Field Trip Safety

Heritage Christian Online School (HCOS) 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.. Such trips will supplement the curricular and extracurricular programs in the school. HCOS field trips are placed into one of four levels, as described below.

> HCOS Learning Groups processes involve a planning process, Administrator approval, an online application form with all pertinent information, including permission slips, indemnity waivers, and fees if applicable. Learning Camps often require or encourage parental accompaniment. Information is collected as needed for each student involved, including Group Supports and Medical Alert information.

Level One Learning Camps or Field Trips

Level One Field Trips are classified as being one day or less in duration, and the activities do not have risk factors. Parents can expect a notice sent home that has date, destination, departure and arrival times, nature and purpose of the activity, transportation information, financial arrangements and volunteer signup (if any). Risk factors for this level are considered minimal.

Examples: farms, parks, museums, music performances and drama productions, etc.

Level Two Learning Camps or Field Trips

Level Two Field Trips are categorized as being or overnight in duration. This category of excursion has minimal risk factors. Parents can expect a notice sent home that has a parental signature for consent, date, destination, departure and arrival times, nature and purpose of the activity, transportation information, financial arrangements, and volunteer signup (if any). School Administration must sign off for this level of field trip.

Examples: overnight at the Vancouver Aquarium, overnight retreats, mission festivals, geography trips, drama trips, etc.

Level Three Learning Camps or Field Trips

Level Three Field Trips take place within the province of BC, may be more than one day in duration, and are classified as having inherent risk factors. Therefore, parents may expect a parent meeting depending on the risk factors involved, and can expect a notice sent home that has detailed communication. It would include a permission slip or indemnity waiver for parental signature for consent, date, destination, departure and arrival times, nature and purpose of the activity, transportation information, financial arrangements, and volunteer signup (if any). The school

administration must sign off for this level of field trip.

Examples: downhill skiing and snowboarding, ice skating, road cycling, and mountain biking.

Level Four Learning Camps or Field Trips

Level Four Field Trips- 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 will be informed of the inter-provincial or international excursion in writing, detailing information such as accommodations, transportation, contact information, and approximate itinerary. Meetings between administration, chaperones, and students will also take place prior to the trip. Administration and chaperones will then collect information needed for each student involved, including medical concerns, allergies, vaccinations, necessary medications as well as any other medical requirements. Additionally, administration and chaperones will ensure that out-of-province/country medical coverage is obtained.

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

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, HCOS will only reimburse funds that can be recovered. All such trips must be approved by a designated member of the HCOS administrative team, the HCOS Administration and at a minimum require a parental permission form which includes a declaration of potential risk.

Examples: SEALS Travel and Comparative Civilizations 12.

General Learning Camp and Field Trip Guidelines

School administration and personnel will make every effort to ensure that financial requirements do not exclude students from participation on a field trip. Depending on the level of 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 accompanying adult member present for the activity.

As per our Student Transportation policy, parents are responsible for providing transportation to and from Fieldtrips. When organized transportation is required, drivers must provide a valid driver's license, driver's abstract and current insurance with a minimum liability of $2,000,000, along with

supporting documentation on file. Parents will need to give permission for this mode of transportation.

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.

Level 1 - Local, Low-Risk Learning Camp or Field Trip

(Includes visits to farms, parks, museums, music performances and drama productions, farms, parks, museums, concerts, etc.)

After making all the arrangements, please check to make sure you cover all the following items:

Pre-trip

- Inform school administration and office staff
- Book the bus if needed
- Document and go over safety and/or class management expectations
- Have a ride home planned for students who breech conduct expectations
- Arrange for enough supervisors/helpers

Inform parents

- date and destination of trip
- departure and return times
- teacher in charge and contact information
- nature and purpose of activity
- transportation information
- parent volunteer sign-up (if desired)
- financial arrangements (if any)

During trip

- Bring emergency forms and pertinent medical information
- Bring an emergency first aid kit if drop-off and not provided by the venue
- Document and go over safety and/or class management expectations

Post-trip

- Follow-up accident and incident reports
- Return emergency and first aid materials

Level 2: Out-of-Town or Overnight Learning Camp or Field Trip Checklist

Examples include overnight Vancouver Aquariums, overnight retreats,, mission festivals, geography trips, drama trips, etc.

After making all the arrangements, please check to make sure you cover all the following items:

Pre-trip

- Inform principal and office
- Book the bus if needed
- Document and go over safety and/or class management expectations
- Have a ride home planned for students who breech conduct expectations
- Arrange for enough supervisors/helpers

Inform parents

- date and destination of trip
- departure and return times
- teacher in charge and contact information
- nature and purpose of activity
- transportation information
- detailed itinerary
- parent volunteer sign-up (if desired)
- financial arrangements (if any)
- volunteer sign-up (if any)
- risks (if any)
- date of parent meeting for medium to high-risk trips
- parental signature for acknowledgement

During trip

- Bring emergency forms and pertinent medical information
- Bring an emergency first aid kit
- Document and go over safety and/or class management expectations

Post-trip

- Follow-up accident and incident reports
- Return emergency and first aid materials

Level 3: Inherent Risk Learning Camp or Field Trip Checklist

Examples includes downhill skiing/snowboarding, ice skating, road cycling, mountain biking, etc.

After making all the arrangements, please check to make sure you cover all the following items:

Pre-trip

- Inform principal and office

- Book the bus if needed
- Document and go over safety and/or class management expectations
- Have a ride home planned for students who breech conduct expectations
- Arrange for enough supervisors/helpers

Inform parents

- date and destination of trip
- departure and return times
- teacher in charge and contact information
- nature and purpose of activity
- transportation information
- detailed itinerary
- parent volunteer sign-up (if desired)
- financial arrangements (if any)
- volunteer sign-up (if any)
- risks (if any)
- date of parent meeting for medium to high risk trips
- parental signature for acknowledgement

During trip

- Bring emergency forms and pertinent medical information
- Bring emergency first aid kit
- Document and go over safety and/or class management expectations

Post-trip

- Follow-up accident and incident reports
- Return emergency and first aid materials

Level 4: Out-of-Province/ Country Learning Camp or Field Trip Checklist

Examples include Quebec, Comparative Civilizations 12 and Impact Ministries

After making all the arrangements, please check to make sure you cover all the following items:

Pre-trip

- Complete Pre-Trip Safety Checklist
- Complete Emergency Response Plan
- Document and go over safety and behaviour expectations
- Provide Trip Itinerary, Routes, and Map
- The application form must provide
- Exit Plan for students who breach conduct expectations
- Provide Contact Information (e.g., cell phone)

- Arrange for enough supervisors/helpers
- Inform parents (written and formal meeting)

Application Package

- student’s personal and medical information
- parent and emergency contact information
- Itinerary and planned activities:
    - date and destination of the trip
    - purpose and educational goals
    - departure and return times
    - method of transportation
    - supervisory arrangements
    - financial costs and fees
    - potential known risks

- detailed itinerary
- notarized form of consent and acknowledgment of risk
- student covenant

During trip

- Bring emergency forms and pertinent medical information
- Bring emergency first-aid kits
- Document and go over safety and behaviour expectations
- Provide cell phone for student excursions

Post-trip

- Follow-up accident & incident reports
- Return emergency and first aid materials

Health Emergency Procedure

- Regarding an Anaphylaxis emergency, please review this procedure

Emergency Communication Procedure can be found here

Revision #2
Created 7 October 2025 22:22:26 by Caitlin Village
Updated 7 October 2025 22:25:22 by Caitlin Village