

## Field trip resource development v. 1.0

Activities are classified in the following ways.

- Lower risk activities and Higher care activities.
- In town or out of town.

There are 4 classifications and varied procedures to consider:

Lower Risk activities that are in town

Higher Care activities that are in town

Lower Care activities that are out of town

Higher Care activities that are out of town.

### Higher Care activities

A trip is of a higher care nature if for example it involves outdoor pursuits/aquatics, time in a semi-remote to remote environment, is of overnight duration, or is out-of-province.

Other examples of Common higher care activities include:

- |  |  |  |
|--|--|--|
| • Alpine (Downhill)<br>Skiing / Snowboarding         | • Hiking and<br>Backpacking                | • Sea Kayaking   |
| • Aquatics   | • Horseback Riding                         | • Skating  |
| • Archery  | • Initiative Tasks and<br>Trust Activities | • Small Wheel Activities<br>(Inline Skating,<br>Skateboarding and<br>Scootering) |
| • Artificial Wall<br>Climbing (Indoor or<br>Outdoor) | • Mountain Biking /<br>BMX                 | • Snorkeling   |
| • Bouldering   | • Orienteering                             | • Snowshoeing  |
| • Camping  | • Rafting                                  | • Solos  |
| • Canoeing   | • Rappelling / Abseiling                   | • Tobogganing /<br>Sledding  |
| • Cross Country<br>Running                           | • River Kayaking                           | • Voyageur Canoeing  |
| • Cross Country Skiing                               | • Rock Climbing                            | • Wide Games   |
| • Cycling  | • Ropes Courses /<br>Challenge Courses     | • Windsurfing /<br>Boardsailing  |
| • Climbing Activities                                | • Sailing                                  |  |
| • Paddlesports                                       | • SCUBA Diving                             |  |

## **For Lower Risk activities that are in town.**

Parents should be informed of any activities that take students off the immediate school property.

For example: Students walking in the school neighborhood  
Students going to the Heritage North Museum by vehicle or walking

### **Suggested Process**

These documents are online at  
[www.mysterynet.mb.ca/~rfisher/fieldtrips](http://www.mysterynet.mb.ca/~rfisher/fieldtrips) )

Teacher/leader reads appropriate sections of

- Youthsafe Manitoba- School Field Trip Resource, usually Safety First! Guidelines for School field trips
- and/or
- Safety Guidelines for Physical Activity in Manitoba Schools
  - SDML policy manual

Teacher/leader completes

- Field Trip Proposal Form A (Local, Low-risk Outings) and gives to school based administrator including appropriate attachments as required.
- Offsite Activity(ies) Consent of Parent/Guardian and acknowledgement of Risk Form A
- Volunteer Driver Authorization form if appropriate

These activities need to be sanctioned by the school administration.

School based administrator

- completes the Field Trip Checklist
- returns proposal Form A and any attachments to teacher/leader
- returns Off-site Activity(ies) Consent of Parent/Guardian and Acknowledgement of Risk Form A to teacher/leader for distribution to parents

Teacher/leader

- Collects consent/acknowledgement of risk parental forms.
- Proceeds with activity as per appropriate guidelines. (Youthsafe Manitoba- School Field Trip Resource, Safety Guidelines for Physical Activity in Manitoba Schools, and SDML policy.

## **For Higher care activities that are in Town.**

Parents should be informed of any activities that take students off the immediate school property.

For example: Aquatics, downhill skiing, skating, etc. (see above)

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Teacher/leader reads appropriate sections of

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- and/or
- Safety Guidelines for Physical Activity in Manitoba Schools
  - SDML policy manual

Teacher/leader completes

- Field Trip Proposal Form B (Higher Care Outings) and gives to school based administrator including appropriate attachments as required.
- Detailed Trip Plan Form
- Offsite Activity(ies) Consent of Parent/Guardian and acknowledgement of Risk Form B

These activities need to be sanctioned by the school administration.

School based administrator

- completes the Field Trip Checklist
- returns proposal Form B, detailed trip plan form, and any attachments to teacher/leader
- returns Off-site Activity(ies) Consent of Parent/Guardian and Acknowledgement of Risk Form B to teacher/leader for distribution to parents

Teacher/leader

- Collects consent/acknowledgement of risk parental forms.
- Completes Passenger Manifesto Form
- Completes Volunteer Driver Authorization form if appropriate
- Completes Off-Site Activity(ies) Consent of Volunteer and Acknowledgment of Risk Form (Higher Care Outings) if appropriate
- Proceeds with activity as per appropriate guidelines. (Youthsafe Manitoba- School Field Trip Resource, Safety Guidelines for Physical Activity in Manitoba Schools, and SDML policy.

## **For lower risk activities that are out of Town.**

Please note: all travel out of town is a higher care activity.

Ie. A day trip (not overnight) to play interscholastic sports in Wabowden

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- and/or
- Safety Guidelines for Physical Activity in Manitoba Schools
  - SDML policy manual

Teacher/leader completes

- Field Trip Proposal Form B (Higher Care Outings) and gives to school based administrator including appropriate attachments as required.
- Detailed Trip Plan Form
- Offsite Activity(ies) Consent of Parent/Guardian and acknowledgement of Risk Form B

These activities need to be sanctioned by the school administration.

School based administrator

- completes the Field Trip Checklist
- returns proposal Form B, detailed trip plan form, and any attachments to teacher/leader
- returns Off-site Activity(ies) Consent of Parent/Guardian and Acknowledgement of Risk Form B to teacher/leader for distribution to parents

Teacher/leader

- Collects consent/acknowledgement of risk parental forms.
- Completes Passenger Manifesto Form
- Completes Volunteer Driver Authorization form if appropriate
- Completes Off-Site Activity(ies) Consent of Volunteer and Acknowledgment of Risk Form (Higher Care Outings) if appropriate
- Proceeds with activity as per appropriate guidelines. (Youthsafe Manitoba- School Field Trip Resource, Safety Guidelines for Physical Activity in Manitoba Schools, and SDML policy.

## **For Higher Care activities that are out of Town.**

Parents should be informed of any activities that take students off the immediate school property.

For example: Is of overnight duration, or is out of province. Camping, activities in remote locations, international travel, canoeing. (see above for a list of common higher care activities)

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Teacher/leader

- Collects consent/acknowledgement of risk parental forms.
- Completes Passenger Manifesto Form
- Completes Volunteer Driver Authorization form if appropriate
- Completes Off-Site Activity(ies) Consent of Volunteer and Acknowledgment of Risk Form (Higher Care Outings) if appropriate
- Proceeds with activity as per appropriate guidelines. (Youthsafe Manitoba-School Field Trip Resource, Safety Guidelines for Physical Activity in Manitoba Schools, and SDML policy.