

Durham District School Board



Canoe Tripping Risk Control and Safety Guidelines

3rd Revision – December 2025



Durham District School Board

Support Document for

Canoe Tripping

This document was adapted with permission from the Ontario Recreation Canoeing Association (ORCKA) and their Program's Safety and Risk Management Document, 2001. Procedures align with and follow the minimum standards in Ophea (2025) Outdoor Education Canoeing Guidelines.

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A: People

I. Glossary

For this document, the following terms are defined:



ORCKA: Ontario Recreational Canoeing and Kayaking Association.

Participant: Participants are normally students with the Durham District School Board.

Trip Leader: Person in charge of the trip who has Canoe Tripping Level III (CT3) qualification. At least one other participating supervisor(s) or the Trip Leader must have a current Bronze Cross (or equivalent) swim qualifications, Wilderness First Aid (WFA), and Standard First Aid (SFA). (Note: In Sept 2023, Wilderness Advanced First Aid -WAFA) will be required). A Trip Leader must have participated in at least one previous school canoe trip with a previous Trip Leader. Trip leaders are normally school teachers but in special situations, may be a community member.

Supervisor: A teaching staff or other DDSB employee who has Canoe Tripping Level II (CT2). In special situations, a supervisor could also be a volunteer who may be a parent, former graduate over the age of 18 or community member who must have CT2. Supervisors must be accompanied by the Trip Leader. A minimum of 2 supervisors must accompany the Trip Leader on any single-day or multi-day trip. If the group is divided into subgroups (e.g., For campsites), each supervisor for each subgroup must have SFA and CPR certification.

Volunteer: Volunteers include, but are not limited to, parents, teaching staff that does not have ORCKA canoe qualifications, and former/graduating students who are over the age of 18. Volunteers should hold qualifications and have experience in at least one of the following areas: canoeing, outdoor education, swimming, or first aid. Only those volunteers who have the minimum Canoe Tripping II accreditation may be counted in the supervisor: participant ratio.

Bronze Cross and Equivalent: Bronze Cross is a swimming certification issued by the Lifesaving Society. In this document, where reference is made to swim qualifications, Bronze Cross (or equivalent) are the minimum standard required. Equivalent certifications (as per Ophea 2021) are Wilderness Water Safety Standard, Whitewater Rescue Technician, and Swiftwater Rescue Technician.

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II. Participants

To the best of the participants' knowledge, they should be physically, mentally, and emotionally fit to participate in the activity. It is, in part, the responsibility of the participants to determine beforehand the stresses to which they may be exposed during the activity.

There are several forms that participants and their parents are required to sign stating that to the best of their knowledge, they are fit to participate and have been given consent. In addition, two Attestation Forms must be completed: Swim Ability and Comfort Assessment Summary and Principal Attestation Forms. The trip leaders will accept or reject participant applications based on the physical demands of the trip. Factors to consider are trip length and duration, route difficulty, required experience, ability, or necessary prerequisites. Participants may be required to withdraw from a course or have their involvement limited if the participant's conduct or skill level jeopardizes the safety of themselves and/or the group. At no time shall a student create a situation to put other participants at risk. The trip leader(s) will make this decision. Participants must abide by the Durham District School Board and the individual school Code of Conduct rules at all times to ensure safe and responsible behaviour.

Participants are made aware of the course and/or trip safety procedures and agree to abide by these. These safety procedures must be outlined prior to the course and then should be described in detail at the start of the course. Participants (and their parents) should have an opportunity for clarification of any procedures or rules not understood. Participants must be made aware of facility-specific safety procedures and agree to abide by these.

Participants are made aware that they too, are responsible for their own safety and have the right to refuse to take part in any activity that, after due consideration and consultation, they feel will put them into a position of risk beyond what they are willing to assume. This point must be stressed, and trip leaders should not pressure any individual to compromise this.

III. Trip Leaders and Supervisors

The Trip Leader must have a Canoe Tripping Level III qualification. All other participating supervisors who are included in the supervisor: student ratio must have Canoe Tripping Level II. At least one participating supervisor or the Trip Leader must have current Bronze Cross (or equivalent) swim qualifications and Wilderness First Aid.

To obtain CT3 through ORCKA, trip leaders must have completed CT2, CSP1A, MW1A or RR1A, have 25 nights of wilderness canoe tripping experience totalling at least 500km, and have been on at least 6 trips where they were responsible for some of the leadership and organization (from ORCKA 2022). Out-of-province teachers who may have been certified through other organizations, such as Paddle Canada, should contact ORCKA directly to validate the equivalent certification.

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Although trip leaders may have had experience with adults or other organized groups, the dynamics of a trip with students differ from these experiences, and it is imperative that the trip leader has participated in at least one previous school trip with a previous leader.

Whether canoe training occurs from a lodge/beach where no tenting and no tripping component is required, either for a one-day or a multi-day tenting trip, the Trip Leader must have CT3 and a 40-hour Wilderness First Aid certification. All other supervising staff must possess CT II. Either the trip leader or another supervisor must have Bronze Cross swimming (or equivalent) qualifications (or equivalent).

IV. Volunteers

Volunteers must be familiar with course and facility safety procedures and agree to abide by them as they pertain to the duties assigned to the volunteer. Volunteers should hold qualifications and have experience in at least one of the following areas: canoeing, outdoor education, swimming or first aid. Only those volunteers who have the minimum Canoe Tripping II accreditation may be counted in the supervisor: participant ratio.

Volunteers must understand the scope of the duties as assigned by the Trip Leader. Volunteers include, but are not limited to, parents, teaching staff that does not have ORCKA canoe qualifications, and former/graduating students who are over the age of 18. The Trip Leader has the power of refusal to allow any volunteer to participate. When deemed appropriate, the volunteer shall provide to the school Principal a Criminal Reference Check, sign a volunteer contract, maintain the confidentiality of student, staff, and school issues, meeting the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and be provided with the Board Volunteer Handbook.

Information about the Durham District School Board (DDSB) volunteer program is available in DDSB [Volunteer Programs in Schools Procedure](#).

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B: EQUIPMENT & FACILITIES

I. Equipment

All equipment must comply with the Minimum Safety Equipment Requirements in [Transport Canada's Safe Boating Guide](#):

Personal Lifesaving Appliances:

1. One (1) Canadian-approved personal floatation device or lifejacket of appropriate size for each person on board. *
2. One (1) buoyant heaving line at least 15m (49'3") long.

Vessel Safety Equipment:

3. One (1) manual propelling device OR an anchor with no less than 15 m (49'4") of cable, rope, or chain in any combination.
4. One (1) bailer ** OR one (1) manual water pump to discharge water from the bilge of the vessel over the side of the vessel.

Navigation Equipment:

5. A sound signalling device or a sound signalling appliance.
6. Navigation lights that meet the applicable standards set out in the Collision Regulations if the pleasure craft is operated after sunset and before sunrise or in periods of restricted visibility.

***Participants must wear a Personal Flotation Device (PFD) at all times** while canoeing and/or when entering the water for cooling or hygienic reasons. Students must have PFDs on and properly secured before they enter a canoe to begin any paddling activity. (DDSB Excursion Procedure, Section 12.1). Personal flotation devices must be Canadian government-approved and should appear in good condition. PFDs should be comfortable when properly done up; they should not "ride up" when the participant is in the water; they should provide adequate flotation for the size of the individual, and they should not restrict paddling motion. Recreational swimming is NOT ALLOWED on any single or multi-day canoeing activity or trip.

A minimum 15 metre buoyant heaving line is required in each canoe. It is recommended that a throw rope be used for this purpose, as the rope is neatly contained in a rope bag. All staff supervisors should know how to use these throw bags and teach all participants how to use the rope. A best practice is to have 2 rescuers: one to throw the bag, the other holding the PFD of the thrower for better stability.

****Bailer** which must have a minimum capacity of 750 ml (3 cups) with an opening of at least 9 cm diameter (3.5") made of plastic or metal. They can be made by using a 4-litre rigid plastic bottle, such as windshield washer bottles and then tied to the canoe with a short, small-diameter rope.

Whistles should be attached to the PFD with a small lanyard. Discourage people from putting their whistle on the zipper of the PFD. This can cause the zipper to be pulled down inadvertently.



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In addition to the standards set out by Transport Canada, the Trip Leader and supervisors must ensure that other equipment taken on the trip is in good condition, and safety items such as a first aid kit, cell phone, and compass are taken.

Canoes should be inspected by the Trip Leader and judged to be in good repair. The size, style, weight, and material should be suited to the type of canoeing activity.

Paddles should be in good condition (no cracks/splits, smooth grip, and shaft); they should be properly sized, and the style and material should be suited to the type of paddling to be done. There should be a spare paddle in every second canoe when canoe tripping.

Camping equipment supplied by the school or participants should be inspected by the Trip Leader and judged to be in good condition. This camping gear should be in sufficient numbers for the size of the group. The size, style, weight, and material of such gear should be suited to its proposed use during the activity. All participants and supervisors should be familiar with the use of the stoves taken on any trip, and any specific safety procedures should be identified.

Rescue equipment (reaching assists, throw bags/ropes, rings, etc.) should be readily available in the paddling and water area where students are entering to cool off or for hygienic reasons. Recreational swimming is NOT ALLOWED on any single or multi-day canoeing activity or trip.

A well-equipped first aid kit suitable for the activity and location should be readily available on site. A backboard or suitable substitute should be available on site. The location of the first aid kit must be known to all participants, supervisors, and the Trip Leader.

A first aid kit, repair kit, survival kit, rescue gear, etc., should be carried with the group on outings away from the facility where the activity is based. The extent of this equipment will be at the discretion of the Trip Leader and supervisors, having given due consideration to the possible need and uses of such equipment on the outing.

It is mandatory that a satellite phone and a SPOT device be taken on every overnight excursion. These can be signed out through Health & Safety at the DDSB. It is recommended that every supervisor have a phone. There should be at least one phone for each supervisor, should the group be separated for example, during an emergency evacuation situation or reaching the maximum capacity at a campsite.

Navigation equipment, such as a compass or a hand-held GPS device, is essential. GPS technology has become more affordable, and leaders are encouraged to take one on every trip. It is also essential to bring physical sets of maps. Cell phone/GPS reception may be very weak or unavailable due to the topography and geology of some areas.

II. Physical Teaching Environment

The location or route chosen for canoe tripping, or lake water instruction from a base camp/lodge/beach facility, must be appropriate to allow effective and safe instruction and practice. Moving water is not permitted (DDSB Excursion Procedure, Section 5.2).

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Canoe Tripping

The selection of the canoe route should be in keeping with the course objectives and the skill levels of the participants. The Trip Leader and supervisors should be familiar with the route, either through prior experience, consultation with other trippers, or reading of maps, logs, and guidebooks. Evacuation routes should be known as part of the Pre-Trip Risk Management Plan (Appendix 2) and are mandatory as part of the Principal Attestation form in Appendix 1.

Lake Water/Lodge/Beach Area Instruction Prior to the Trip

Instruction should occur in a sheltered area away from the prevailing winds where the Trip Leader/Instructor and participants can easily communicate; the docks and deck coverings are in good repair; there are no hazardous underwater obstacles, and the swimming and canoeing areas should be distinct from one another in time and/or location. Fundamental paddling strokes and safety should be taught in progression. **Students must complete the Swim Ability and Comfort Assessment Questionnaire Form, and the Swim Attestation Form (Appendix 1), and given to the school Principal.**

III. Medical Facility

If instruction occurs from a private camp/lodge facility, this should be inspected by the Trip Leader/Instructor prior to the arrival of the participants. It should be stocked with sufficient and appropriate supplies and equipment for the treatment of injuries anticipated at the site. All staff, student participants, and their parents should know the location of the facility and how to get there. If canoeing tripping, the closest access points along the route and the location of the closest medical facility must be known.



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C: MANAGEMENT SYSTEMS

I. Trip Leader and Supervisor Qualifications

Instruction in boating and other aquatic activities must be supervised by suitably qualified teachers and adults. As per the DDSB Excursion Procedure, Section 12.1, the Trip Leader must have ORCKA Level Canoe Tripping III. Updated and scanned copies of required certifications must be kept on file at the school. All other supervisors must have ORCKA Level II Canoe Tripping. The Trip Leader or any supervising staff must also possess a minimum swimming qualification of Bronze Cross (or equivalent), Wilderness First Aid. If the group is divided into subgroups (e.g., for campsites), each supervisor for each subgroup must have SFA and CPR certification.

Adaptive Techniques

It is strongly recommended that trip leaders and supervisors be familiar with adaptive techniques in order to provide for participants with mobility, hearing, or visual impairments, and medical or developmental disabilities. Adaptive techniques include, but are not limited to, modified paddles and grips, adapted seating and transfer techniques. Leaders and supervisors can familiarize themselves with further information from the [DDSB Accessibility Guidelines \(2019\)](#) and the ORCKA Adaptive Canoeing booklet.

II. Standard Operating Procedures for Certifying Students

If students are earning ORCKA canoeing accreditation (e.g., Basic Canoeing, Canadian Style Paddling Canoe Tripping), the Trip Leader must follow ORCKA's ratio and course length guidelines. Only Trip Leaders who possess Instructor Level qualifications can certify students and other participants. DDSB staff shall enter accreditation results on DDSB's ORCKA Member Organization website, while external instructors will enter results on their own ORCKA Organizational website.



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III. Student and Staff Reporting

A copy of all trip permission forms must be carried by the Trip Leader. A further copy should be left with the School Administration.

Student Reporting:

The Trip Leader keeps a record of all treatable first aid. In the event of any accident, the Trip Leader, upon arrival back at the school, should immediately inform the school Administration and complete an OSBIE (Ontario School Board Insurance Exchange) Report.

Staff Reporting:

In the event of any accident or requirement of first aid, the Trip Leader and staff should immediately inform the school Administration so that a Parklane Report can be made.

IV. Audit and Risk Control Program

The Board's Safety Chair or designate will review the risk management policies on an annual basis and make recommendations to the Board for any necessary changes. An ad-hoc committee, including a Secondary Administrator, Elementary Administrator, Teacher with ORCKA Level III Canoe Tripping accreditation, and a Secondary Physical Education Teacher Representative, shall review the policy annually. New technologies (e.g., GPS, satellite phones), external procedural changes (e.g., By Ophea, OSBIE, ORCKA, Ministry of Education), and internal Board policies necessitate this review. Weblinks to often-used resources are in Appendix 3.



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D: PROCEDURES

I. Audits

As part of a school or Board-organized canoe trip, all Trip Leaders are required to complete an Out-of-Classroom/Co-Curricular Program Form (Appendix 1). The Trip Leader is required to provide information on the purpose of the trip, pre-trip preparation by students, and ensure staff preparation/qualifications. In addition, two Attestation Forms must be completed: Swim Ability and Comfort Tracking and Principal Attestation Forms. Further risk management planning will be given to all supervisors and participants (Appendix 2a and 2b).

If the canoe instruction is to occur at a pool or private facility, the Trip Leader will ensure all proper forms are distributed to staff supervisors and participants if required.

II. Supervision Ratio

Dock or Shore Based Canoeing - there must be one (1) Qualified Instructor and one (1) Water Safety Supervisor per 14 boats (max 30 students).

Shore-Based canoeing supervisors may possess any of the following:

ORCKA

- Basic Canoeing Instructor
- Canadian Style Paddling Instructor
- Day Trip Leader
- Moving Water Instructor
- River Running Instructor
- Canoe Tripping Level 3 (Trip Leader)

Paddle Canada

- Intermediate Tandem Lake Canoeing (Skills)
- Intermediate Tandem Moving Water Canoeing (Skills)
- Introduction to Tandem or Solo Lake Canoeing Instructor
- Introduction to Tandem Moving Water Canoeing Instructor
- At least one participating supervisor or the Trip Leader must have current Bronze Cross (or equivalent swimming qualifications) and Wilderness First Aid.

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Canoe Tripping and Single-day (non-tripping) is 1:8.

For all single-day (departing from the shore/dock-based training area) or overnight trips, three (3) staff/adult supervisors are required as a basic minimum, who have CTII, and one with CT III. Where males and females participate on a trip, both male and female supervisors are required to ensure gender-appropriate supervision.

In order to minimize the impact at campsites and maintain safe supervision of canoeing, the maximum number of students permitted on any canoe tripping excursion is 27. Supervisors should not be tandem canoe partners but rather, be with at least one student in another canoe to maximize supervision. If a large group is divided into smaller subgroups (e.g., at a campsite), each subgroup supervisor must have SFA and CPR.

III. Consent Forms

Consent forms must be used on all courses and activities, but are not a substitute for careful attention to participants' safety and well-being. Each participant must provide relevant consent forms as required by the DDSB: students under 18 years of age must provide the relevant parental/guardian permission forms; should they choose not to sign the release form, they will not be allowed to participate.

Each student and their parent/guardian must sign each of the following forms from DDSB Excursion Procedure (see listed in Appendix 1). These forms can be downloaded from the DDSB website and DDSB SPARK (Policy and Procedures section).

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Required Appendices:

- APPENDIX A: Out-of-Classroom/Co-Curricular Program Form
- APPENDIX E: Students' Health and Safety Information Form for Overnight and High Care Activities
- APPENDIX P: DDSB Informed Consent for High-Risk Activities
- APPENDIX N: Principal Attestation Form
- APPENDIX B: School Administrator Approval
- APPENDIX M: Swim Ability and Comfort Assessment(for canoe activities/trips)

Other Appendices (include if applicable):

- APPENDIX D: Parental Permission for Out-of-Classroom Program Form
- APPENDIX G: Annual Parental Permission for All Co-Curricular Activities
- APPENDIX I: Request for Administration of Oral Medication
- APPENDIX J: Administration of Oral Medication – Child Medication Log
- APPENDIX L: Authorization to Transport Students Participating in School Events – Volunteer Drivers

IV. Safety Education and Professional Development

This has been and will continue to be a priority. The Board and staff are involved in professional development including teacher canoe certification, recertification for first aid/wilderness first aid, professional development, and resources (see Appendix 3). Other organizational workshops and affiliations (e.g., OCA, COEO, GKP), and related information (Paddling Magazine for example) continue to be a means of educating supervisors and participants.

Risk Management planning is essential prior to and during the trip (Appendix 2). Pre-Trip and On-Trip planning includes waiver forms, student assessment, staffing, and administration.



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V. Swim Test and Water Entry

Recreational swimming is **NOT ALLOWED** on any single or multi-day canoeing activity or trip. Students may enter the water to cool off and for hygienic purposes only. **A PFD must be worn at all times** while canoeing and/or when entering the water for cooling or hygienic reasons. Students must have PFDs on and properly secured before they enter a canoe to begin any paddling activity. At least one supervisor or Trip Leader must have a current Bronze Cross (or equivalent) certification

Swim Ability and Swim Comfort Assessment

Prior to any boating or canoeing program, the swimming comfort of each student must be assessed through a Swim Ability and Swim Comfort Assessment Questionnaire. The results of the assessment must be compiled and included in the excursion package. All trip supervisors be made aware of non-swimmers and weak swimmers.

A high floatation PFD is provided for weak or non-swimmers

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VI. Claims Reporting

Appropriate forms will be completed for all accidents and incidents that result from participation in the excursion. DDSB Excursion, Section 13.4 states that:

- a) In case of a serious accident, critical injury, hospitalization or fatality, as soon as possible thereafter, the Principal of the school and OSBIE shall be notified and given all pertinent details. The Principal will also contact the Family of Schools Superintendent / System Lead and the Health and Safety Department.
- b) The Principal or designate shall, in turn, contact the family of the injured party with relevant details concerning the injury.
- c) The Principal or designate shall complete the "Online Incident Form". The Online Incident Form can be found at [OSBIE – Report an Incident](#). A copy is automatically forwarded to OSBIE and the Board Office. The print option will be available once the form is successfully submitted.

VII. Emergency/Crisis Management

The Trip Leader/Course Supervisor at the scene will take initial responsibility for action and any subsequent decisions in consultation with the "victim", if appropriate. Otherwise, the Trip Leader is the responsible person.

Prior to the course, the Trip Leader and supervisors will develop an emergency/crisis plan. Evacuation routes should be known as part of the Pre-Trip Risk Management Plan if canoe tripping, and are mandatory as part of the Principal Attestation form in Appendix 1.



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E: NON-SPORT RELATED EXPOSURES

I. Transportation

Transportation to and from the canoe site may at times be the responsibility of each participant (and parents/guardians if the participant is under the age of 18 years of age) or be provided by the Trip Leader, supervisors, and volunteers from a designated location. Various factors will influence and dictate which method of transportation is appropriate, including:

- if the trip is to a local site for less than a day or an extended trip that includes at least one overnight stay;
- if the activity is part of a school course for credit or part of an extracurricular program;
- the number and age level of participants;
- if participants are required to transport their own canoe and gear.

The Trip Leader, School Administration, or Board Staff in charge of the activity will identify the most appropriate method.

The trip leader and supervising staff must also complete Appendix M (Authorization to Transport Students Participating in School Events) in order to transport students in personal vehicles.

II. Emergency in the Facility

The Trip Leader and supervisors will ensure they have consulted with the facility staff and made them aware of all relevant safety procedures. **Evacuation routes should be known** as part of the Pre-Trip Risk Management Plan if canoe tripping, and are mandatory as part of the Principal Attestation form in Appendix 1.



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F: APPENDICES

I. Appendix 1: Durham District School Board Consent Forms

Required Appendices:

APPENDIX A: Out-of-Classroom/Co-Curricular Program Form
APPENDIX E: Students' Health and Safety Information Form for Overnight and High Care Activities
APPENDIX P: DDSB Informed Consent for High-Risk Activities
APPENDIX N: Principal Attestation Form
APPENDIX B: School Administrator Approval
APPENDIX M: Swim Ability and Swim Comfort Assessment (for canoe activities/trips)

Other Appendices (include if applicable):

APPENDIX D: Parental Permission for Out-of-Classroom Program Form
APPENDIX G: Annual Parental Permission for All Co-Curricular Activities
APPENDIX I: Request for Administration of Oral Medication
APPENDIX J: Administration of Oral Medication – Child Medication Log
APPENDIX L: Authorization to Transport Students Participating in School Events – Volunteer Drivers



OUT-OF-CLASS/CO-CURRICULAR PROGRAM FORM

This form is to be used only for regular day trips which are not classified as high care activities.

School: _____ Number of Students: _____

Address: _____ Number of Supervisors: _____

Teacher: _____ Grade: _____

Destination Address: _____

Date of Departure from School: _____ Time of Departure: _____

Time Leaving Destination: _____ Time of Arrival Back at School: _____

Before any trip leaves a school, the Principal will ensure that a list including the names of students, teachers and supervisors has been prepared in triplicate. The list must correspond to the loading of the vehicles. Persons assigned to a specific vehicle, when more than one is involved, will travel in this vehicle at all times. On trips of more than one day duration, the list must include home or emergency telephone numbers.

The lists with the licence or bus number will be distributed as follows:

- a) teacher in charge of the vehicle(s)
- b) the driver of the vehicle(s)
- c) the school office

On class excursions outside of the Province, the required Insurance and Medical coverage should be checked.

SPECIAL INSTRUCTIONS: WHEELCHAIR BUS REQUIRED: YES ___ NO ___

NAME OF STUDENTS USING WHEELCHAIRS:

OTHER (Kdgn., Special Ed., Activity Bus): _____

BUSES REQUIRED: YES ___ NO ___ NUMBER OF BUSES: _____

Signature – Lead Teacher _____ Date _____ Signature – Teacher _____ Date _____

Signature of Principal _____ Date _____

EDUCATIONAL RATIONALE

The supervising teacher shall provide the following:

1. PURPOSE OF TRIP:

2. RELATIONSHIP TO STUDENTS' PROGRAM OR COURSE:

3. PRE-TRIP PREPARATION BY STUDENTS:

4. FOLLOW-UP ACTIVITIES PLANNED:

5. STAFF PREPARATION/QUALIFICATIONS:

THIS OUT-OF-CLASSROOM/CO-CURRICULAR PROGRAM IS:

APPROVED _____ NOT APPROVED _____

Signature – Principal

Date

Sample of "Parental Permission for Out-of-Classroom/Co-Curricular Program Form" is to be attached to this form and retained in the school for a period of one year.

SCHOOL: _____

STUDENTS' HEALTH AND SAFETY INFORMATION FORM
FOR OVERNIGHT AND HIGH CARE ACTIVITIES

Name of Child: _____ Age: _____

Address: _____ Date of Birth: _____

Family Doctor: _____ Telephone: _____

Emergency Contact Name and Telephone No (s): _____

The following information will be helpful to the teacher in making your child's out-of-school visit more comfortable, safe, and pleasant. All information will be held in the strictest confidence.

1. Describe any special conditions which must be taken into consideration in your child's participation in the full program:

Allergy _____

Diabetes _____

Asthma _____

Epilepsy _____

Feet or legs _____

Heart _____

Rash _____

Recent illness or operation _____

Rheumatic Fever _____

Any other concerns _____

2. Does your child have any drug allergy or sensitivity? If so, give details:

3. Does your child have any serum sensitivity? If so, give details:

4. Give date of last tetanus shot and reason for it:

5. If your child has any special night-time habits, any special fears, or nervous peculiarities (e.g., bed-wetting, nightmares) knowledge of which will allow the teacher to make their visit more relaxed, please state:

6. Please list any medications your child is bringing. This includes both prescription and non-prescription drugs. All drugs must be held in the original container, and prescription drugs must show the doctor's instructions.

Type: _____ Dosage: _____

Signature of Parent _____ Date _____

INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

_____ is arranging

(Name of School)_____
(Description of activity and dates)

THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.

ELEMENTS OF RISK:

Educational activity programs, such as _____ involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injuries which may result from participating in _____
(describe activity)

1. _____

2. _____

3. _____

The risk of sustaining these types of injuries result from the nature of the activity and can occur without any fault of either the student, or the school board, its' employees/agents, or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured. The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you choose to participate in _____ on _____
you must understand that you bear the responsibility for any injury that might occur.

The Durham District School Board does not provide accidental death, disability, dismemberment or medical expense insurance on behalf of the students participating in this activity.

ACKNOWLEDGMENT:

We have read above. We understand that in participating in the activity described above, we are assuming the risks with doing so.

Signature of Student_____
Date_____
Signature of Parent/Guardian_____
Date**PERMISSION**

I give _____ permission to participate in the
_____ to be held on or about _____
(description of activity) Date

NOTE: A copy of this form may be provided to the activity operator.

Signature of Parent/Guardian
(for students under 18 years of age)_____
Date

Principal Attestation for International, Out of Province, and High Care Activity Trips

International, and out of province trips, and trips with high care activities, involve an increased element of risk to the physical safety and well-being of the student. High care activities generally involve specialized skills and training on the part of the leader/instructor and may involve specialized skills and training on the part of the student. International, and out of province trips, and high care activities listed below, all require special skills and training which must be checked and confirmed by the school principal prior to trip approval.

INSTRUCTIONS: Please check the box next to the type of trip under review and sign and date on the **next page**.

☐ **International/Out of Province Trips**

For all international trips, refer to Trip and Excursions Procedure. Also reference the International Trip Checklist.

I attest that all relevant policies and procedures have been followed regarding international trips, and that trip leaders, instructors, volunteers, and students have demonstrated the requisite skills and qualifications.

☐ **Bicycle Trips**

For all bicycle trips, refer to Trip and Excursions Procedure. Also reference the NCCP Level 1 qualifications for trip leaders and instructors ([Cycling Canada](#)).

I attest that all relevant policies and procedures have been followed regarding bicycle trips, and that trip leaders, instructors, volunteers, and students have demonstrated the requisite skills and qualifications.

☐ **Canoe Trips and Activities**

For all canoe trips and canoe-related activities, refer to Trip and Excursions Procedure. Also reference the Canoe Tripping Risk Control and Safety Guidelines 2022.

- **Trip Leader has CTIII, two supervisors and CTII Orcka certifications**
- **Trip leader or supervisor (s) has Bronze Cross and WFA (WFA September 2023)**
- **Swim Test Attestation Form signed**
- **Map of route with emergency evacuation access points submitted**

I attest that all relevant policies and procedures have been followed regarding canoeing and canoe trips, and that leaders, instructors, volunteers, and students have demonstrated the requisite skills and qualifications.

PLEASE NOTE to Trip and Excursions Procedure states that boat tours are deemed as a high-risk activity and are not an option for school excursions.

☐ **Water Activities (includes swimming and canoeing ONLY)**

Water activities are only permitted in public swimming facilities and recreational camps that meet the standards set out in **Ontario Regulation 293/17: Public Pools, and/or Ontario Regulation 242/84 Recreational Camps**.

Please complete next page



I attest that all relevant policies and procedures have been followed in regard to water activities, and that leaders, instructors, volunteers, and students have demonstrated the requisite skills and qualifications.

Principal Attestation for International, Out of Province, and High Care Activity Trips

Trip Destination/Activity: _____

Trip dates: _____

Principal Name

Principal Signature

Date:

Family of Schools Superintendent Name

Family of Schools Superintendent Signature

Date:

OUT-OF-CLASS/CO-CURRICULAR PROGRAM FORM

All Out-of-Classroom/Co-Curricular Programs in the following categories must be approved by the Principal.

- | | |
|--|-------------------------------|
| a) over one or more nights | d) unconventional land travel |
| b) air travel | e) travel in holiday periods |
| c) water travel (excluding Toronto Island Ferry) | f) "high care" activities |

This form must be sent to the Principal at least four weeks in advance of the date of departure. Applications are to be submitted to the Transportation Department in duplicate two weeks prior to the date of the trip. One approved copy will be returned to the Principal of the school concerned.

School: _____ Number of Students: _____

Address: _____ Number of Supervisors: _____

Teacher: _____ Grade: _____

Destination Address: _____

Date of Departure from School: _____ Time of Departure: _____

Time Leaving Destination: _____ Time of Arrival Back at School: _____

Before any trip leaves a school, the Principal will ensure that a list including the names of students, teachers and supervisors has been prepared in triplicate. The list must correspond to the loading of the vehicles. Persons assigned to a specific vehicle, when more than one is involved, will travel in this vehicle at all times. On trips of more than one day duration, the list must include home or emergency telephone numbers.

The lists with the licence or bus number will be distributed as follows:

- a) Teacher in charge of the vehicle(s)
- b) The driver of the vehicle(s)
- c) The school office

On class excursions outside of the Province, the required Insurance and Medical coverage should be checked.

SPECIAL INSTRUCTIONS: WHEELCHAIR BUS REQUIRED: YES ___ NO ___

NAME OF STUDENTS USING WHEELCHAIRS:

OTHER (Kdgn., Special Ed., Activity Bus): _____

BUSES REQUIRED: YES ___ NO ___ NUMBER OF BUSES: _____

Signature – Lead Teacher _____ Date _____ Signature – Teacher _____ Date _____

Signature of Principal _____ Date _____ Transportation Verification Number _____

EDUCATIONAL RATIONALE

The supervising teacher shall provide the following:

1. PURPOSE OF TRIP:

2. RELATIONSHIP TO STUDENTS' PROGRAM OR COURSE:

3. PRE-TRIP PREPARATION BY STUDENTS:

4. FOLLOW-UP ACTIVITIES PLANNED:

5. STAFF PREPARATION/QUALIFICATIONS:

THIS OUT-OF-CLASSROOM/CO-CURRICULAR PROGRAM IS:

APPROVED _____ NOT APPROVED _____

Signature – Principal

Date

Sample of "Parental Permission for Out-of-Classroom/Co-Curricular Program Form" is to be attached to this form and retained in the school for a period of one year.

DDSB SWIM ABILITY AND COMFORT QUESTIONNAIRE TRACKING

Details	Information
School/Class/Club	
Date	
Teacher	
School Administration	

All participants must complete a Swim Ability and Swim Comfort Assessment Questionnaire.

#	Student Name	Swim Ability	Pool Experience (1-3)	Pool Comfort (1-4)	Pond/ Lake/ River Experience (1-3)	Pond/ Lake/ River Comfort (1-4)	High Floatation PFD required? (Y/N)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
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25							

Durham District School Board

Risk Control and Safety Guidelines

I. Appendix 2 - Risk Management

2 a) Pre-Trip Risk Management

Appendix 1 - Durham District School Board Consent Forms

Student Assessment

- Selection process
- Fitness qualities
- Commitment to adhere to school rules and consequences
- Skill preparedness (paddling), Readiness (maturity, etc.)
- Survey of medical needs (allergies, concussion protocol)
- Clothing and Footwear

Staffing

- Permission of Administration
- Co-ed trip requires co-ed staffing
- Required certification of Trip Leader (CTIII) and 2 supervisors (CTII), WFA, Bronze Medallion
- Experience with trip area and conditions

Administration

- Phone tree with (Principal, parents) Principal verifies swim results
- Principal Attestation Form to be completed
- Provide Principal with Emergency Response Plan (below)

Emergency Response Plan

- Documentation
- Alternate Route
- Alternative Leadership
- First Aid (location, equipment)
- Satellite phone/SPOT (sign out from Health and Safety Dept at the Board)
- List of local emergency numbers (eg. Parks, MNR, Hospital)

Gear

- Equipment check, maintenance
- Repair kits

Durham District School Board

Risk Control and Safety Guidelines

Sample of Discussion Topics and Skills

Selected from ORCKA Canoe Tripping Manual for CT1-III (2021) and Ophea (2022)

Safety	Theory	Skills
• Retrieving a swamped canoe (Loaded Canoe) • Canoe over canoe rescue • Self-rescue • Line toss and rescue • Communications • Personal and Camp Hygiene • Swimming • Self-rescue (Loaded Canoe) • Line toss and rescue • Communications • Hyperthermia • Heat Stroke/sun stroke/sunburn • Hydration and water purification • No trace camping/wilderness responsibility • Flora/fauna (poisonous, invasive) • Site hazards (Kitchen, firepit) • Sprains, cuts, bruises • Concussion prevention	• Canoeing heritage • Canoe design and construction • Trip planning • Canoe tripping gear • Clothing and personal effects • Tools and repair kits • Canoeing first aid • Weather interpretation • Environmental practices and concerns • Wilderness first aid • Trip planning, reporting and assessment • Trip leadership • management • Crisis management • Group dynamics • Risk management	• Food and menu planning • Packing • Navigation • Campsites and shelters • Fires and stoves • Knots • Portaging • Lining, tracking and wading • Canoe/Paddle Skills: Lifts, carries and portaging (where skill is required on the trip); Launching a canoe Proper entry/exit from canoe; Positioning of paddlers and gear; Pivot 360 degrees in both directions; Draw and pry strokes; Sweep stroke; Forward and reverse stroke; Synchronized strokes; Stopping; Paddling forward in a straight line; Sideslip Circles; Landings (shore and dock); J-stroke, stern draw and stern pry strokes;



Durham District School Board

Risk Control and Safety Guidelines

2 b) On-Trip Risk Management

Departure

Transport behaviour (rules of the road)
Stops and precautions (theft)

Launch Area

Pre-launch check (water laws, canoe equipment) chain of command
Safety communications (whistle, hand signals)
Decision-making
Vehicle storage safety
File trip itinerary at launch site
Pay fees

On Trip

Rule of Three (Victim, Care, Rescue)
On water rules (Wear life jacket mandatory)
Decision-making procedure (navigation)
Maximum distance between canoes
Student safety leader (one male and one female)
Division of duties and responsibilities
Emergency process execution of duties (Instructor and student)
Buddy system (whistle)
Rescue process (roles)
Medical set up and repair equipment
Communication (cell phone)
Rescue procedure
Medical emergency: Major (breaks, illness, drowning, equipment malfunction)
Minor (small cuts, bruises, sprains, burns)
Portage protocol

Trip Log

Record of process, emergencies, weather, daily menu

Trip Cancellation

Terms and conditions (weather)

Durham District School Board
Risk Control and Safety Guidelines

II. Appendix 3 – Selection Resources

Get Kids Paddling	https://getkidspaddling.ca/
ORCKA	https://www.orcka.ca/
Paddling Magazine	https://paddlingmag.com/
Nature Canada-Equity	https://naturecanada.ca/wp-content/uploads/2021/04/Race-Nature-in-the-City-Report.pdf
My Canadian Canoe Routes	https://www.mycr.com/
Canadian Canoe Museum	https://canoemuseum.ca/
Council of Outdoor Educators of Ontario	https://www.coeo.org
Ophea (Ontario Physical and Health Education Association)	https://safety.ophea.net/secondary/curricular/outdoor-education-canoe-tripping
NWT Recreation and Parks Association	https://www.nwtrpa.org/post/canoe-a-symbol-of-resilience-resurgence-and-nationhood
Paddle Canada	https://www.paddlecanada.com/

