\_\_\_\_\_ Unorthodox or high risk travel arrangements

\_\_\_\_\_ Program locations

\_\_\_\_\_ Rugged terrain

\_\_\_\_\_ Rock fall and avalanches

\_\_\_\_\_ Weather

\_\_\_\_\_ Equipment breakages, failures

\_\_\_\_\_ Delayed rescue, accessibility

\_\_\_\_\_ Actions taken by the guide, chaperone or other group members.

\_\_\_\_\_ The possibility that your child, or another child, may not heed safety instructions or restrictions given to the group.

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\_\_\_\_\_ *Initial*

I will supply suitable equipment and clothing for my child's participation in all activities associated with the out-of-school learning experience, including: \_\_\_\_\_

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I am aware that I should contact the school for further information if I am unaware what clothing and equipment is required for the activities or possible weather conditions of this out-of-school learning experience. My child and I understand that it is our responsibility to ensure my child has all necessary equipment and clothing.

My child and I understand that the school's Code of Conduct applies during this out-of-school learning experience. I will be responsible for any costs caused by my child's failure to abide by the Code of Conduct, including any costs to send my child home.

\_\_\_\_\_ *Initial*

Accidents can be the result of the nature of the activity and can occur with or without any fault on either the part of the student, or the school board or its employees or agents, or the facility where the activity is taking place. By allowing your son/daughter to participate in this activity, you are accepting the risk of an accident occurring, and agree that this activity, as described above, is suitable for your child.

\_\_\_\_\_ *Initial*

The school district does not provide any accidental death, disability, dismemberment or medical expenses insurance on behalf of students.

\_\_\_\_\_ *Initial*

In signing this Consent and Waiver, I am not relying on any oral or written representation or statements made by the School Board and its servants, agents, employees, or authorized volunteers, or the Ministry of Education, to induce me to permit my child to take the trip, other than those set out in this Consent and Waiver.

\_\_\_\_\_ *Initial*

I am 19 years of age or more and have read and understand the terms of this consent and waiver, and understand that it is binding upon me, my heirs, executors and administrators.

Signature of Parent/Guardian \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

APPENDIX D

**HIGH RISK ACTIVITIES**

High Risk Activity consent and waivers are to be completed by parents and returned to the school principal for submission to the Director of Instruction for the Board’s approval. Basic regulations for student self-protection are as follows:

Activity	Administrative Regulations
<b>1. Skiing / Snowboarding</b>	<ol style="list-style-type: none"> <li>1. All students must wear CSA approved helmets</li> <li>2. All students must take lessons</li> <li>3. All students must wear monitored ski passes</li> <li>4. Student “check-ins” must occur 2 times during the field trip, including a mid-day check-in</li> <li>5. All students must carry personal identification</li> </ol>
<b>2. Kayaking / Canoeing</b>	<ol style="list-style-type: none"> <li>1. All students must take lessons</li> <li>2. All students must wear CSA Approved lifejackets</li> <li>3. All students must have basic swimming skills</li> </ol>
<b>3. Rock / Wall Climbing</b>	<ol style="list-style-type: none"> <li>1. Students are to be climbing one person at a time</li> <li>2. All students must wear a harness and a helmet</li> <li>3. All students must have parent-signed waiver form from the company</li> </ol>
<b>4. Boat Trips</b>	<ol style="list-style-type: none"> <li>1. Small Craft: CSA Approved lifejackets must be worn by all students</li> <li>2. Large Craft: CSA Approved lifejackets must be provided for all students</li> <li>3. All students must have safety training</li> </ol>

Guidelines for compliance with the Administrative Regulations noted above are as follows:

**Water Safety**

**1A. Swimming Activities:**

For field trips involving swimming activities, the principal must ensure that the activity is adequately supervised by a person or person with valid lifesaving certification\* (Bronze Cross

Level – age 16 and over). \*A student with valid certification may act as a lifeguard providing an adult supervises the activity.

### **1B. Waterfront Precautions:**

- a) The water should be checked for pollution, dangerous snags, current and depth before swimming and diving activities take place.
- b) The buddy system should be used. Impress on all swimmers the reasons for observing swimming rules and require obedience to these rules.
- c) Swimming alone or after dark is forbidden.
- d) Waterfront assistants should be posted around the swimming area where they can keep their undivided attention on the swimmers. There should be one waterfront assistant for every ten swimmers.
- e) A lifeline, reaching pole, or boat should be kept easily accessible to the swimming area.
- f) Wherever possible, a swimming area should be marked out by ropes, buoys, or natural markers. Each swimmer should know their swimming boundaries based on their swimming ability.
- g) Swimming should be organized in manageable groups.
- h) Long-distance swimming should be done in swimming areas.

### **1C. Boating (Sailing/Kayaking/Canoeing)**

All students involved in boating activities should have swimming skills. All participants (students and school board employees) in boating activities must wear Ministry Of Transport (M.O.T.) Approved Life-Jackets or Type I Approved Personal Flotation Device's (P.F.D's).

For boating activities involving canoeing or kayaking, the adult instructor must have appropriate certification.

Schools should be aware of the kind of organization and care that should be taken for higher risk activities [such as canoeing] if the school wishes to organize them for students. (Please refer see sample canoeing approval letter. District staff can provide some assistance in this regard.)

#### **1C.1 Boating Requirements:**

**Note: The following applies to all boats.**

- a) Current small boat regulations of the Federal Ministry of Transport and current provincial and local regulations, where such exist, should be observed at all times.
- b) All participants involved should have some basic swimming skills and wear an approved PFD.
- c) Weather conditions must be suitable for open water use of kayaks or canoes.
- d) Each boat must be checked for worthiness, fitted with a painter (bow rope), carry a bailer and spare paddles or oars, have enough approved PFDs for each boater, a buoyant heaving line (15m), a sound-making device louder than voice, navigation light (after sunset or before sunrise).
- e) The number of people in each boat must be in accordance with the type of boat.

## 1C.2 Canoeing and Kayaking Regulations:

### I. Supervision:

Because of the nature of these activities, the instructors must always take great care during basic canoeing and kayaking. Unlike many other activities, students are on their own in the canoe or kayak, the instructor who is also in a boat, but some distance away cannot easily remedy their mistakes and errors. These errors can result in either damaged boats or lost paddles which in turn can curtail the lesson or out trip. With this in mind it is therefore mandatory that instruction be given on very quiet water.

- 1) All students involved in boating activities should have swimming skills.
- 2) Teachers must check all life jackets and other equipment before leaving the school, ensuring that there are sufficient numbers of the former and that spare paddles, etc. are all in good condition.
- 3) Before embarking on to the water, teachers must brief students on emergency procedures.
- 4) Teacher/pupil ratio for canoeing will not be more than 1:6 at the elementary school level on grade one water only. Unless a high level of expertise exists on the part of a teacher of an elementary class, this activity should be left until the student reaches the secondary level. The Superintendent (or his nominee) will make his judgment with this point in mind. Instruction ratio for flat water is 1:6, ocean boating is 1:5, and trips are 2:10 (i.e. all trips have at least two adult supervisors).
- 5) In only exceptional circumstances will permission be granted for trips entailing passages in grade three water (*see section V for water grade classifications*). The teacher/pupil ratio must not exceed 1:6. Under no circumstances will students be allowed to experience water graded Class 4 – 6.
- 6) All rivers, lakes, and ocean (salt water) trips must be reconnoitered by teachers prior to use in any given year.
- 7) Swimming at canoeing or kayaking sites must be supervised by a person with valid bronze cross life saving certificate. A student with a valid certificate may act as a life guard under supervision of an adult. The “buddy system” must be used.
- 8) There will be no solo canoeing or kayaking by anyone during activities sponsored by the Nisga’a School District. On lakes and ocean, at least three boats will operate together; whilst on rivers at least four boats will be used.
- 9) Approval will not be given for this activity unless the instructor has met the following requirements. (Because of the nature of the activity, these requirements are admittedly very demanding). A letter of approval must be authorized by the Superintendent prior to any canoe or kayak activities (See example in Appendix B).
  - a) Flat water, pupil/teacher ratio of 1:6, ocean boating is 1:5 and trips are 2:10 (i.e. all trips have at least two adult supervisors). This ratio might vary slightly according to the experience of the instructor.
  - b) Permission will not be granted unless the instructor has completed an introductory course of 40 hours and possesses at least six months experience subsequent to the course.

- c) Only in exceptional cases will permission be granted for anything but flat-water excursions.

**I. In-service:**

All teachers must prove their competency to the Superintendent of Schools (or his nominee) by one of two means.

- 1) by personal interview
- 2) be the holder of a provincially certified canoe or kayak instructor's certificate.

**II. Equipment:**

- 1) All life jackets (PFDs) worn by the participants must be approved by the federal Department of Transport.
- 2) All participants must wear suitable footwear while on or in the water.
- 3) All boats must be fitted with sufficient buoyancy to support the full permitted crew and equipment when water-logged.
- 4) A first aid kit, repair kit and spare supplies must be carried for the party by members of the party.
- 5) Each canoe will carry a spare paddle.
- 6) Teachers must check boat trailers before use and ensure that all equipment and canoes are safety secured. Trailer ball, light hook-up and the safety chain must be checked before use.

**III. General Requirements:**

- 1) All participants should be made aware of basic paddling skills.
- 2) Most canoes are two-man boats; do not load a canoe beyond its certified capacity.
- 3) All lakes are subject to sudden and violent winds. Travel on lakes should be confined to the shoreline.
- 4) The Nass River estuary is subject to lake-like conditions as well as tidal conditions. Travel in this area needs to be well planned and should be confined the shoreline.
- 5) Various obstructions in rivers (dead-heads, log jams, rapids, gravel bars) constitute hazards. Always scout ahead on land.
- 6) Split large groups into smaller groups on rivers and travel with groups spaced well apart. Ensure an even distribution of experience.
- 7) The preferred minimum is in groups not less than three.
- 8) Life jackets (PFDs) must be worn and should be MOT (Ministry of Transport) approved.
- 9) Never attempt waters beyond your group's weakest canoeist.
- 10) Wear proper clothing for cold, wet and windy weather.
- 11) First aid, survival and route finding and canoe/kayak rescue should be taught to all members of the group either before leaving for your trip or during the initial day or days of the trip.
- 12) Be certain your equipment and canoes/kayaks are in good repair.
- 13) Carry spare paddles and every canoe must have a bailer/sponge.
- 14) Securely fasten bow and stern lines (15' each).
- 15) Check your canoe/kayak for sufficient flotation.
- 16) Every member of the group is responsible for another person (Buddy System).
- 17) Every member of the party must know the group's destination.
- 18) The lead and last boats should have the most experienced paddlers.

- 19) On the river follow in single file and on a lake keep close to the shore.
- 20) Group leaders should know the international river grading system (see V below) and choose trips accordingly.
- 21) All canoes, support boats, who will be more than four-hours from assistance will carry communication equipment. Options include:
  - Cellular telephones (where applicable)
  - Satellite telephones
  - VHF radios
- 22) An emergency evacuation shall be in place in the event an individual, or the group, needs to be evacuated for medical or other safety reasons.

#### **V. Water Classification**

- Class 1: no rapids, smooth flowing water
- Class 2: some rough water--the line is easy to see and pursue
- Class 3: whitewater but very safe for larger rafts; kayakers and canoeists should have good rolling or self-rescue skills
- Class 4: whitewater for experienced paddlers only; the route through the rapids may require quick maneuvering
- Class 5: whitewater for advanced paddlers; scouting the rapid may be required, and there may be hidden hazards which require precise maneuvering
- Class 6: impassable or exploratory; for teams of experts, taking all safety precautions

#### **Skiing/Snowboarding**

Supervision is of paramount importance on all field trips. Field trips like skiing and snowboarding provide unique winter experiences for students but are activities where direct supervision cannot always occur. It is important to provide parents with the necessary information regarding such indirect supervision when planning these activities. Parents should be aware that:

*The legal obligation of the Board and its employees is to provide appropriate instruction and reasonable supervision for the safety and care of students which extends to any activity for which Board permission is granted or assumed. Supervision of students during field trips is therefore of the greatest importance understanding that there isn't always direct supervision on such trips.*

#### **Alpine Responsibility Code\***

There are elements of risk in skiing that common sense and personal awareness can help reduce. Regardless of how you decide to use the slopes, always show courtesy to others. Please adhere to the code listed below and share with others the responsibility for a safe outdoor experience.

1. Always stay in control. You must be able to stop, or avoid other people or objects.
2. People ahead may have the right-of-way. It is your responsibility to avoid them.
3. Do not stop where you obstruct a trail or are not visible from above.
4. Before starting downhill or merging onto a trail, look uphill and yield to others.
5. If you are involved in or witness a collision or accident, you must remain at the scene and identify yourself to the Ski Patrol.
6. Always use proper devices to help prevent runaway equipment.
7. Observe and obey all posted signs and warnings.
8. Keep off closed trails and closed areas.
9. You must not use lifts or terrain if your ability is impaired through use of drugs or alcohol.

10. You must have sufficient physical dexterity, ability and knowledge to safety load, ride and unload lifts. If in doubt, ask the lift attendant.

**Know the Code – Be Safety Conscious – It is Your Responsibility**

*\*From Canadian Ski Patrol System's Alpine Responsibility code <http://home.istar.ca/~jamie/code.html>*

*The Canadian Ski Patrol is bound by it's mandate to uphold the Alpine Responsibility Code (Appendix B, 2A) and the Nordic Responsibility code (Appendix B, IV). Each Code is a short list of items that, if followed, will reduce your chance of injury and enhance your enjoyment of the sports of skiing, snowboarding and cross-country/Nordic skiing.*

*The Canadian Ski Patrol System\*, in cooperation with the Canadian Ski Council, the Canadian Ski Area Operators' Association and the Canadian Ski Instructors' Alliance, hope that all skiers and snowboarders will ski and ride carefully. Remember to keep the Skiers' Responsibility Code in mind as you enjoy your day.*