



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

201 Out of School Activities

DIRECTIONAL POLICY

Nurturing and Protecting Catholic Education

Title of Administrative Procedure:

Out of School Activities

Date Approved:

May 2023

Projected Review Date:

March 2028

Directional Policy Alignment:

CDSBEO recognizes the educational value for students and staff to participate in Out of School Activities. Any approved school or CDSBEO organized educational activities involving students that takes place off school or CDSBEO property, are encouraged as extensions of the curriculum and will be linked to the [Ontario Catholic School Graduate Expectations \(OCGE's\)](#). Out of School Activities provide students with experiential learning opportunities to discover diverse educational and natural environments, cultures, faiths, workplaces, and global perspectives.

Alignment with Multi-Year Strategic Plan:

The Out of School Activities Administrative Procedure supports our vision of creating welcoming, Christ-centered communities that foster safe, loving, and inclusive learning for all members of our Catholic school families and aligns in particular with our Protecting and Nurturing tenets of our Multi-Year Strategic Plan. Well-planned Out of School Activities help students develop intellectual, spiritual, mental, physical, and emotional well-being in safe, diverse, respectful, and faith-filled learning environments.

[CDSBEO Strategic Plan 2020-2025](#)

Action Required

1. Planning
 - 1.1. Out of School Activities must have a well-planned, definable Catholic educational purpose linked to the Ontario Curriculum and the Board's vision.
 - 1.2. To mitigate the risk of injury, some activities are not recommended, and some activities are not permitted. See Appendix A for the listing of activities.
 - 1.3. When planning and supervising all Out of School Activities, staff must refer to [Ontario Physical and Health Educators Association \(OPHEA\) Ontario Physical Education Safety Guidelines](#). Some level of injury risk is inherent in any activity. High Care Activities involve increased risk and require additional safety considerations, safety equipment as listed in the OPHEA Safety Guidelines or require special certifications or qualifications for supervision. See Appendix B for a list of High Care Activities.
 - 1.4. Consider and include appropriate accommodation for students with special needs, including an educational assistant as required.
 - 1.5. Requests from students requiring special overnight accommodation considerations must be discussed with the Family of Schools Superintendent to determine appropriate supports.
 - 1.6. Upon agreement by the teacher and principal, the teacher should visit the selected site in advance. If this is not feasible, the teacher should obtain as much information as possible about the area to be visited from others who have or from credible sources.
 - 1.7. Fees shall be calculated on a cost-recovery basis for Out of School Activities that are voluntary enhancements to the curriculum. All students must have equal access to enrichment opportunities through measures such as fundraising opportunities, cost sharing and complete coverage based on individual needs. Subsidies should be given to students who cannot financially afford to take part in the planned activities.
 - 1.8. Ensure accommodation of religious requirements, practices, and observances where they apply to participate in planned Out of School Activities. CDSBEO schools and workplaces should make every reasonable effort to be aware of the religious observances of their staff, students and community when planning Out of School Activities.
 - 1.9. Provide an alternative, supervised, activity for all students who cannot take part in the Out of School Activity (i.e., students that cannot meet swim tests or other skills required for participation or who do not wish to take part).
 - 1.10. Ensure students do not receive assessment penalties for any reason. Students can complete any assignments or assessments missed due to Out of School Activity within a reasonable time without penalty.
 - 1.11. Where Out of School Activities are part of the athletic (co-instructional) program, teachers are to follow the requirements outlined in the OPHEA Elementary or Secondary [Ontario Physical and Health Educators Association \(OPHEA\) Ontario Physical Education Safety Guidelines](#) in coordination with this procedure.

- 1.12. Where winter sports education activities and programs are planned, teachers are to follow the [OSBIE Safety Guidelines for Winter Sports Education Programs](#) for Winter Sports Education Programs which complement the Ontario Physical Activity Safety Standards in Education.
 - 1.13. When on Out of School Activities, water safety is always a concern, even if the general purpose of a trip does not involve students being in or on water. Water temperature, water current, watershed conditions and weather conditions can present significant risks. For the purposes of Out of School Activities, proximity to water is to be avoided if the activity does not involve water.
2. Classification of Out of School Activities
 - 2.1. Category 1 – Day Walking Trip
 - 2.1.1. Students may be taken on a walking trip off school property to embark upon a variety of educational or community activities throughout the school day.
 - 2.1.2. Staff must inform the principal of the purpose and details prior to the trip.
 - 2.1.3. The principal shall be responsible for granting permission for the activity prior to.
 - 2.1.4. Parents may be informed of the activity by the teacher in writing OR schools may seek parental consent for a series of specific Out of School Activities that are scheduled throughout the year.
 - 2.2. Category 2 – One-day Out of School Activity Using Transportation
 - 2.2.1. Staff must complete an Out of School Activity Approval Form (Appendix D) and submit it to the principal prior to booking the activity.
 - 2.2.2. The principal will approve the activity and submit a copy of the form to the School Superintendent for approval at least one month prior to the activity. Exceptions to these timeline requirements may be secondary school sports teams who have qualified for regional or provincial tournaments or band/drama productions that have qualified for a provincial competition.
 - 2.2.3. For attendance at Mass, which is part of the regular Catholic School program, at the beginning of each school year, schools will inform parents/guardians of the dates that their children will be transported by bus to the parish for Mass.
 - 2.3. Category 3 – Overnight In-School Activity
 - 2.3.1. Staff must complete an Out of School Activity Approval Form (Appendix D) and submit it to the principal prior to booking the activity.
 - 2.3.2. The principal will approve the activity and submit a copy of the form to the School Superintendent for approval at least one month prior to the activity. Exceptions to these timeline requirements may be secondary school sports teams who have qualified for regional or provincial tournaments or band/drama productions that have qualified for a provincial competition.
 - 2.3.3. A Community Use of Schools Permit must be submitted for any overnight in-school activities, as per the [Community Use of Schools Administrative Procedure](#) at least one month prior to the activity.

- 2.3.4. School Principals must ensure that all requirements are met as set forth by the *Office of Fire Marshall Guidelines for Use of Schools for Sleeping Accommodations* and submitted to the Community Use of Schools Coordinator one month prior to the activity.
- 2.4. Category 4 – Overnight Out of School Activity
- 2.4.1. Staff will complete an Out of School Activity Approval Form (Appendix D) and submit it to the principal prior to booking the activity.
- 2.4.2. The principal will approve the activity and submit a copy of the form to the School Superintendent for approval at least one month prior to the activity. Exceptions to these timeline requirements may be secondary school sports teams who have qualified for regional or provincial tournaments or band/drama productions that have qualified for a provincial competition.
- 2.4.3. Category 4 includes overnight wilderness canoe-tripping which is defined as travelling in groups by canoe through wilderness or semi-wilderness areas for a period of time, which includes at least one overnight.
- 2.5. Category 5 – Travel Outside of Canada or Travel requiring Commercial Flights
- 2.5.1. Given that some countries may have different safety standards than Ontario, extreme caution should be exercised before planning any High Care Activities on an international excursion.
- 2.5.2. Staff will complete an Out of School Activity Approval Form (Appendix D) and submit it to the principal prior to booking the activity.
- 2.5.3. The principal will approve the activity and submit a copy of the form to the School Superintendent for approval at least **one year** before travel.
- 2.5.4. Category 5 Out of School Activities requiring travel services such as hotel accommodations or air/bus transportation must be arranged through a registered Travel Agent who possesses a license issued by the Travel Industry Council of Ontario (TICO) (<https://www.tico.ca>) as per the Travel Industry Act (2002) (<https://www.tico.ca/consumers/travel-industry-act-2002.html>).
- 2.5.5. The principal shall ensure that the requirements outlined in the [Purchasing Administrative Procedure](#) are met when selecting the registered Travel Agent.
3. Planning Out of School Activity with Water as Primary Focus
- 3.1. Consult the OPHEA Safety Guidelines – Outdoor Education – Swimming (<https://safety.ophea.net>) for a complete list of requirements.
- 3.2. Students are not allowed to swim after sunset or before sunrise and may only swim in designated areas.
- 3.3. Swim Tests:
- 3.3.1. A swim test for all participants is required **prior** to the day of the Out of School Activity. If a swim test cannot be conducted at the Out of School Activity site, then arrangements must be made by the school to conduct the swim test at an alternate location prior to the date of the activity.

- 3.3.2. Swim tests will be conducted by a qualified lifeguard.
- 3.3.3. Swim test results (successful or otherwise) will be communicated by the supervising teacher to the student, parents/guardians, and the principal.
- 3.3.4. The swim test must be completed within the school year in which the activity is taking place.
- 3.3.5. In lieu of completing the swim test, students may provide proof of Bronze Medallion certification or higher.
- 3.4. Ensure that qualified lifeguards are present at the water during all water activities.
- 3.5. Swimming in hotel pools is not permitted unless there is a qualified lifeguard supervising on site, the student has passed a swim test before the Out of School Activity, and the supervising teacher(s) are present. If the student has not passed a swim test before the Out of School Activity, they are not allowed into the hotel pool or hot tub and will be provided with alternative supervised activities.
- 3.6. Non-swimmers must be identified and wear a properly fastened Personal Flotation Device (PFD) for recreational swims. During swim lessons, the PFD can be removed during instruction when the non-swimmer is under constant visual supervision by the instructor during learn-to-swim skill instruction and/or practice.
- 3.7. When on a wilderness trip:
 - 3.7.1. All students must wear Personal Flotation Devices (PFDs) when in the water or on the water.
 - 3.7.2. Students must successfully pass a swim test prior to the Out of School Activity.
 - 3.7.3. Students who do not pass the swim test are not permitted to go on the wilderness Out of School Activity; however, alternative programming will be provided to the student related to the course curriculum.
4. Permission Forms
 - 4.1. Parents or Legal Guardians must be provided with the following package:
 - 4.1.1. **Activity Information:** Students and parents must be informed of all details of the Out of School Activity. Parents must also be provided with details of the expenses associated with the Out of School Activity. Expenses should include total costs and other expenses that might be incurred while attending, such as lunches, souvenirs, snacks, or added Out of School Activities. If the activity involves swimming or any proximity to water, it should be explicitly indicated as information to parents.
 - 4.1.2. **Permission Form / Informed Consent:** The Board requires that principals have the written consent of a parent or legal guardian prior to any student being granted permission to participate in an Out of School Activity (Appendix E). Schools should attempt to use this form as an alternative to any Third-Party Liability Waiver. ***If the vendor insists on using their third-party liability waiver, please submit this waiver to your Superintendent at least one month in advance of when the waiver is required to be sent home to parents.***
 - 4.1.3. **Release of Indemnification Form:** All School Board participants must submit a

signed Release of Indemnification Form (Appendix H) when participating in Category 4 or 5 Out of School Activity. Completed forms are to be held on file at the school.

4.2. If applicable, parents are also provided with the following:

4.2.1. **Athletic Participation:** Students participating in athletic activities must sign the Athletic Participation form (Appendix J) granting permission for regular season travel.

4.2.2. **Ski Excursion:** Obtain written parental permission for all Out of School ski and snowboarding trips. Schools may use the Alpine Skiing/Snowboarding Form (Appendix K) for these purposes. This specific form, with both the signature of the parent/guardian and participating student is to be retained in duplicate: one copy for school file and one copy for the ski resort. If students are snowboarding / tubing rather than skiing, this should be indicated on the consent form.

4.3. Staff Requirements:

4.3.1. All School Board participants must submit a signed Release of Indemnification Form (Appendix H) when participating in Category 4 or 5 Out of School Activities. Completed forms are to be held on file at the school.

5. Transportation

5.1. Approved carriers include school buses, coach buses, and public transportation such as trains, airplanes, and subways. Large (12-15) passenger commuter vans **shall not be used** for any type of travel for students.

5.2. In the event of school bus and special vehicle cancellations on any given school day for reasons such as, but not limited to inclement weather, transportation to the Out of School Activity will be cancelled and the Out of School Activity must be postponed.

5.3. Private automobiles are allowed to transport students to and from Out of School Activities; however, drivers who are volunteers, teachers, or other staff must be provided with the appropriate forms from Appendix I – Volunteer Driver – Authorization to Transport Students. The car's owner remains the primary responsible party and, if an accident occurs, his or her own insurance coverage is expected to be used, without reimbursement by the Board.

5.4. Under no circumstances should staff request students to drive other students to an Out of School Activity.

5.5. Students choosing to drive themselves to an Out of School Activity are not considered to be doing so under the direction of any agent of the Board.

6. Supervision

6.1. Safety of pupils during any Out of School Activity is the first and foremost priority to consider for planning. The following factors are to be considered before assigning supervisors:

(i) Transportation

- mode of travel (walking, bus, train, airplane, subway)

- length of travel (days, hours per day, overnight)
 - departure and arrival sites
 - travel routes
 - number of vehicles
- (ii) Nature of Activity
- number of participants and/or spectators
 - crowd control
 - location of activity (e.g. ballpark, museum, swimming pool, fire station, provincial park, ski hill, etc.)
 - equipment needs
- (iii) Selection of Supervisors
- need for experienced supervisors
 - need for specialized skills (skier, first aid, lifeguard, etc.)
 - need for providing instruction to supervisors
 - use of volunteers (need for police checks)
- 6.2. The minimum ratio of students to supervisors shall be determined as indicated in Appendix C. If proximity to water cannot be avoided then supervision ratios must account for the possibility that students may access the water if not supervised appropriately, particularly on any overnight Out of School Activities.
- 6.3. Supervisors must include at least one male and one female should the trip include both male and female students.
- 6.4. Supervisors must hold appropriate qualifications for the activities which they are supervising. At least one supervisor should know of emergency first aid procedures for all Out of School Activities. High Care Out of School Activity must have an appropriately qualified supervisor with first aid certification.
- 6.5. Where there are two or more supervisors, one supervisor who shall be an employee of the Board, will be designated by the principal as "in charge". This individual will have responsibility for making decisions in the event of adverse conditions or emergencies. It is recommended that this person consult with the principal as needed. In the case of serious student misconduct during an Out of School Activity, the staff person in charge will consult with the principal or Family of Schools Superintendent to decide on an appropriate course of action. In some circumstances, the staff person in charge will be given the authority, by the principal or superintendent, to dismiss the student and so inform the student's parents, who will be responsible to meet their son or daughter at a location determined by the principal or supervising teacher. A written report of the incident will be prepared by the staff member in charge for submission to the principal.
- 6.6. Volunteer supervisors must have criminal background checks submitted to the office prior to supervising any students. The supervisor in charge is responsible for ensuring that this has occurred and that all volunteers are familiar with the itinerary, school code of conduct, and any potential safety concerns.
- 6.7. Staff are not permitted to share personal student information with any volunteers except when necessary for student safety. Volunteers should never be asked to take on duties for which they are not qualified to perform.

- 6.8. Family members of CDSBEO staff supervising the Overnight Out of School Activity are not eligible to participate in the excursion.
- 6.9. Overnight supervision/security is required for all overnight stays. A supervision schedule for hallway monitoring and designated emergency contact throughout the night must be submitted to the principal prior to departure, unless supervision throughout the night is being provided by a security company acquired by the school.
- 6.10. When lodged in overnight accommodations, the supervisor in charge should review with the participants the evacuation plans and procedures to be followed in case of fire or other emergencies.

7. Emergency Plans

- 7.1. For Category 2 Out of School Activities involving high care activities and all Category 3, 4 and 5 Out of School Activities, an Emergency Plan will be developed by the in-charge supervisor that will address medical, personal, weather, and disciplinary emergencies.
- 7.2. The plan will establish a clear and precise communication procedure for informing parents in a timely and appropriate fashion in the event of an emergency. Consideration of alternative plans should be given in areas where cellular service may be limited (ex. use of satellite phones). In case of an accident or student injury, First Aid, medical attention and/or Emergency Medical Services must be engaged immediately.
- 7.3. A sample Emergency Plan can be found within the OPHEA Safety Guidelines, as an appendix (<https://safety.ophea.net/tools-resources>); however, in the event of an emergency, after the principal and parents/guardians have been contacted, the Family of Schools Superintendent must be contacted if the accident is deemed serious and requiring medical attention immediately. Within 24 hours of a serious accident, an Incident Report Form should be submitted as per OSBIE regulations. If a student is ill and/or injured, he or she must NOT be sent home or to the hospital unaccompanied.
- 7.4. Note that some high care activities require a form of transportation available for emergency purposes and a designated second teacher-supervisor, should the in-charge supervisor be involved in or with an emergency.
- 7.5. The Emergency Plan must be reviewed by the principal.
- 7.6. Emergency contact information for each student must be in the possession of the supervisor in charge at all times, with a copy left for the vice-principal or principal.
- 7.7. The supervisor in charge must report all injuries (staff or student) on an Out of School Activity to the principal within 24 hours of the incident.

8. Insurance & Contractual Agreements

- 8.1. All schools planning **multiple day**, international or out of province school activities, will ensure the trip includes mandatory travel insurance for all travelers in the group. Such insurance must cover the school board or principal rulings for cancellation of the trip. Day trips to Quebec are not included in this requirement.
- 8.2. Any Out of School Activity hosted by a third-party provider should require the third party to provide the School Board with Evidence/Proof of Insurance.

8.3. Any Out of School Activity where the third-party provider has requested from the School Board a) or b) specified below, must follow the process specified under this section.

- a) Evidence/Proof of Insurance
- b) Certificate of Insurance & Additional Named Insured

8.3.1.Evidence/Proof of Insurance:

This is a document that validates the School Board has a valid insurance policy in effect. It may be requested from the third party when a school activity is;

- a) Taking place at a public premise or
- b) To ensure the insurance policy meets a contractual obligation (i.e. a clause in a contract that stipulates a minimum of \$2 million Liability coverage be carried by the Board, etc.).

The premise owner will indicate the School Board must show proof of a specific amount of insurance (\$2 or \$5 Million Liability coverage).

To obtain Evidence/Proof of Insurance, please visit the "OSBIE Proof of Insurance" app on mycdfsbeo.com.

8.3.2.Certificates of Insurance & Additional Insured:

A third party will request to be added temporarily as an Additional Insured to the School Board's insurance policy when;

A School Board activity is on the third-party premises.

By adding the third party as an Additional Insured to the School Board's insurance policy, the School Board is "lending" their insurance to that outside party and accepting legal liability for actions of the third-party.

The need for a Certificate of Insurance & Additional Insured, should be demonstrated through a Contractual Agreement (i.e. permit, agreement, contract, etc.) between the third party and the School Board. The contract must be issued in the name of the Catholic District School Board of Eastern Ontario, 2755 Highway 43, Kemptville, ON K0G 1J0.

To obtain a Certificate of Insurance, please complete the "Request for OSBIE Certificate of Insurance" app on mycdfsbeo.com. This form must be submitted one month in advance of the Out of School Activity.

8.4. All Contractual Agreements between the third party and the School Board for Out of School Activities will be reviewed by the event supervisor and School Principal to ensure all elements of the contract are satisfactory and meet the requirements as defined herein. Contractual Agreements should be sent to your superintendent at least one month prior to the Out of School Activity.

Where a Contractual Agreement stipulates a Certificate of Insurance & Additional Insured is required (as per 8.3.2), the Contractual Agreement must be uploaded to the Request for Certificate of Insurance on mycdfsbeo.com.

Contractual Agreement between the third party and the School Board must be issued in the name of the Catholic District School Board of Eastern Ontario, 2755 Highway 43, Kemptville, ON K0G 1J0. The agreement should not be in the school's name.

Upon approval, all Contractual Agreements will only be signed by the Director of Education/Superintendent of Business & Treasurer.

9. Considerations After Approval of the Out of School Activity

- 9.1. The principal has the right to exclude a pupil from an Out of School Activity if, in the professional judgement of the principal after consultation with staff, attendance at the event will either be a safety risk for the student or for his or her classmates. The principal must inform the parent/guardian of the decision promptly, citing the reasons for the decision. Students who are suspended are not permitted to attend Out of School Activities. Students who must be removed from the Out of School Activity due to Code of Conduct violations, may be at the parents/guardians expense.
- 9.2. The supervisor is responsible for giving the office staff a written list of those attending the Out of School Activity before departure. Student attendance through a roll call should be taken before each stop and departure.
- 9.3. Copies of the emergency procedures and emergency contact information are to be available while on the Out of School Activity;
- 9.4. Storing oral medications in a safe manner, and following the Administration Procedure for Administering Oral Medication [Administration of Medication Administrative Procedure](#) should be followed.
- 9.5. The principal must ensure that all staff members and volunteers are aware of special medical considerations of students, and the corollary necessity for medications, dietary restrictions and/or other health devices required to be brought on the excursion (e.g., epi-pens, insulin pump, inhaler, etc.). Students who normally carry epi pens, insulin pumps and inhalers at school are expected to do so while on the excursion.

10. Hospitality and Gifts Guideline

- 10.1. No excursion planners, organizers or supervisors shall accept monetary gifts, and/or travel credits or travel benefits from tour operators, with the exception of travel, accommodation and meals included in the tour package for those individuals leading the excursion and designated supervisors required to satisfy the supervision ratio.

Responsibilities

The Board of Trustees is responsible for:

- ensuring that this Administrative Procedure is in alignment with the Directional Policy: Nurturing and Protecting Catholic Education;
- reviewing this Administrative Procedure to ensure compliance.

The Director of Education is responsible for:

- ensuring that this Administrative Procedure is in alignment with the Directional Policy: Nurturing and Protecting Catholic Education;
- reviewing this Administrative Procedure to ensure compliance.

Superintendents of Schools are responsible for:

- Ensuring principals are consistent with the application of this Administrative Procedure;
- Reviewing and approving all Out of School Activity Approval Forms for Categories 2-5.

Principals are responsible for:

1. Ensuring that all elements of this Administrative Procedure have been addressed;
2. Obtaining approval by:
 - Reviewing and approving Out of School Activity Applications,
 - Ensure the following for all Out of School Activities that require additional approval are submitted to the Superintendent's office **one month** prior to the activity:
 - Appropriate Category Approval form;
 - Copy of the proposed communication to parents seeking permission for their child to participate in the trip;
 - Copy of Emergency Response Plan;
 - External waivers or releases from external organizations, if any;
 - Contractual Agreements where third-party providers are requesting Board to sign.
3. Prior to the Out of School Activity
 - Ensuring that the appropriate swim test is conducted, and all students and parents/guardians informed of the results prior to the Out of School Activity;
 - Maintaining emergency contact information for all staff and students participating;
 - Shortening, cancelling, or terminating at any time if the activity cannot proceed or be completed in a safe or satisfactory manner, due to weather or other circumstances;
 - Ensure that the Family of Schools Superintendent is provided with the following:
 - the list of students and adults participating in trips over holiday periods
 - emergency contact information
4. After the Out of School Activity
 - Maintaining a file of each field trip taken by any group in the school, for a minimum of two calendar years. Each file shall contain the details of the trip, including copies of consent forms, and be available for review by senior administration.

Teachers and Staff are responsible for:

1. Planning Out of School Activities in accordance with the guidelines in this Administrative Procedure;
2. Reading the appropriate sections of this Administrative Procedure, completing all necessary forms to ensure that the requirements for supervision and safety will be followed;
3. Prior to the Out of School Activity
 - Ensuring that all students participating in an Out of School Activity have the appropriate forms signed by parent/guardian prior to departure;
 - Ensuring all supervisors, volunteers and participating students have a common understanding of what is expected during the Out of School Activity, in alignment with the school's Code of Conduct;
 - Submitting a list of all students and adults attending an Out of School Activity to the school office. The list should include medical and emergency contact information for each student;
 - Providing the office with an alternate plan and assigned classroom location for students not attending the Out of School Activity;
 - Ensuring all staff members and volunteers are aware of special medical considerations of students, and the corollary necessity for medications, dietary restrictions and/or other health devices required to be brought on the Out of School Activity (e.g., epi-pens, insulin pump, inhaler, etc.);
 - Ensuring supervisors have the required, current qualifications and certification and vulnerable sector checks (if volunteer);
 - Arranging for the appropriate swim test to be conducted by a qualified lifeguard, if water activities are involved, prior to the Out of School Activity;
 - Sharing swim test results with the student and parents/guardians and principal; and ensuring test results are kept on file at the school;
 - Ensuring students who do not pass the swim test are not allowed to participate in activities in, on or in close proximity to water and that they are provided with alternative supervised activities.
4. During the Out of School Activity
 - Ensuring supervision requirements are followed according to the approved Out of Schools Activity form;
 - Informing the principal of alternative plans, or any changes to the itinerary, at any time during the Out of School Activity;
 - Bringing copies of the emergency procedures and emergency contact information on the Out of School Activity;
 - Checking road and weather conditions daily and being prepared to alter plans if necessary;
 - Ensuring that when lodged in overnight accommodations, they review with the

participants the evacuation plans, and procedures to be followed in case of fire or other emergencies;

- Refraining from smoking, using alcohol, or using drugs for the duration of the Out of School activity.

Parents are responsible for:

- Signing and submitting to the school office, applicable forms prior to any student participating in an Out of School Activity;
- Informing the school principal if there is any medical reason why their child should not participate in the activity or if their child requires special attention during the activity;
- Reviewing the expectations of the Code of Conduct and of all Out of School Activities with their children;
- Any applicable losses or costs should their child engage in misconduct, including a breach of the Board's Safe School Policy and Code of Conduct.

Students are responsible for:

- Following all school rules, safety and behaviour expectations, and the school's Code of Conduct while participating in Out of School Activities;
- Listening to and following the directions of their teacher or supervisor including adhering to room assignments for overnight trips/Out of School Activities.
- Refraining from smoking, using alcohol, or using drugs for the duration of the Out of School Activity.

Volunteers are responsible for:

- Completing a Vulnerable Sector/Criminal Reference check;
- Understanding the supervision expectations of the Out of School Activity, as well as the school's Code of Conduct;
- Modelling appropriate behaviour and dress; refraining from smoking, using alcohol, or using drugs for the duration of the Out of School Activity.

Progress Indicators

- Schools are providing well-planned, interesting Out of School Activities to enhance the learning of students.
- All Out of School Activities are planned according to the parameters and guidelines of this Administrative Procedure and are explicitly linked to and aligned with course/grade curriculum expectations.

Definitions

High Care Activities – are activities that involve increased risk and require additional specific safety considerations or require special certifications or qualifications for supervision. High care activities include, but are not limited to activities on, in or near water, such as canoeing, kayaking or swimming; rock climbing; canopy walks, cycling in traffic or on major roadways, skiing, snowboarding.

Instructor – An individual who provides instruction on skills and possesses the required certifications. This role could be fulfilled by a teacher, parent/guardian/volunteer, or employee of an outside provider.

Lifeguard - An individual who is at least 18 years of age; who has the required certification; and who is responsible for the overseeing of swimmer safety.

Out of School Activities - are Out of School Activities organized by school personnel and are directed by a teacher/educator team. Out of School Activities involve leaving the school property and are for educational purposes, and may also include spiritual, recreational, and other components.

OPHEA - Ontario Physical and Health Educators Association. OPHEA has established The Ontario Physical Education Safety Guidelines, managed by OPHEA, which represents the minimum standards for risk management practice for school boards. They focus the attention of teachers, supervisors, and coaches on safe practices, in every activity, in order to minimize the element of risk. The Safety Guidelines include concussion protocols to help prevent and identify suspected concussions and manage a student's safe return to learning and physical activity. Safety Guidelines for elementary and secondary activities are available at www.ophea.net.

Risk Managed Activities - Some level of injury risk is inherent to any activity. The Ontario School Board Insurance Exchange (OSBIE) has developed guidelines to assist members of the Ontario School Boards' Insurance Exchange in identifying and managing the risks of school approved field trips or Out of School Activities. Information on Risk Managed Activities can be found in the OSBIE's Field Trip Risk Management Guidelines ([OSBIE Field Trip Risk Management Guidelines \(osbie.on.ca\)](http://osbie.on.ca)). School boards should only undertake to organize Out of School Activities in accordance with board policies/procedures and after careful assessment of the risk factors and their ability to manage those risks.

Related Documents

- [Planning Checklist - Out of School Activity](#)
- [Appendix A – Activities Not Approved](#)
- [Appendix B – High Care Activities](#)
- [Appendix C – Supervision Ratios](#)
- [Appendix D – Out of School Activity Approval Form, Categories 2-5](#)
- [Appendix E - Out of School Parental Permission Form, Category 2](#)
- [Appendix F - Out of School Parental Permission Form, Category 3](#)

- [Appendix G – Informed Consent/Permission Form for Education Trips, Categories 4-5 \(under 18\)](#)
- [Appendix H - Release of Indemnification Form, Categories 4-5 \(over 18\)](#)
- [Appendix I - Volunteer Driver – Authorization to Transport Students](#)
- [Appendix J – Athletic Participation Permission Form](#)
- [Appendix K - Alpine Skiing/Snowboarding Form](#)

References

- [OPHEA Safety Guidelines](#)
- [OPHEA – Elementary Skiing/Snowblading/Snowboarding Guidelines](#)
- [OPHEA – Secondary Skiing/Snowblading/Snowboarding Guidelines](#)
- [OPHEA – Secondary Outdoor Education Guidelines – Canoe Tripping](#)
- [OSBIE Safety Guidelines for Winter Sports Education Programs](#)
- [C1:8 Purchasing Administrative Procedure](#)
- [Travel Industry Guidelines for School Trips](#)