

STUDENTS

Excursions Procedure

Adopted under Excursions Policy

PART A - RATIONALE

Field Trips and Excursions offer a unique learning experience for all Durham District School Board students as a natural extension of the in-school curriculum. The information in this document is designed to help schools manage Field Trips and Excursions as safely and efficiently as possible.

This procedure is to be interpreted and applied in accordance with the District's commitment to promoting and upholding Indigenous rights and human rights in all of its learning and working environments. This includes anti-colonial, anti-discriminatory and anti-racist approaches and actions to provide services and employment that are safe, welcoming, respectful, inclusive, equitable, accessible and free from discrimination and harassment consistent with the DDSB's Human Rights Anti-Discrimination and Anti-Racism Policy, the Indigenous Education Policy, the Safe and Respectful Workplace and Harassment Prevention Policy.

1.0 Definitions

Field Trips and Excursions refer to any school-sponsored and teacher-supervised activity related to the in-school curriculum beyond the "home school" property. Such terms as "out-of-classroom activities", "extended field trips", "outdoor activities" and "excursions" can be used to describe an Out-of-Classroom/Co-Curricular Program. For the purposes of this document, Out-of-Classroom/Co-Curricular Program will be used to refer to all of these types of programs.

Teachers surrender their legal claim to the Board's Liability Insurance and to Worker's Compensation if they choose to become involved in Out-of-Classroom/Co-Curricular Programs of a personal nature which have not been officially approved.

2.0 Educational Aims

2.1 The following principles should be considered by staff planning Out-of-Classroom/Co-Curricular Programs.

- To observe practical applications of topics studied in theory;
- To provide aesthetic, cultural, intellectual, athletic or social experiences;
- To provide equitable, accessible and inclusive experiences, opportunities and outcomes that enhance classroom programs and students' lived experiences.
- To consider all Human Rights Policy grounds-related barriers, needs (including intersecting barriers and needs) and responsibilities throughout pre-planning, planning and approvals stages, processes and decision-making, throughout the excursion, and when evaluating feedback on experiences to inform future planning.

- Ask questions about accommodation needs in advance, so schools can anticipate needs/costs in advance.

When making plans for trips and excursions, consider the following:

- Ensure all students can access the experience (keep in mind mainstream as well as small classes)
- Knowing and understanding the community of students who may participate to anticipate and address potential barriers
- Pre-planning in order to identify real/potential barriers for students to participate
- Using human rights, inclusive design, Universal Design for Learning, accessibility and anti-oppression principles for students, parents/guardians and staff throughout all aspects of excursions
- Ensuring that all planning and costing carefully consider barriers and accommodation needs
- Exploring creative ways to address/mitigate these barriers and needs (including, for example, putting in place appropriate supports) to maximize access, participation and integration
- Upholding rights (including preventing discrimination and harm, and the duty to accommodate) and considering and addressing unique barriers based on ancestry, race, different abilities, disabilities and neurodiversity, sexual orientation, gender identity, gender expression, creed/religion and socioeconomic status; this includes and is not limited to when assessing overnight trips, sleeping arrangements/hotel/other room accommodations, and safety
- Considerations for students with mobility needs (i.e. busing, navigating the location/site terrain, stairs/elevators, etc.)
- Considerations for students who are neurodivergent (sensory needs, communication needs, opportunities for up/down-regulation, etc.)
- Cost of the trip is accessible for all families (consider families with more than one child)
- Build a relationship with the land if possible
- Will students be provided with an outdoor education experience?
- Provide an opportunity for students to give back to the land and/or community
- Ensure experiences promote positive connections to identities, intersectionalities, anti-oppression principles and uphold Indigenous rights and human rights
- Provide opportunities for student and family voice
- Integrate Universal Design principles into the planning process

3.0 Approval Criteria for School Trips/Excursions for Administrators

3.1 ADDITIONAL TRIP CRITERIA

In addition to meeting one or more of the trip/excursion type criteria, trips must meet the following criteria:

- School trips must provide equity of access for all students.
- Schools will mitigate barriers that prevent students from participating and should consult with families to address individual barriers.

- School trips should foster positive attitudes and beliefs, and develop social skills, and promote cultural awareness.
- School trips should prioritize destinations inside Ontario, then inside Canada, over destinations out of country.

Example: If a tournament/competition is available in Ontario, it should take precedence over a tournament out of country.

3.2 TYPES OF TRIPS/EXCURSIONS

All Field Trips and Excursions must be planned in accordance to the following criteria:

NOTE: All school trips must adhere to OSBIE guidelines for field trips and excursions and approval should be sought before beginning the planning process. All excursions must have a curricular connection to student learning.

TYPE OF TRIP/EXCURSION	SUPERVISION RATIO	APPROVAL REQUIRED BY	SUPERVISION REQUIREMENTS/ RECOMMENDATIONS	Additional Information/ checklist of requirements
Overnight - International Trip (Travelling by air or bus)	• teacher/ student 1:10 • 3 supervisors minimum	• Admin. Council • Principal Please remember to allow a minimum of 6 months for the processing of such requests	• Supervisors must be DDSB employees • Administrator required • Must have a provision for overnight security • No swimming in hotel pools • Travel by water only under special circumstances • Refer to OPHEA/OPASSE guidelines on high-risk activities where applicable	• Checklist: DDSB International Travel • TDB – More information to follow
Overnight in Canada (Travelling by air)	• teacher/ student 1:10 • 3 supervisors minimum	• Admin. Council • Principal Please allow a minimum of 1 month for processing of such requests	• Supervisors must be DDSB employees • Administrator required • Must have a provision for overnight security • No swimming in hotel pools • Closely examine trip itinerary • Travel by water only under special circumstances • Refer to OPHEA/OPASSE guidelines on high-risk activities where applicable	• Checklist: Overnight in Canada – Travelling by Air

TYPE OF TRIP/EXCURSION	SUPERVISION RATIO	APPROVAL REQUIRED BY	SUPERVISION REQUIREMENTS/ RECOMMENDATIONS	Additional Information/ checklist of requirements
Overnight in Canada (Travelling by bus)	Teacher/ student 1:10	- FOS System Lead - Principal	- Supervisors must be DDSB employees - Administrator recommended - Must have a provision for overnight security - No swimming in hotel pools - Closely examine trip itinerary - Travel by water only under special circumstances - Refer to OPHEA guidelines on high-risk activities where applicable	Checklist: Overnight in Canada – Travelling by Bus
Overnight – Outdoor Education Secondary (including canoe trips and backpacking)	- Teacher/ student 1:8 3 supervisors minimum	- Admin Council - Principal Please allow a minimum of 2 weeks for processing of such requests	- Supervisors must be DDSB employees, qualified instructors or volunteers with a criminal background check - Swim ability and Swim Comfort Assessment completed - PFD required for all, high floatation PFD provided for weak or non-swimmers - Review of Canoe Tripping Risk Control and Safety Guidelines book - Max 27 participants - Recreational swimming is NOT ALLOWED on any single or multi-day canoeing activity or trip. - Refer to OPHEA/OPASSE guidelines on high-risk activities	Checklist: Canoe Trip – Day or Overnight Trip Approval Request

TYPE OF TRIP/EXCURSION	SUPERVISION RATIO	APPROVAL REQUIRED BY	SUPERVISION REQUIREMENTS/ RECOMMENDATIONS	Additional Information/ checklist of requirements
Dock – and Shore-based Canoe (training)	1 Qualified Instructor and 1 water safety instructor per 14 boats	FOS System Lead	- Supervisors must be DDSB employees, qualified instructors or volunteers with criminal background check - Swim ability and Swim Comfort Assessment completed - PFD required for all, high floatation PFD provided for weak or non-swimmers - Max 30 students - Refer to OPHEA/OPASSE guidelines on high-risk activities - Recreational swimming is NOT ALLOWED on any single or multi-day canoeing activity or trip.	Checklist: Shore-based canoe (training)
Overnight – Outdoor Education (DDSB Outdoor Ed facilities)	1 teacher/class 2 supervisors minimum	FOS System Lead	- Supervisors must be DDSB employees - Must have a provision for overnight security - Refer to OPHEA/OPASSE guidelines on high-risk activities where applicable	Checklist: Overnight Outdoor Education Trip Approval Request (DDSB Outdoor Education Facilities)

TYPE OF TRIP/EXCURSION	SUPERVISION RATIO	APPROVAL REQUIRED BY	SUPERVISION REQUIREMENTS/ RECOMMENDATIONS	Additional Information/ checklist of requirements
Overnight – Specialty Camps (i.e DIAC, Kandalore, etc)	- Teacher/ student 1:10 2 additional supervisors	FOS System Lead	- Supervisors must be DDSB employees, qualified instructors or volunteers with criminal background check - Administrator required for Elementary and recommended for Secondary - Swim ability and Swim Comfort Assessment complete for participation in water activities - Refer to OPHEA/ OPASSE guidelines on high-risk activities where applicable	Checklist: Overnight Speciality Camps Trip Approval Request (DIAC, Kandalore, etc.)
Day Trip – High Risk Activity (including Ski trips, clubs, etc.)	1 teacher/ class 2 supervisors minimum	FOS System Lead	- Supervisors must be DDSB employees, qualified instructors or volunteers with criminal background check - Closely examine the trip itinerary - Refer to OPHEA/ OPASSE guidelines on high-risk activities where applicable - Review OSBIE School Board/Snow Resort Safety Guidelines for Out-of-School Trips for Winter Sports Education Programs	Checklist: Day Trip with High-Risk Activities Approval Request OSBIE School Board/Snow Resort Safety Guidelines (Oct 2024)

TYPE OF TRIP/EXCURSION	SUPERVISION RATIO	APPROVAL REQUIRED BY	SUPERVISION REQUIREMENTS/ RECOMMENDATIONS	Additional Information/ checklist of requirements
Specialty Swim Programs	• 1 teacher/ class • 2 supervisors minimum	• Principal	• Supervisors must be DDSB employees • Special Swim Instruction Programs such as Swim to Survive and life skills and development programs do not require the students to pass a swim test nor do they require the 1:10 ratio	• Checklist: Specialty Swim Programs Approval Request (i.e., Swim to Survive and Learning Skills Development Programs)
Day trip – Low Risk	• 1 teacher/ class • 2 supervisors minimum	• Principal	• Supervisors must be DDSB employees, qualified instructors or volunteers with a criminal background check	• Checklist: Day Trip Low Risk Activities Approval Request
Community Walks/Excursions	• 1 teacher/ class • 2 supervisors minimum	• Principal	• Supervisors must be DDSB employees, qualified instructors or volunteers with criminal background check	• N/A

4.0 The Concept of Legal Liability

- 4.1 All out-of-class activities are ultimately tied to the issue of *legal liability* and to the avoidance of *negligence*.
- 4.2 A court claim in negligence occurs when a teacher, who owes to a student a duty of reasonable care, breaches that duty and the student is injured as a result.
- 4.3 The issues of legal liability and the avoidance of negligence carries with it certain duties or responsibilities as outlined below. These include:

a) **Duty of Care**

- for example, the duty to provide proper instruction prior to, and adequate supervision during the activity
- to provide and maintain safe equipment and transportation
- to provide first aid and immediate care and transport for injuries, if necessary.

b) **Duty to Warn**

- informed consent forms should be used to inform parents and students of the inherent risks and actual hazards of any given activity
- Examples: eye protection in racquetball or downhill skiing.

c) *Conduct of a Reasonable Person*

- the question will be asked: “How would a reasonable person act in this circumstance?”
- remember that certified teachers are held to a higher standard of care than ordinary persons and we are expected to keep up-to-date with procedures, techniques and certification where necessary.

d) *Standard of Practice*

- is there a standard of practice set for the conduct of this activity? (i.e., a provincial sport association)
- are there up-to-date Board Guidelines in place?
- were these guidelines adhered to?

These four components are addressed within these guidelines.

5.0 Procedures Checklist

5.1 Obtaining Approval

The Principal is responsible for first approving all excursions, day trips, overnight and “HIGH CARE” activities at the school level using Appendix B – Out of Class/Co-Curricular Program Form - Principal Approval – High Risk. A “High Care” activity is one which requires additional safety considerations and special qualifications for staff. Further Board Level approvals may be required (see 3.1). Principals should use the checklists provided for each trip and submit all forms to their system lead as required.

Before obtaining approval, please ensure the following:

- Checklist of unapproved activities (see Section 5.2)
- Discuss excursion with Principal/Vice-Principal
- Approval of date
- Teacher supervision
- Teacher certification
- That the Types of Trips and Excursions chart has been referenced regarding forms required, supervision ratios, approvals, etc.
- Submit a copy of the completed forms as a package to the Principal/Vice-Principal

5.2 Unapproved Activity List

The following activities are **not approved** for out-of-class programs:

- White water canoeing/kayaking/rafting
- Bungee Jumping
- Go-Carting
- Horseback riding/Animal Riding
- Hot Air Balloon Rides
- Paint Ball
- Parachuting

- Skateboarding
- Sailing
- Trampoline/Trampoline Parks
- Waterskiing/Jet skiing/Water Tubing
- Wave Pools
- Zorbing
- Caving-remote/Spelunking
- Scuba Diving/Snorkelling
- Parasailing
- Hang gliding
- Lead climbing excursions. (Introduction to rock climbing in controlled environments with climbing walls in gymnasiums or at climbing centres is approved)
- No swimming of any kind (i.e., hotel pools, residential pools) (Swim to Survive or Specialty swim programs are permitted)

If you have any questions regarding the acceptability of any activity not listed in this document, please contact your FOS System Lead

5.3 After Approval Has Been Granted (it is the responsibility of the Educator(s) to:

- Ensure all Parental Permission, Student Health and Safety Information and Medical Consent Forms have been properly completed and returned. According to Board Policy, completed forms are to be retained by the school office for one year.
- Identify all medically high-risk students to staff and other students (i.e., severe allergies).
- Control and dispensing of medication planned with parents/guardian(s).
- Record each student's medication on Daily Record Sheet (Appendix J). Medical forms must accompany the teacher(s) on the trip. Students must understand: "NO FORMS - NO TRIP".
- Arrange transportation according to Section J.

5.4 Prior to the Co-Curricular Trip

a) In the School:

- Arrange for school coverage and duties and inform all people affected by the excursion.
- Inform all people affected by the Co-Curricular activity.
- Plans made for non-participants or any student who does not bring a Parental Permission Form. (Every effort should be made to ensure all students are able to participate)
- Alternative plan in case supervisor(s) cannot attend at the last minute.
- Excursion publicized to students, staff and parents.
- Follow up: thank you notes, accounting, evaluation of excursion with staff, students, and parents.
- Provision must be made to check attendance at the start and end of the trip, particularly if older students are traveling on their own.

- Itinerary, destination, telephone numbers and list of emergency contact numbers for students to be left with the Principal/Vice-Principal and carried with the supervisor on the trip.
- For any sport-related co-curricular activity, teachers shall consult the Ontario Physical Activity Safety Standards in Education Guidelines for either Elementary/Secondary Interschool Athletics and/or the Canoe Tripping Risk Control and Safety Guidelines 2026.

b) Advising Parents: The Durham District School Board is committed to meeting its responsibilities under the Human Rights Code and Accessibility for Ontarians with Disabilities Act, including addressing potential accessibility and communication barriers for the school community. Please offer and provide information in alternative formats and in various languages to support equitable access for students, parents/guardians and community members.

Parents should be notified using the following:

- Information letter and completed **Parental Permission Form(s)** kept on file.
- Information meeting for parents and students for overnight trips, where applicable.

c) Student Information: Please communicate the following information with students and/or parents as required

- Learning outcomes of the excursion are specified.
- Code of behaviour and consequences.
- Appropriate clothing and equipment.
- Student identification to be carried for “High Care” activities and travel.
- Student documentation for out-of-country trips is acquired, checked and readily available, especially at border crossings (e.g., birth certificates, landed immigration, proof of citizenship or immigration status)

5.5 The Day of the Trip

- Complete and distribute a vehicle loading list to the school office, bus driver and to all supervisors.
- Confirm students are carrying identification appropriate for the trip, where applicable.
- Check road and weather conditions if applicable.
- Ensure that student home or emergency phone numbers are accessible.
- Ensure that all medications, EpiPens, etc. and information for administration are accessible and with supervisors in case they are needed and/or required.

PART B - PROCEDURES

The following procedures are provided in order to facilitate Out-of-Classroom/Co-Curricular Programs and at the same time ensure the safety and active supervision of students, reduce the liability to teachers and supervisors, keep parents fully informed and guarantee the integrity of the program.

6.0 Teacher Liability for Out-of-Classroom/Co-Curricular Programs

- 6.1 Teachers acting on behalf of the school must not discuss or become involved in trips with students from their own school unless the trip has been officially approved.
- 6.2 A teacher shall not, under any circumstances, hold himself or herself out as organizing an Out-of-Classroom/Co-Curricular Program under the auspices of the Durham District School Board unless such program is organized in compliance with the policy and procedures for Out-of-Classroom/Co-Curricular Programs.
- 6.3 No teacher shall participate or conduct an Out-of-Classroom/Co-Curricular Program without the prescribed approval required by these procedures and then only in accordance with the procedures.
- 6.4 In the event that a teacher organizes or participates in any activity with any students of the Durham District School Board or any other school board which is intended to be a private activity, the teacher shall not represent or purport to represent the Durham District School Board and shall explicitly advise the student and their parents or guardians that they are acting in their personal capacity and not on behalf of the Durham District School Board.
- 6.5 School facilities, equipment, and materials (i.e., Out-of-Classroom/Co-Curricular Program Forms) shall not be used by staff to promote Out-of-Classroom/Co-Curricular Programs organized privately.
- 6.6 The Board discourages teachers becoming involved in any unapproved Out-of-Classroom/Co-Curricular Program (typically organized by travel companies)) and warns teachers involved in unapproved Out-of-Classroom/Co-Curricular Programs that they assume major responsibilities and risks and are not protected by any Durham District School Board insurance. If teachers choose to conduct such activities, they are advised to ensure that they are covered by substantial personal liability policies.

7.0 Approval Forms – Please refer to Trips and Descriptions Chart in 3.2

7.1 APPENDIX A - DAY TRIP

Out-of-Classroom/Co-Curricular Programs which will be completed within the school day or an extended school day but not continuing overnight, and involving conventional land travel (foot, bus, train, subway, streetcar, etc.), require the approval of the Principal on the “Out-of-Classroom/Co-Curricular Program Form” (Appendix A). The form must be submitted to the Principal at least 2 weeks in advance of the event.

7.2 APPENDIX B - OUT-OF-CLASSROOM/CO-CURRICULAR PROGRAM FORM

An “Out-of-Classroom/Co-Curricular Program Form” (Appendix B) must be submitted to the Principal at least 1 month in advance of the event for programs in the following categories unless there are extenuating circumstances:

- a) over one or more nights
- b) air travel (including commercial airlines, but not limited to)
- c) water travel (excluding the Toronto Island Ferry)

- d) unconventional land travel (bicycle, snowmobile, etc.)
- e) travel in holiday periods
- f) "high care" activities (see section 14.3)

High Care activities are those activities which involve an increased element of risk to the physical safety and well being of the student and include such activities as canoeing, canoe tripping, outdoor camping, swimming, cycling, downhill or cross-country skiing, skating, riding or hiking, etc. Please refer to the Canoe Tripping Risk Control and Safety Guidelines 2026 and ensure informed consent has been communicated and signed off for each student/family.

The school should retain a copy of the approval form for a period of one year. Parental permission forms shall be retained for a minimum of 1 year also.

7.2.1 When students from more than one school are taking part in an overnight event, the supervising Teacher, through their Principal, shall seek the approval of the Principal for each student's school.

7.2.2 If the Principal determines that a proposed trip involves considerable expense to students and parents, no commitment should be made to students and parents until preliminary approval is obtained.

No contracts for travel or accommodation should be finalized until approval has been granted.

7.3 **INTERNATIONAL TRIPS**

7.3.1 An "International Trip Permission Form" (Appendix C) must be submitted to the Principal at least 6 months in advance of the event for international trips unless there are extenuating circumstances. Approval must also be obtained from Administrative Council by the Principal through the Area Superintendent.

The school should retain a copy of the approval form for a period of one year. Parental permission forms shall be retained for one year.

7.3.2 When students from more than one school are taking part in an overnight event, the supervising Teacher, through their Principal, shall seek the approval of the Principal for each student's school. Each School shall be responsible for the supervision of their students and all organizing documentation and payment.

7.3.3 If the Principal determines that a proposed trip involves considerable expense to students and parents, no commitment should be made to students and parents until preliminary approval is obtained.

7.3.4 Trip details, including: trip itinerary, supervisory contacts and participant lists must be sent to the FOS System Lead at least two weeks prior to the departure. This information will be posted for Supervisory Officer use on a central and secure database.

Facilities (International Trips)

7.3.5 Hotels and Transportation

It is the duty of the Trip Leader to ensure that hotels and transportation used on the International Student Tour meet acceptable standards.

- Once the Trip Leader has chosen the itinerary for the International Student Tour, the Trip Leader should make a list of the addresses, phone numbers and website addresses of each Canadian Embassy/ Consulate in the countries and cities being visited. This list should be carried by the Tour Leader at all times while on tour. The Trip Leader should also email these Canadian Embassies and provide them with the itineraries, hotel information and flight information of the tour.
- When arranging the tour with the Travel Company, it is advisable that the Trip Leader make the request that all hotel rooms being used by the students not be on a ground floor or have interconnecting balconies.
- Once the Trip Leader knows the name and location of the hotel(s) that the tour will be using, the Trip Leader should use the Internet to check on the facilities and for references (*i.e., TripAdvisor*). A list of all hotels, their addresses and phone numbers should be provided to the parents before departure. Any concerns regarding the hotels should be addressed with the Tour Company prior to departure.
- Once the Trip Leader knows the name and location of the hotel(s) that the tour will be using, the Tour Leader should use the internet to check for the location of the nearest Hospital. The tour leader should carry a list of all Hospital locations in all cities being visited.
- When checking in at a hotel, it is advisable that the Trip Leader have each Tour Participant check their hotel room immediately upon check-in for damages and cleanliness. All problems must be reported immediately to the Trip Leader who shall report to the Hotel manager and the Tour Director (*Tour Company Representative*).
- When departing a Hotel on the tour, it is advisable that the Trip Leader check each hotel room used by the students for damages with the Hotel Manager and the Tour Director (*Tour Company Representative*).
- Once the Trip Leader knows all the flight arrangements for the tour, the Trip Leader should provide the flight information to the Tour Participants, their parents and school administrators.

7.3.6 Supervision Ratio (International Trips)

To ensure the safety of all Tour participants and to establish a standard duty of care for all International Student Tours, the DDSB shall follow the following student-to-supervisor ratio.

- The overriding ratio supervisor-to-student ratio is 1:10, with a minimum of three supervisors attending. Depending on the needs of the trip a Superintendent or administration may request additional supervision.
- If the Trip Leader chooses a Tour Operator that uses a 1-to-6 ratio allowance, the Principal must take this into consideration and plan accordingly to ensure these requirements are met with DDSB staff.
- The DDSB minimum Supervisor Ratio is 1:10, Minimum 3 supervisors (administrator must attend and can be included in the ratio).

7.3.7 Waivers/Consent Forms (International Trips)

Waivers must be used for a Student International Tour, but are not a substitute for careful attention to participants' safety and well-being. All participants must be informed that they will have to sign a release form prior to any International Student Tour. Participants must also be informed that they must provide proof of Out-of-Country Medical Coverage; a copy of each participant's Out- of Country Medical Coverage will be carried by the Trip Leader at all times. Should they choose not to sign the release, they will not be allowed to participate.

Each student and their parent/guardian must sign each of the following forms as applicable from the Excursion Procedure. These forms can be downloaded from DDSB SPARK (Policies and Procedures section) or from your school office.

Include all appendices and checklists required for International Travel

7.3.8 Claims Reporting

- Appropriate forms will be completed for all accidents and incidents that result from participation in an International Student Tour. The Excursion Procedure states that:
 - In case of a serious accident, as soon as possible thereafter, the Principal of the school shall be notified and given all pertinent details.
 - The Principal or designate shall in turn, contact the family of the injured party with relevant details concerning the injury.
 - The supervisor, in cooperation with the Principal, shall complete the "Incident Report Form" in triplicate. Two copies are to be forwarded to the Operations Department through the Executive Assistant of the Associate Director's Office. The third part is to be kept on file in the school.

7.3.9 Emergency Crisis Management

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

Prior to the tour, the Trip Leader and supervisors will develop an emergency/crisis plan. Sample Emergencies/Crisis and plans are as follows:

In case of a missing student, the search procedure as submitted to the School Principal is to be followed.

- In the case of an Injury or Medical Emergency, consult the contact information in your binder and call the School Principal or designate who shall in turn, contact the Parents of the injured party with relevant details of the injured party. Consult the binder to check all available medical history of the student.
- In the case of a serious Accident or Medical Emergency, the Travel Company Tour Director will have information for the closest medical care. Consult the Tour Binder for Medical Insurance Information.
- Prepare information for an accident report. In case of all accidents, as soon as possible thereafter, the school Principal shall be notified and given all pertinent information.
- In the case of a Serious Accident or Medical Emergency, the Trip Leader, in cooperation with the School Principal, shall complete an "Incident Report Form" in triplicate. Two copies will be forwarded to the Operations Department through the Executive Assistant of the Associate Director's Office. The third copy is to be kept on file in the school.

- In the case of a Lost or Stolen Passport, the Organizing Teacher is to refer to the Contact Information in the School Tour Binder and phone the Canadian Embassy for assistance. The Organizing Teacher or appointed Teacher is to accompany the student to the Canadian Embassy to initiate the replacement of the Canadian Passport. The accompanying adult will make another copy of the student's passport that is on file in the School Tour Binder. All expenses will then be forwarded to the Parents of the student upon return to Canada.
- In the case of an incident of severe student misbehaviour, it is important that the consequences meet the criteria as set out in the school contract. A student cannot be sent home unaccompanied. If warranted, the Teacher Organizer shall contact the School Principal, and the School Principal shall contact the parents to have the parents make immediate arrangements to personally come and collect their child for the return journey home. At no time, however, is the student to be left unaccompanied in the foreign country.
- In the case of a Legal situation, refer to the Contact Information in the School Tour Binder and call the Canadian Embassy immediately for advice and assistance. Next, consult the contact information in your binder and call the School Principal or designate who shall in turn, contact the Parents of the student with the relevant details of the situation.
- Depending on the severity of the legality, the parents may be advised to fly at their earliest convenience to address the situation personally. At no time, however, is the student to be left unaccompanied in the foreign country. A Teacher/Chaperone must stay with the student. Additional costs will be forwarded to the Parents by the Organizing Teacher upon return to Canada.

7.3.10 SAMPLE SUPERVISORY GUIDELINE INSTRUCTIONS (International Trips)

General Guidelines:

- Each school group should have a dedicated cell phone per bus to communicate with each other while on tour.
- It is possible that one could be in separate Hotels due to a large group size. In this event, each Bus Leader will assume leadership of their group until the groups meet up again. The Trip Leader will provide all Bus Leaders with a cell phone number where they can be reached if needed.
- Each supervisor will be rotated through a bed-check cycle during the tour that will be circulated once the hotels are finalized.
- Each bus will have a designated Bus Captain.
- Each Bus Captain is responsible to carry with them the correct Tour Group Binder on the bus. Each Tour Group Binder will contain relevant copies of the following documents: passports; medical information; insurance coverage; rooming lists; International Travel Information Forms; a Group Bus Summary Information Sheet.
- While travelling to check in at Hotels, it will be the duty of each Bus Leader to coordinate the Rooming List with the Tour Director on the bus. Using the Master Rooming List for each bus, you will try to make the pieces fit. Start with the adults first because they will not change from Hotel to Hotel. The Student Rooming list is prearranged in groups of four, but the Hotel rooms will vary in size from three-to-a-room to five-to-a-room. Each Bus Captain is to give one Bus Group Summary Information Sheet (required by law) to the Tour Director with the completed Rooming List. When complete, each bus Captain must get a Hotel Clerk to give you THREE copies of the Rooming List - TWO to use for bed-checks and in case of an emergency and ONE for the Bus Captain.

- When arriving at a new hotel, students are not allowed off the bus until the Bus Leaders have made arrangements with the Tour Directors and the Hotel. Travellers will not be allowed off the bus until they are given instructions by the Tour Director. As each traveller gets off the bus, they will be given a Hotel Business Card by the Bus captain that they must carry with their passport at all times while we are registered with that hotel. If in the event of traffic restrictions, we must disembark first, the travellers will stay at a predetermined location until the Tour Director and the Bus leader are ready to take them into the Hotel.
- Each Bus Captain shall hand out the Departure Tickets when they are on the Bus to the airport. Each Bus Captain will then collect the Return Tickets once the group has cleared customs. All tickets are to be kept in the safe at each Hotel.
- Each supervisor will be given a designated Room(s) of students that they will be responsible for Head Counts. At various times every day, the Supervisor will assemble their Room(s) to make sure they are all present and accounted for. The Bus Leader will call the Head Counts.
- Each night, all supervisors shall meet together at the Hotel to discuss the “game plan” for the next day’s events. The Tour Director(s) shall also attend this meeting.

Hotel: (International Trips)

- Bus Leaders should be sure to have students pre-check their own room for any damage. If they find any, they are to report to the Bus Leader, so that the Bus Leader can report it to the Tour Director.
- The supervisors should check each room for security (working locks) and to see if the outside facing walls have any balconies and/or opening windows. These must be checked for security.
- After returning to the Hotel after an evening’s activities, students are not allowed outside the Hotel unless accompanied by a Supervisor.
- A common curfew will be set for all the students each night. Students are not to be outside their rooms after this time.

7.4 PARENTAL APPROVAL

- 7.4.1 A signed parental approval form is required for Out-of-Classroom/Co- Curricular Programs beyond school property. The “Parental Permission for Out-of-Classroom/Co- Curricular Program Form” (Appendix D) containing the details of such a visit shall be sent home. The form must be signed by the Principal and the teacher. Cancellation and health insurance must be obtained by parents.
- 7.4.2 Once parental consent has been obtained for Out-of-Classroom/Co- Curricular Programs involving a seasonal schedule of activities (i.e., community walks, physical education classes), the supervising teacher may allow the students to participate in additional activities or substitute activities as long as the parents are informed. The proposed schedule should be clearly communicated on the Appendix D form.
- 7.4.3 If an alternative program or destination is being considered, this must be part of the original plan which is submitted to parents. Teachers must not deviate from an approved itinerary or program except when required for emergency or safety reasons. If a group’s return is significantly delayed, the teacher must telephone the school. The Principal or designate must attempt to notify the parents.
- 7.4.4 The signed Parental Approval Forms must be held by the school for one year.

- 7.4.5 A sample of the “Parental Permission For Out-of-Classroom/Co-Curricular Program Form” is to be attached to the completed “Out-of-Classroom/Co-Curricular Form” and retained in the school for a period of one year.

PART C – SUPERVISION

8.0 Supervision

- 8.1 Principals shall ensure that a sufficient number of teachers/adults accompany the students in order that the Out-of-Classroom/Co-Curricular Program will be as safe and valid an educational experience as possible. Some circumstances will require more instructional staff than others in order that the students obtain a maximum benefit from their excursion. Please refer to the Types of Trips and Excursions chart 3.1 for specific requirements.

9.0 EMERGENCY COMMUNICATIONS

- 9.1 An itinerary of each trip, as well as Emergency Contact Numbers for the supervisors must be made available in the school office in order that the Principal/FOS Superintendent/System Lead may contact the teacher in charge of the group if an emergency arises. For international trips, this will be posted in a central, secure database.
- 9.2 A teacher in charge of a group of students should be able to contact a School Administrator if an emergency arises at any time during the trip, or if a return is delayed.

10.0 List of Participants

- 10.1 When a group of students leaves the school on an approved Out-of-Classroom/Co-Curricular Program, a list of all students, staff and supervisors in the group must be prepared, in triplicate. One copy of the list must be left in the school, one copy for the bus driver and one copy must accompany the group and one to the FOS Superintendent. The list must include the parents/guardians emergency phone number(s) for any overnight Out-of-Classroom/Co-Curricular Program. For international trips, Appendix C must be completed in addition.

PART D – SAFETY

11.0 Safety – General

- 11.1 The Principal must appoint a teacher who will take full responsibility for co-ordinating the Out-of-Classroom/Co-Curricular Program.

It must be emphasized that the Principal and staff are responsible for the students’ safety. The teacher in charge of the program must make certain that all applicable safety recommendations are adhered to.

The Principal and staff are responsible for ensuring that important aspects such as supervision ratios, certification, lifeguard coverage, telephone contacts and emergency procedures are all considered prior to the programs.

- 11.2 Principals who approve Out-of-Classroom/Co-Curricular Programs which require “HIGH CARE” must be satisfied that the supervising teacher(s) have the necessary certification in those areas. Principals must be satisfied that the students are carefully prepared and that the activity is appropriate to the skill level of the students. Please refer to the Canoe Tripping Risk Control and Safety Guidelines 2026 and/or International Trip Guidelines -**Section 7.3 of this procedure** where applicable.

- 11.3 If an alternative program or destination is being considered, this must be part of the original plan which is submitted to parents. Teachers must not deviate from an approved itinerary or program except when required for emergency or safety reasons. If a group's return is significantly delayed, the teacher must telephone the school and the Principal or designate must attempt to notify the parents.
- 11.4 On all trips, teachers should have knowledge of the physical capabilities and abilities of the individual students.
- 11.5 Students and parents must be informed of the necessary requirements to ensure a safe and comfortable experience.
- 11.6 Each student must be informed of the health and safety guidelines in advance of the trip.

12.0 Water Safety

Water safety requires close and direct supervision at all times.

- 12.1 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 Form.

Please ensure that all Swim Ability and Swim Comfort results are compiled on the summary form (Appendix M):

ALL STUDENTS/STAFF/VOLUNTEERS MUST WEAR A MINISTRY OF TRANSPORT APPROVED LIFE JACKET OR PERSONAL FLOTATION DEVICE WHEN IN A BOAT OR CANOE

Instruction in boating and other aquatic activities must be supervised by suitably qualified educators. Trip leader must have CTIII and 2 supervisors with CTII ORCKA certifications. Trip leader or supervisor must have Bronze Cross and WFA (WAFA- September 2023) for any canoe or boating trip.

- 12.2 For Dock and Shore-based canoeing, there must be one Qualified Instructor and one Water Safety Supervisor per 14 boats (maximum 30 students).

- Qualifications for the Instructor must include at least one of the following certifications:
 - 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 Canoe Instructor.
- Qualifications for Water Safety Supervisor must include at least one of the following certifications:
 - Bronze Cross
 - Wilderness Water Safety
 - Whitewater Rescue Technician
 - Swiftwater Rescue Technician

- 12.3 For Canoe Tripping, all trips must include one Trip Guide, with one Assistant Trip Guide for every eight students.
- Qualifications for Trip Guide must have Canoe Tripping Level 3.
 - Qualifications for Assistant Trip Guide must include at least one of the following certifications:
 - Any of the **Trip Guide Certifications**
 - ORCKA
 - Basic Canoeing Level 3
 - Paddle Canada
 - Intermediate Tandem Lake Canoeing (Skills)
 - Intermediate Tandem Moving Water Canoeing (Skills)
 - At least one Trip Guide or Assistant Trip Guide must have a current Wilderness First Aid certification.

13.0 First Aid and Emergency Procedures

- 13.1 Depending on the activity and associated risk, valid Standard First Aid training by an accompanying supervisor may be required. Schools should consult with the Ontario Physical Activity Safety Standards in Education (OPASSE) for these requirements specific to excursions that involve sport. A stocked first aid kit must accompany all excursions.

Specific requirements apply to single-day or multi-day trips that travel **more than 2 hours** from the arrival of emergency medical assistance (Outdoor Education – Backpacking/Hiking – Backcountry). Under this scenario, at least one teacher, trip guide, instructor, or supervisor must have current Advanced Wilderness First Aid certification. Access to an alternate emergency communication device (e.g., satellite phone, spot device) is required.

- 13.2 The welfare of the injured party is the first consideration of the supervisor(s) and other members of the group.
- a) Assess the situation. Perform immediate first aid. If advisable, transport the injured party immediately to the nearest medical centre.
 - b) If spinal injuries are suspected, no effort should be made to move the patient except in life-threatening situations, i.e., fire. The patient should be kept warm and comfortable until qualified/competent medical assistance arrives.
 - c) Contact the Principal or designate who shall in turn contact the family of the injured party with relevant details concerning the injury.
 - d) Prepare information for an accident report.
- 13.3 Pre-planned emergency transportation shall be available at all times so that a sick or injured party can be transported to receive medical attention.

13.4 REPORTING THE ACCIDENT

- 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 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. Instructions for completing a report can be found [here](#).

13.5 ADMINISTRATION OF PRESCRIPTIVE ORAL MEDICATION

See Board Procedures – Guidelines for Administration of Oral Medication and Administration of Prescriptive Oral Medication.

PART E – INSURANCE

14.0 Unapproved Out-of-Classroom/Co-Curricular Programs

Teachers are deemed in law to have authority over students by virtue of their position as teachers. Teachers involved in unapproved Out-of-Classroom/Co-Curricular Programs surrender their legal claim to the Board's Liability Insurance coverage and to Worker's Compensation. If teachers choose to conduct these programs, then they are advised to take out substantial personal liability insurance policies.

15.0 Approved Out-of-Classroom/Co-Curricular Programs

15.1 LIABILITY POLICY

The Liability Policy protects the Board and its employees against liability imposed by a third party (who in most cases would be the parent and/or students) where negligence is established. This policy will defend the Board, its employees and its volunteers and pay damages which may be awarded by a Court of Law. For example, if a student is injured on school property or on a school trip while being supervised by a teacher, and the student's parents sue the teacher and the Board, the Board's insurance company will retain a solicitor to defend against the lawsuit and will pay damages awarded by a Court of Law.

15.2 NON-OWNED AUTOMOBILE LIABILITY POLICY

The Non-Owned Automobile Liability Policy protects staff and volunteers from liability arising from the use of an automobile not owned by the Board, such as a teacher's or a volunteer's automobile. In addition, the Board has assumed liability which may be imposed by law upon an employee or volunteer to cover damages arising from the use of that person's automobile for Board business, where their personal automobile insurance is not adequate to meet the damages. This policy only applies as excess to liability insurance which the employee/volunteer must have and does not and cannot cover the collision portion of the employee's or volunteer's automobile. Please note the following items must be considered when transporting students:

1. Drivers must be licensed;
2. Trips must be authorized and approved by the Principal and where appropriate the Superintendent of Education;
3. A record of the trip must be filed in the school office and/or Board office; and
4. Rental of vehicles from leasing companies must be rented in the name of the Durham District School Board and all coverages being offered by the rental agency must be taken.

15.3 ERRORS AND OMISSIONS LIABILITY POLICY

The Errors and Omissions Liability Policy protects the Board and its employees against other wrongful acts.

15.4 Staff should understand that the above policies are Third Party Liability Policies which protect only against claims from third parties, in this case usually the parent and/or student. “The Board has no insurance coverage which provides compensation for students without regard to fault. The Board is not authorized under the Education Act to purchase such insurance. This is the responsibility of parents should they wish to acquire it. Consequently, coverage as Student Accident Insurance is made available for purchase on a voluntary basis to clients.”

15.5 Parents may also purchase from their private automobile insurer the Family Protection Endorsement (SEF 44) which provides additional and optional coverage for members of their own family. This coverage is portable, so it moves with the child, for example from the parent’s car to the school bus to the teacher’s car or to the volunteer’s car. Therefore, if students are transported to a school activity in a school bus and the bus is involved in an accident where negligence is proven against the other vehicle, and if the other vehicle does not carry adequate insurance to reimburse all claims by the injured students, the SEF 44 policy will reimburse the difference between the other vehicle’s insurance and each student’s claim to a limit of his parent’s own automobile liability insurance. Please note that if a teacher or volunteer purchases the SEF 44 Family Protection, it cannot under any circumstances be of any benefit to a pupil or any other non-family member occupant of that vehicle.

15.6 The Board cannot over-emphasize that staff should purchase adequate levels of insurance, including the optional Family Protection Endorsement, on their own automobiles.

16.0 Health Insurance Outside Canada

Because of the high cost of health services in other countries, parents should have health coverage which will cover their children when they are on an international trip.

PART F – TRANSPORTATION

17.0 Board Buses, Chartered Buses and Highway Coaches

The Durham Student Transportation (DSTS) will provide bus transportation according to the following procedures.

17.1 APPROVAL

All Out-of-Classroom/Co-Curricular Programs must be approved by the Principal. The completed “Out-of-Classroom/Co-Curricular Program Form” must be submitted to the Principal at least 2 weeks in advance of the scheduled date of the Out-of-Classroom/Co-Curricular Program.

17.2 BUS LISTS

Before any Out-of-Classroom/Co-Curricular Program leaves a school, the Principal shall ensure that a list including the names of students, pertinent student and other emergency information, teachers’ and supervisors’ names has been prepared in triplicate. The lists must correspond to the loading of the vehicle. Persons assigned to a specific vehicle, when more than one vehicle is involved, shall travel on this vehicle at all times. A list of home or emergency telephone numbers of all students must be accessible.

17.3 BUS LOADING

The recommended bus loadings for Out-of-Classroom/Co-Curricular Programs are: (including supervisors)

Grade K - 3	(3 per bench seat)	72 passengers
Grade 4 - 5	(Some 3 per bench seat)	60 passengers
Grade 6 – 8	(2 per bench seat)	48 passengers
Grade 9 - 12	(2 per bench seat)	48 passengers

17.4 BUS SAFETY

Bus Operators have been advised not to leave the school unless EVERYONE is seated comfortably.

Teachers or supervisors are requested to sit one in the front of the bus behind the driver, one in the middle and one at the rear of the bus, for safety reasons.

- 17.5 Teachers are requested not to change the destination or add additional kilometers to trips during the trip as prices are estimated on the information received on class excursion forms or by telephone.

17.6 ACTIVITY BUSES

For Out-of-Classroom/Co-Curricular Programs involving a considerable amount of equipment, buses with additional storage space (Activity Buses) are available. Teachers are asked to indicate the need for an activity bus in the “Special Instructions” section of the “Out-of-Classroom/Co-Curricular Program Form” (Appendix A).

17.7 TRAVEL IN INCLEMENT WEATHER

From time to time, a group of students is delayed by weather conditions which create a hazard to safe travel, particularly on the highway. The teacher has the ultimate responsibility for the safety of the students. In case of a disagreement between the driver and teacher, on whether to travel or not, the DSTS or their designate shall be contacted.

- 17.8 If buses are canceled for regular school programs or in the destination area, they are canceled for school trips.

18.0 Private and Rented Motor Vehicles

(If you are considering this option, contact with System Lead or Superintendent is required)

- 18.1 When transporting students in private or rented motor vehicles the following must be considered:
- a) All Out-of-Classroom/Co-Curricular Programs must be authorized by the Principal.
 - b) Drivers must hold the appropriate class of licence for the type of vehicle used, and valid insurance of at least \$1,000,000 should be in force on the vehicle driven. In private passenger vehicles and rental vans, there should be no more passengers carried than can be accommodated by the number of seat belts in the vehicle, and all occupants must wear seat belts.

- c) The Principal will ensure that a list including the names of students, teachers and supervisors has been prepared in triplicate. The lists must correspond to the loading of the vehicle. Persons assigned to a specific vehicle, when more than one is involved, will travel on 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 driver's name, vehicle licence number, vehicle insurance carrier and valid policy number will be distributed as follows:

- i. The teacher in charge of the vehicle.
- ii. The driver of the vehicle.
- iii. The school office.

On Out-of-Classroom/Co-Curricular Programs outside Ontario, the required insurance and medical coverage should be checked.

- d) Rental of vehicles from leasing companies must be rented in the name of the Durham District School Board and all coverages being offered by the rental agency must be taken.

The Non-Owned Automobile Liability Policy protects staff and volunteers from liability arising out of the use of an automobile not owned by the Board, such as a teacher's or a volunteer's automobile. In addition, the Board has assumed liability which may be imposed by law upon an employee or volunteer to cover damages arising from the use of that person's automobile for Board business, where their personal automobile insurance is not adequate to meet the damages. This policy only applies as excess to liability insurance which the employee/volunteer must have, and does not and cannot cover the collision portion of the employee's or volunteer's automobile.

19.0 Boat Tours

Boat tours are deemed as a high-risk activity and are **not an option** for school excursions.

20.0 Air, Train Travel, and Public Transportation

Any air travel or train travel requires completion of the "Out-of-Classroom/Co-Curricular Program Form", Appendix B or Appendix C as applicable.

21.0 Travel Outside Canada

Arrangement for travel outside Canada may be purchased from an Ontario Registered Travel Agent. Under the Travel Industry Act, a teacher is in breach of the law when acting as a sales agent for such travel without being licensed to do so. For travel inside Canada, it is recommended that a Registered Travel Agent be used.

22.0 Transportation Booking

See Durham District School Board Procedure: Out-of-Classroom Programs: Transportation Booking.

23.0 Alternative Means of Transportation

(If you are considering this option, contact with System Lead or Superintendent is required)

- * Volunteer Drivers
- * Public Transportation (Subway, Go Train, etc.)
- * Rental Vans
- * Student drivers

Appendix:

Appendix A	Out of Class/Co-Curricular Program Form (Day)
Appendix B	Out of Class/Co-curricular Program Form Principal Approval Form – High Risk
Appendix C	International Trip Program Form – Principal/Administrative Council Approval
Appendix D	Parent Approval Form
Appendix E	Students' Health and Safety Information Form – For Overnight and High Care Activities
Appendix F	Medical Consent Form
Appendix G	Annual Parent Permission for all Co-Curricular/Athletic Activities
Appendix H	Concussion Code of Conduct for Interschool Sports Student-Athlete & Parent/Guardian
Appendix I	Request for Administration of Oral Medication
Appendix J	Administration of Oral Medication – Child Medication Log
Appendix K	Parental Permission for a Co-Curricular Activity
Appendix L	Authorization to Transport Students Participating in School Events – Volunteer Drivers
Appendix M	DDSB Swim Ability and Swim Comfort Assessment Tracker
Appendix N	Principal Attestation for International, Out-of-Province and High-Care Activity Trip Form
Appendix O	Principal Checklist for Administrators to Support International Trips Form
Appendix P	Informed Consent/Permission Form for Education Trips
Canoe Tripping Risk Control and Safety Guidelines (December 2025)	
OSBIE Safety Guide – Snow/Winter Sports	
Appendix 1b – Special Winter Excursion Form/Parental Consent	
Ophea – Sample Swim Ability and Swim Comfort Assessment Questionnaire Form	

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