

Detailed Roles and Responsibilities

Staff Member in Charge

The staff member in charge of a field trip is responsible for:

- Ensuring that the principles and requirements of the [Off-site experiential learning policy](#) and other [Department of Education policies](#) are followed when field trips are planned and carried out.
- Ensuring that all aspects of risk management for the field trip have been considered and that effective mitigation measures have been incorporated to minimize the risks identified.
- When it's required, conducting a site visit, to ensure full familiarity of the environment when the field trip takes place.
- Ensuring that all *Consent Forms* include full identification of known hazards and risks. Including a plan is in place to mitigate those risks to ensure the safety of the students, staff and volunteers;
- Ensuring that the process for obtaining informed consent from parents has been completed, and that a meeting is held when it is required to fully inform parents about the field trip.
- Planning and submitting paperwork for the approval of field trips in the required time lines;
- ensuring that all field trips have clear and expressed links to the curriculum and clearly defined learning outcomes;
- ensuring that all field trip participants are fully informed of the supplies and gear required for the field trip;
- using a *Medical Form* to document all known medical conditions of students participating in the field trip, and determining whether the student will self-medicate and if the staff member in charge will maintain possession of the medication and/or a back-up supply of the medication;
- inspecting all material and gear that will be used on the field trip to ensure that it is operational, appropriate, and well maintained;
- advising any volunteers of their responsibilities and duties required of them during the field trip, in accordance with the [Volunteers in the Schools Policy](#) and using the *Volunteer Registration Form*;
- maintaining a record, as part of the field trip documentation, of any unanticipated incidents on the field trip; including near misses, accidents, discharging of a firearm, illness/injury, and any other relevant incidents and information that the staff member in charge deems to be important;
- assuming full responsibility for the students at all times during the field trip, leading the field trip in accordance with what was approved, and making any changes in accordance with the *Contingency Plan* or with approval from the school administrator.

School Administrators

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School administrators are responsible for:

- Planning and approving field trips in accordance with the principles and requirements of the Field Trip Policy and other Department of Education policies;
- Ensuring that a staff member in charge has been designated for each field trip;
- Ensuring that the staff member in charge of the field trip has identified all known hazards and risks of the field trip activities and has provided for the maximum safety precautions to minimize those risks;
- Ensuring that, when it is required, the staff member in charge of the field trip has conducted a site assessment in advance, and a terrain analysis if necessary;
- Determining whether, given the nature of the trip and the hazards/risks involved, further assessment of the field trip activities by the Off-site Review Committee is necessary;
- Ensuring that all of the required certification levels, training and experience necessary to conduct the field trip are in place, up-to-date and appropriately documented;
- Ensuring that if a firearm is to be taken on a field trip, the designated shooter holds a valid Possession and Acquisition License, that a *Risk Analysis* identifies the expected conditions under which the firearm will be used and stored, and that anyone involved in handling the firearm has appropriate training;
- Ensuring that any additional materials that are required for approval of a field trip are available to assist the superintendent or Executive Director of a Board in approving a field trip;
- Ensuring that the supervision standards outlined in the [Off-site experiential learning policy](#) are adhered to, and that a sufficient number of staff and adult leaders accompany the students on field trips (including both male and female leaders as may be necessary);
- Ensuring that all required checks and approvals are in place for volunteers participating in the field trip, in accordance with the [Volunteers in the Schools Policy](#);
- Ensuring that field trips have clearly expressed links to the curriculum and clearly defined learning outcomes;
- Ensuring that a *Daily Trip Log* will be kept by the staff member in charge of the field trip, when required;
- Ensuring that all student absences, withdrawals and adjustments to the field trip are approved in accordance with an approved *Contingency Plan*;

Superintendents and Executive Directors of Boards

Superintendents, and Executive Directors of Boards, are responsible for:

- Ensuring that school administrators are aware of the standards and requirements of the [Off-site experiential learning policy](#), and are responsible for approving field trips when they are satisfied that the requirements of the [Off-site experiential learning policy](#) and other

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[Department of Education policies](#) have been met.

School Councils and School Boards

School Councils and School Boards are responsible for:

- Approving curricular and extra-curricular field trips of more than one day.
 - When a School Council or a School Board decides to exercise its authority to approve a field trip, it will only do so if the field trip has been reviewed and approved by the school administrator.

Assistant Deputy Minister of Schools and Student Services

The Assistant Deputy Minister of Schools and Student Services is responsible for:

- Maintaining safety as the paramount consideration for all field trips.
- Establishing the First Nations Review Committee to provide advice and assistance to foster the integration of First Nation culture and values into field trip activities.
- Establishing the Off-site Review Committee to provide advice and recommendations to ensure student safety on outdoor field trips and to share expert information and advice regarding proposed outdoor field trip activities.
- Appointing the chair of the Off-site Review Committee.
- Appointing the chair of the First Nations Perspectives Review Committee.

Off-site Review Committee

The Off-site Review Committee is responsible for:

- Helping nurture a community of interests that supports safety and information sharing as an underlying principle in outdoor education;
- Reviewing and providing recommendations to any teacher, school administrator, and superintendent or Executive Director of a Board in the planning and approval of an outdoor field trip.

The Committee shall meet as required to:

- Review any outdoor field trip matter referred to it;
- Review and monitor trends and issues in outdoor education, and recommend updates or revisions to the [Off-site experiential learning policy](#) as deemed appropriate; and



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- Make recommendations as to areas, conditions, and circumstances in which a prior site visit and/or a terrain analysis is required prior to a field trip.

The committee chair shall convene knowledgeable members to review and respond to requests that may include but are not limited to:

- Monitoring trends in areas such as avalanche awareness, forest fire activity, water levels etc. and distributing this information within the Department of Education;
- Assessing outdoor field trips on the basis of environmental conditions and safety risks pertinent to the field trip;
- Providing informed advice regarding hazard assessments of proposed field trips;
- Monitoring and evaluating the application of the [Off-site experiential learning policy](#);
- Maintaining awareness within the Department of Education of outdoor education issues and trends;
- Maintaining an up-to-date inventory of all outdoor gear maintained by the Department of Education for use by schools;
- Providing advice and support in the acquisition, management, and maintenance of outdoor gear that is used for outdoor field trips; and
- Any other safety-related or other matter relating to outdoor field trips.

First Nations Perspectives Review Committee

The First Nations Perspectives Review Committee is responsible for:

- Fostering a stronger presence of First Nation culture and values in field trips as an underlying principle of outdoor pursuits.
 - Upon request, the committee will review and provide recommendations to any teacher, school administrator, or superintendent or Executive Director of a Board on the planning and approval of a field trip.

The committee shall meet as necessary to:

- Review matters regarding field trips and culture camps referred to it by a school administrator or a superintendent or Executive Director of a Board;
- Monitor emerging issues regarding First Nation culture and values and recommend updates and revisions to the [Off-site experiential learning policy](#);
- Assess field trips and culture camps to ensure that the objectives of the Field Trip Policy are achieved without undue departure from cultural values; and
- Coordinate, as required, planning for field trips and culture camps.



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- Make recommendations, through the chair, to the Assistant Deputy Minister of Schools and Student Services as to planning and carrying out of field trips and culture camps.

The chair may convene meetings of knowledgeable members of the First Nations community to review and respond to requests that may include but are not limited to:

- Monitoring trends and patterns in culture camp activities and providing this information to the Department of Education;
- Providing informed advice as requested to teachers and school administrators regarding First Nations culture and values in the planning of field trips and culture camps;
- Maintaining a high level of awareness of First Nation issues;
- Maintaining an up-to-date inventory of cultural materials and gear that is maintained by the Department of Education for use by schools;
- Providing support and advice in the management, acquisition, and maintenance of commonly held cultural materials and gear that is maintained for use in culture camps; and;
- Any other relevant matters relating to First Nation culture and values and field trips.

