



**POLICY  
SUBJECT:**

**IICA  
EDUCATIONAL FIELD TRIPS &  
EXCURSIONS**

**APPROVAL DATE:  
REVISION DATE:**

**August 27, 1991  
June 2, 2003 / December 19, 2005  
March 3, 2008/ December 7, 2020**

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## **1. GENERAL**

- 1.1** The Winnipeg School Division (WSD) strives for students to receive a high quality education in a safe, equitable and inclusive school environment.
- 1.2** All student activities are planned using provincially approved standards of supervision and safety as identified in the YouthSafe Manitoba Field Trip Safety for Schools, and Manitoba Education, Safety Guidelines for Physical Activity in Manitoba Schools
- 1.3** All field trips/excursions must support the WSD's inclusion philosophy and be consistent with WSD policies and applicable legislation. This policy is aligned with provincial curriculum, the Right to Participate and the Safe and Caring Policy and the Manitoba High School Athletics Association – MHSAA Transgender Policy.
- 1.4** WSD supports out-of-school activities to enable students to participate in educational experiences that support curriculum and learning outcomes.
- 1.5** WSD recognizes that valuable learning can take place outside the school building and therefore encourages teachers to make use of the total resources of the community to enhance the curriculum or co-curricular activities.
- 1.6** Any student travelling outside of Manitoba on a WSD sanctioned trip/activity is required to purchase the MSBA Student Travel Insurance Plan.
- 1.7** Volunteers must be approved by the Principal to be a chaperone on the trip.

## **2. DEFINITIONS**

### **2.1 Student Travel**

Student travel for the purposes of this policy is planned by the school and is directly related to a curricular or co-curricular activity which may take place during school time with the approval of the Principal.

### **2.2 Student Holiday Travel**

Student Holiday travel for the purposes of this policy is any form of travel that is not directly related to a specific curricular or co-curricular activity within the school.

## **3. WSD STUDENT TRAVEL**

- 3.1** Student travel must provide educational experiences within the full spectrum of the curriculum in areas such as cultural, ethnic, and civic affairs, arts, sciences, physical education, and the full environment:
  - provide educational experiences and the development of competence in outdoor activities;
  - provide an opportunity for students to participate in a variety of out-of-school educational experiences.
- 3.2** Student Travel will be allowed in circumstances which are directly related to a curricular or co-curricular activity.



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- 3.3** Student Travel will also be sanctioned/supported for those activities covered under policy AGAB – Recognition for Special Accomplishments.
- 3.4** Student travel will not be sanctioned/supported if there is a travel advisory in effect from the Canadian Government for the particular country of the proposed travel.
- 3.5** WSD will assume no responsibility for any financial losses incurred by students, parents or staff due to cancellations resulting from a Federal government travel advisory issued subsequent to the approval of the travel. This would include any funds raised by the school to support the travel activity.
- 3.6** Student travel planned by the school that is directly related to a curricular or co-curricular activity may take place during school time with the approval of the Principal.

#### **4. INSURANCE**

- 4.1** It is mandatory for any student travelling outside of Manitoba on a WSD sanctioned trip/activity to purchase the MSBA Student Travel Insurance plan prior to departure on the trip/activity.
- 4.2** To be eligible for coverage under the MSBA Student Travel Insurance plans, students must:
- be a Resident of Canada under 30 years of age
  - be insured under a provincial government health plan
  - be a student in full-time attendance
- 4.3** The student should have a copy of their Confirmation of Coverage and their policy brochure with them on their trip. The policy brochure contains the complete policy language including full details on the policy benefits, terms and conditions, limitations and exclusions.
- 4.4** If the student requires medical treatment or needs assistance during the covered trip, the travel assistance company must be contacted prior to treatment. Contact numbers are included in their Confirmation of Coverage.
- 4.5** An approved chaperone accompanying students on a WSD sanctioned trip outside of Manitoba, coverage is provided through the MSBA Staff/Volunteer Out-of-Province/Canada Travel Health Plan. The approved chaperone should contact their trip organizer to confirm their eligibility and to obtain further details on coverage.
- 4.6** A trip spectator (who is not an approved chaperone) is not eligible for any coverage under the MSBA plans. The trip spectator must purchase their own insurance.

#### **5. CONTINGENCY PLANS**

- 5.1** It shall be the responsibility of the adult supervisor in charge to ensure that safety, contingency, emergency or evacuation plans have been formulated for each out-of-school activity and that these plans have been clearly communicated to all students and supervisors prior to departure. A copy of these plans must remain in the school.



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## **6. STUDENT HOLIDAY TRAVEL**

- 6.1** Student Holiday travel is defined as those activities that provide students with the opportunity to travel and are not directly related to a specific curricular or co-curricular activity within the school.
- 6.2** The planning for holiday travel activities must be organized outside of school hours.
- 6.3** The planned activities must take place during regularly scheduled holiday periods and not during school time.
- 6.4** It is the responsibility of the parents/organizer to arrange and pay for all costs related to travel including any liability insurance.
- 6.5** The organizer shall provide the parents/guardians with written detailed information regarding the proposed travel and indicate that the proposed activity is not a School/School Division WSD sponsored event.
- 6.6** Schools shall not be used for planning holiday travel. Any holiday planning must take place outside the school environment.
- 6.7** WSD shall not be responsible to reimburse expenses related to holiday travel in the event of any cancellations.
- 6.8** Students/Parents must sign a waiver releasing WSD from any responsibility or liability from holiday travel.

## **7. RESPONSIBILITIES**

### **7.1 Chief Superintendent/CEO**

The Chief Superintendent/CEO is responsible for the implementation of this policy.

### **7.2 Superintendent of Education Services/Director**

The Superintendent of Education Services/Director must ensure that all field trip activities are in compliance with provincial curriculum and WSD policies.

### **7.3 Principal**

- 7.3.1** At the beginning of the school year, the Principal will provide the parents and/or parent council with a summary of the proposed activities which involve travel outside the Province of Manitoba.
- 7.3.2** The Principal shall ensure that a completed permission form is on file for each student participating in an activity involving travel.
- 7.3.3** The Principal is responsible to review and approve the activity in accordance with WSD policies, YouthSafe Manitoba and Manitoba Guidelines and ensure the following:



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- a) all travel activities shall be approved by the Superintendent of Education Services at least 2 months prior to the event, and in the case of special accomplishments at least 3 weeks prior to the event. A rationale shall be provided to the Superintendent of Education Services as to how the activity will support or enhance the school program, the total cost of the proposed activity, the cost per student, details of any travel incentives and the itinerary.
- b) the appropriate level of supervision is provided by teachers and other adults for the specific activity;
- c) parents/volunteers/teachers have vehicle insurance coverage in accordance with WS Policy and that each driver holds a valid driver's license, vehicle registration and sufficient seat belts for the number of students;
- d) the YouthSafe School Field Trip Resource Manual has been reviewed by the staff involved prior to the activity;
- e) all students are included in the planning process.
- f) all out of school activities are planned to manage risk and reasonably accommodate the needs of all students.
- g) Volunteers must be approved by the Principal to be a chaperone on the trip.
- h) alternative arrangements are made for students in the program who do not wish to attend activities as substitutes will not be provided.

7.3.4 The health and safety of the child shall be of primary concern during all out-of-school activities. It shall be the responsibility of the ~~school administrator~~ Principal to ensure that there is a sufficient number of adult supervisors and that they have the specific certification to the level appropriate to the type of activity planned.

## **8. STUDENT**

Students are responsible to comply with WSD Code of Conduct.

## **9. VOLUNTEER**

**9.1** The responsibilities of the volunteer include:

- a) Assisting the teaching staff with the preparation, organization/delivery/supervision of out-of-class activities that have been incorporated into the school program and which enhance the classroom/school curricula.
- b) When a volunteer is a principle instructor or leader of an activity requiring a degree of physical skill, they must be certified for that particular activity.
- c) All volunteers shall review WSD policy and procedures and the YouthSafe Manitoba Guidelines.