



**Department: Programs and Services**  
**Section: Active, Healthy Living**

***Approval for participation in Adventure Education Activity must meet all requirements of any school trip as outlined in School Trip Policy BP/AP 402.3.***

1. Adventure Education may be defined as any activity that requires specialized supervision and planning involving high risk (Appendix A definition) and/or activities in a remote area (see Appendix A definition). See Appendix G for a sample list of such activities.

*Missed instructional time for non-class activity may not exceed three consecutive days unless approved by the superintendent or designate.*

- 1.1 Once approved by the school principal the Trip Plan (Appendix B) must be submitted to the Director of Programs and Services no less than 21 days prior to anticipated date of the activity.
- 1.2 When students are leaving the school premises, a list of students and chaperones, emergency contacts and the Trip Plan (Appendix B) must be left with the School Site Contact Person (see Appendix A ) in the school office.
- 1.3 The school principal and the Director of Programs and Services will approve the activity. The Adventure Consultant (see Appendix A) and the Director of Finance and Operations will review.
- 1.4 Activities are designed to enrich the curriculum and must have articulated links to curriculum outcomes as listed on the Trip Plan. All non-classroom activities will be assessed according to the criteria established in the school guidelines according to (draft) BP and AP 406.2 *Use of Instructional Time*.
- 1.5 Students who have not submitted completed permission forms, medical/consent forms and gear checks may not participate in the activity.
- 1.6 If an activity requires travel outside of the province, the principal must obtain written approval from the Director of Programs and Services (Proposed School Trip/Tour form BP/AP402.3) three months in advance of the activity.
- 1.7 In the case of inclement weather, the school principal, in consultation with the teacher in charge, has the authority to cancel the activity.
  - 1.7.1. In the event of a school closure due to inclement weather, all school activities are automatically cancelled except at the discretion of the Superintendent.

Appropriate and adequate supervision and chaperoning is to be provided on all Adventure Education activities. Supervision must be followed using a combination of the Department of Education Physical Education Safety Guidelines, P-12 as defined in definitions on Appendix A.

- 2.1 The following ratios of qualified and informed teachers/chaperones (see Appendix A) to students constitute the *minimums* for all school trips:

- P-6: one teacher/chaperone for each six (6) students;
- 7-9: one teacher/chaperone for each eight (8) students;
- 9-12: one teacher/chaperone for each ten (10) students.

**Note:** *Higher risk activities or higher risk individuals or students with special needs may require lower ratios. Refer to activity specific procedures or contact the adventure consultant.*

- 2.1.1. On overnight trips, where only males are participating, at least one male teacher/ chaperone is required.
  - 2.1.2. On overnight trips where only females are participating, at least one female teacher/ chaperone is required.
  - 2.1.3. On overnight trips where both males and females are participating, at least one male and one female teacher/chaperone are required.
- 2.2 The minimum recommended ratio for all Adventure Education activities is two qualified Trip Leaders (see Appendix A) for any remote location.
- 2.2.1. One leader must have a minimum of current Standard First Aid and CPR “C” Certification.
3. The minimum of one “Off-Site First Aid Kit” must be available as specified by the activity requirements as per Appendix E.
  4. The minimum of one “Leader Pack” must be available (see Appendix F).
  5. Complete Medical forms (Appendix H) with up to date information for all participants having medical conditions must be in order. Copies must be given to each leader and a copy left with the school site contact person.
  6. All recommendations on qualifications, supervision, equipment and facility as documented for Physical Activity in the Nova Scotia Department of Education *Physical Education Safety Guidelines: P-12* shall be observed.
  7. All safety considerations as documented on the Adventure Education Activity Resources (see Appendix G) and additional resources as they are developed shall be observed.
  8. Trips must match participant ability in terms of duration, difficulty, and experience. Twenty-eight (28) days prior to the activity teachers must develop and submit, to the principal, a “Trip Plan” which includes:
    - Trip Plan (Appendix B) (including itinerary and route plan)
    - Trip Leader Checklist (Appendix C)
    - Principal Checklist (Appendix D)
    - Itinerary
    - Route Plan
    - Participant Consent/Medical Forms

- 8.1 Pre-Trip check of each participant's ability, clothing, food and equipment must be conducted on the day before departure and checked items remain at the school until the actual departure.
9. Permission for private land use should be secured at a minimum of three weeks before departure. The property owner must check their homeowners' policy to ensure they have adequate and appropriate liability insurance.
10. Refer to AP 202.1 *Transportation of Students on Extra-curricular Trips Appendices A & B* and ensure that J Form and Travel Log are complete.
11. All AVRSB policies and guidelines shall be in force during all school Adventure Education activities of any type.

### **Responsibilities of School Principal**

1. The principal or designate must approve the planning, preparation and carrying out of all Adventure Education activities.
  - 1.1 The principal shall complete and sign the Principal Checklist (Appendix D).
2. In the event of a mishap, accident or serious incident, the teacher in charge shall immediately notify the principal. The principal or designate shall immediately notify the Director of Programs and Services and parents/guardians and the school site contact person
3. The principal must verify that the Adventure Education activity meets all requirements of any School Trip as outlined in AP 402.3 and the (Draft) *Use of Instructional Time* as outlined in AP 406.2.
4. The principal should determine the Trip Leader's competence as an Adventure Leader in regards to qualifications and experience related to the specific activity. This may require referring to the Physical Education Safety Guidelines, the Adventure Education Activity Resource or consulting with the appropriate Adventure Consultant at Regional Office.

### **Responsibilities of Trip Leader**

1. Trip Leader must complete the Trip Plan (Appendix B) and provide necessary attachments. This must be submitted for approval by the Director of Programs 21 days prior to the event.
2. Trip Leader must confirm with the school administration that all necessary approvals, consent, medical, and information forms are completed.
3. Trip Leader must ensure that all activities are covered by the School Insurance Program.
4. AVRSB staff members/chaperones should exhibit appropriate behaviour and modeling. Example: No iPods if students have been directed not to bring them.

5. Prior to any activity the Trip Leader must outline to the students and parents/guardians the consequences of inappropriate behaviour, inherent risks, appropriate clothing and equipment, procedures involving an accident or separation.
6. For extended trips (see Appendix A) the Trip Leader must organize an orientation session for students, parents/guardians and chaperones. Clear links to the curriculum must be demonstrated. Chaperones must have an extensive knowledge base in the activity the trip is based on.
7. In the event of a mishap, accident or serious incident, the Trip Leader shall immediately notify the principal and/or school contact person. The principal or designate shall immediately notify the Director of Programs and Services and parents/guardians. The Trip Leader must complete a SIP Incident Report Form.

### **Insurance and Liability**

1. Prior to any Adventure Activity, the principal is to ensure that appropriate insurance coverage is in place for:
  - all students participating in the activity
  - teachers/chaperones participating in the activity
  - facilities/site and equipment being used for the activity
  - travel arrangements to and from the activity

If unable to determine, contact the Director of Finance and Operations.

2. Hired leaders/guides and managers of rented facilities must provide proof of insurance, as per School Insurance Program requirements, submitted to school board office via the principal.

### **Financial Responsibilities**

1. Any activities which are not normally a component of the regular school curriculum (PSP), are to be financed at no additional cost to the AVRSB. Schools are to budget for such activities if part of a school program.
2. The school principal is to verify that a written contract is drawn up when, for payment, the school engages the services of business or community agencies or personnel for hire.
3. Any money generated through group/school fund raising become property of the school and may be used for other purposes at the discretion of the principal.
4. If a student is to be returned home, for any reason (illness, accident, behavior), it shall be at no additional cost to the Board:
  - 4.1 Parents are to be notified during pre-activity meetings and/or in writing prior to the activity, the obligation of families to their students described in item 5.0 of Responsibilities of Teacher-in-Charge/Trip Leader.

## Records Retention

1. All necessary approval, consent and informational forms are completed and submitted as required. All consent forms must be turned in to the office and maintained in a central binder. They should be filed in a systematic way and retained on file for (2) two full years following the trip or activity. If an incident occurs during the trip or activity, the original consent form for any student involved should be removed from the central file and replaced with a photo copy and the original attached to and filed with the incident report. A copy should accompany the SIP incident report. Trip Plan documents must be maintained indefinitely.

## Monitoring and Evaluation

- The Director of Programs and Services shall be responsible for the implementation, monitoring and revision of the administrative procedures.
- This administrative procedure will be monitored annually.

**Superintendent Approved:** November 3/08

**Ref:** BP 405.1

**Monitoring Date:** Annually

**Revised:**