Field Trip Safety Policy

Updated October 29, 2026 MK

Overview

Flex Academy affirms the educational value of well-planned and well-supervised curricular and extracurricular field trips. The primary purpose of these trips should be to enhance the participants' educational experiences. These experiences enrich the curriculum and provide opportunities for young people to encounter the world around them in ways not provided for in a school setting. Such trips will supplement the school's curricular and extracurricular programs. Flex Academy field trips are placed into one of four levels, as described below.

Table of Contents:

1. Level One Field Trips
2. Level Two Field Trips
3. Level Three Field Trips
4. Level Four Field Trips
5. Travel Advisories
6. General Guidelines

Level One Field Trips

The General liability waiver completed by parents covers all Level One field trips.

Level One Field Trips are classified as lasting one day or less, and the activities do not involve risk factors. Parents can expect:

- A notice sent home has detailed communication. This will include:
  - Purpose
  - Cost
  - Date, time, location
  - Transportation requirements
  - Safety/risk factors
  - Medical concerns, allergies
  - Emergency contact information

    - Other details, including volunteering information

- If required, an additional liability form provided by the vendor, e.g., local swimming.

Examples: farms, parks (including Benlee Park), museums, concerts, supervised pools, etc.

Level Two Field Trips

The General liability waiver completed by parents covers all Level Two field trips.

Level Two Field Trips are categorized as either out of the city or overnight. This category of excursion has minimal risk factors. Parents can expect the following:

- A parent meeting, depending on the risk factors involved
- A notice sent home has detailed communication. This will include:
    - Purpose
    - Cost
    - Date, time, location
    - Transportation requirements
    - Safety/risk factors
    - Medical concerns, allergies
    - Emergency contact information
    - Other details, including volunteering information

- If required, an additional liability form provided by the vendor, e.g., local swimming.

Examples: overnight sports tournaments, overnight retreats, music tours, mission festivals, geography trips, drama trips, art trips, etc.

Level Three Field Trips

The General liability waiver completed by parents covers all Level three field trips.

Additional field trips, e.g., skiing, rock climbing, rafting, will necessitate an additional liability form provided by the vendor host.

Level Three Field Trips take place within the province of BC, may last more than one day, and are classified as having inherent risk factors. Parents can expect the following:

- A parent meeting, depending on the risk factors involved
- A notice sent home has detailed communication. This will include:
    - Purpose

    - Cost
    - Date, time, location
    - Transportation requirements
    - Safety/risk factors
    - Medical concerns, allergies, vaccination requirements
    - Emergency contact information
    - Other details, including volunteering information

- If required, an additional liability form is required by the vendor, e.g., Kumsheen Rafting.

Examples: Vancouver/Victoria trips, rafting, downhill skiing and snowboarding, ice skating, road cycling, and mountain biking.

Level Four Field Trips

The General liability waiver completed by parents DOES NOT cover Level Four field trips.

Level 4 field trips each require a unique liability form.

This level of field trip generally occurs outside of the province of British Columbia and is reviewed on a case-by-case basis by the administration and school committee. Parents can expect the following:

- A parent/information meeting
- A notice sent home has detailed communication. This will include:
    - Purpose
    - Cost
    - Date, time, location, itinerary
    - Transportation requirements
    - Safety/risk factors
    - Emergency contact information
    - Medical concerns, allergies, vaccination requirements
    - Medical health coverage
    - Other details, including volunteering information

- If required, an additional liability form is required by the vendor, e.g., Mexico.

Flex Academy administration and adult volunteer chaperones will rely on the advice of Canada's travel advice and advisories pages located at https://travel.gc.ca.

Travel Advisories

It is important to note that trips will not be approved to countries where an “Avoid Non-Essential Travel” advisory exists. Prior to departure for trips, the current status of a destination must be checked. Approval for a trip will be withdrawn should an “Avoid Non-Essential Travel” advisory exist. Additionally, should extreme weather exist or be predicted, approval can be withdrawn.

When such circumstances arise, Flex Academy will only reimburse funds that can be recovered. All such trips must be approved by the Flex Academy administrative team and at a minimum require a parental permission form which includes a declaration of potential risk.

Examples: Mexico Grade 11 trip.

General Field Trip Guidelines

School administration and personnel will make every effort to ensure that financial requirements do not exclude students from participation in a field trip. Depending on the level of the field trip, students may be required to be an active and contributive member during fundraising events.

School standards of behaviour and conduct will apply to all field trips. Parents of children who have been identified as safety risks or behavioural concerns will be notified that there must be a parent or family member present for the activity.

When a bus is not available and parent drivers are relied on for transportation, drivers must provide a valid driver’s license, current insurance with a minimum liability of $3,000,000 with supported documentation on file. Parents will need to give permission for this mode of transportation. Please refer to the parent drivers section in the school handbook.

Adult to student ratio is dependent on age and activity.

Please ensure that your emergency and medical contact information are up to date, as the teachers are required to bring medical information on each trip.

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