



6100: Field Trips, Off-Site Experiences and Extra-Curricular Trips (A/P)

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BACKGROUND

Pacific Rim School District recognizes the educational value of curricular and extra-curricular Field Trips, Off-site Experiences, and Outdoor Experiences that enrich and extend educational programs.

For the purposes of this Administrative Procedure, all curricular and extra-curricular Off-site Experiences, Outdoor Learning Activities, and Field Studies conducted away from the school site will be referred to collectively as “field trips,” recognizing that schools, educators, and community members may use different terminology for these experiences.

Effective learning experiences often result from firsthand observation of, or participation in events or activities that occur in the community away from the school. The Board believes it is of paramount importance that Field Trips are selected, planned, organized, and conducted in the context of:

- The activity is affordable, accessible and offers clear benefits to students while being relevant to curriculum and integral to the educational process.
- The activity is appropriate and effective for student’s educational program and curriculum.
- Adult supervising staff having the requisite skills and experience to provide safe and appropriate Field Trip experiences.
- Safety and security of all participants is the first priority (e.g. students, staff, volunteers, and the School District)
- The activity has been reviewed for risk assessment, ability to mitigate risk and overall management of off-site activities.

Students participating in Field Trips and Off-site Experiences will behave in accordance with the School and District Codes of Conduct and any special directions required to maintain proper structure and safety pertaining to the activity as determined by the principal, trip supervisor, and site managers.

YouthSafe Outdoors: Safety First! Guidelines for BC School Off-site Experiences can be found on the Pacific Rim School District staff portal under Off-site Field Trips.



ADMINISTRATIVE PROCEDURE 6100

The following provides procedural guidelines regarding Field Trips While this Administrative Procedure outlines the planning requirements and process to obtain approval for various types of Field Trips it does not include the knowledge required to do so safely and competently. As such, in cases where more specific information or resources are required, they can be found in the **YouthSafe Outdoors: Safety First! Guidelines for BC School Off-site Experiences** and other relevant resources specific to the activity.

PROCEDURE

1.0 GENERAL SAFETY GUIDELINES

- 1.1** Well defined procedures are necessary to minimize the potential of serious harm to the health and safety of students, staff, and volunteers.
- 1.2** Prior to submitting the Field Trip Proposal to the principal, educators in charge must review and follow the appropriate Administrative Procedures, Youth Safe Outdoors Resources and Field Trip Checklists associated with the type of trip they plan on leading.
- 1.3** All field trip activities must have the approval of the school principal. Changes to the approved field trip activity must have the approval of the principal.
- 1.4** All field trips must have an active parent/guardian risk acknowledgement and consent for students to participate.
- 1.5** Extra medical insurance is mandatory for students when participating in school district activities outside BC or Canada, no matter the length of the activity.

2.0 ROLES AND RESPONSIBILITIES

2.1 Parent/Guardian Responsibility

Parents/Guardians are responsible to determine whether their child may participate in a field trip. To provide informed consent, comprehensive activity information that clearly describes the educational benefits and safety risks must be communicated to parents.

2.2 Student Responsibility

Students participating in field trips are under the same care and guidance of the principal and/or teaching staff when on school field trips as when they are in school. Therefore, students are expected to cooperate with all supervisors and comply with the school rules, expectations, and consequences for behaviour (Student Code of Conduct). For certain trips it will be



mandatory for students to fulfill all the preparatory requirements and administrative procedures.

2.3 Educator in Charge Responsibility

2.3.1 Role: It is essential that the Educator-in-Charge is an employee. District staff are trained, oriented, and familiar with SD70 policies, procedures, health and safety requirements, and risk management practices. Their training and accountability ensure that field trips are conducted safely and ethically, while reducing liability to the District. It is important to note that being a staff person is not the only requirement. Principals must determine that they are experienced and suitable to lead the activity.

2.3.2 Relevance: Students should participate in field trips that further the goals of the school, class curriculum or approved school programs. Trips should have a clear educational or developmental purpose, and whenever possible, be scheduled to minimize disruption to students' regular instructional program.

2.3.3 Compliance: Ensure that all field trips comply with district policies, administrative procedures, health and safety standards, and any applicable legislation. Educators in charge must ensure each trip is properly planned, authorized, and organized in accordance with the requirements outlined here and in **YouthSafe Outdoors – Safety First! Guidelines**.

2.3.4 Administrative Approvals: Field trips are an extension or enrichment of the prescribed curriculum and therefore, require the educator in charge to complete all appropriate forms and receive approval as specified. They must review and follow the appropriate activity guidelines and complete the associated Field Trip Proposals and Checklists for the type of trip being planned.

- 2.3.3.1** Early notification and effective communication by the educator in charge with administration, teachers, and parents in obtaining consent is essential.
- 2.3.3.2** The required approvals must be in place before commencing communications with parents/guardians or fundraising activities for the trip.
- 2.3.3.3** Health Canada Travel Advisory information will be considered whenever travel is out of the province and/or country.
- 2.3.3.4** An itinerary and other documents like bus lists and trip plans must be available in the school office for all overnight trips, including contact information in the event of an emergency.
- 2.3.3.5** Ensure detailed contact and trip information is left with the principal and communicated to parents.



2.3.4 Scheduling: Tentative scheduling of field trips must be discussed and planned with the school principal and planned to avoid certain key times during the year. Dates that are not advised could be related to scheduled district wide activities, specific school calendar events, students final and provincial exams, term, or semester end unit projects, etc.

2.3.5 Risk Management: The safety, security, supervision, and well-being of students must be the prime consideration when planning an excursion. Acting as a prudent parent, take whatever precautions are necessary to ensure the proper conduct, appropriate behavior, and safety of students. Prior to submitting the **Field Trip Proposal** to the principal, teachers must review the relevant **Field Trip Checklist** and activity specific guidelines for the type of trip they are planning.

In each case the educator in charge will:

2.3.5.1 Identify all potential risks as well as foreseeable risks of injury associated with participating in a particular activity during the trip and develop a written safety plan to mitigate each risk to the greatest extent possible. Safety plans are outlined on the consent forms and for higher care trips, a **Risk Management Plan (Form 6100-8)** is also required.

2.3.5.2 Ensure that all low-risk and higher-care field trips are supervised by enough qualified and experienced individuals who hold current first aid certification or demonstrate equivalent experience appropriate to the activity.

2.3.5.3 Confirm any attending volunteers have been properly screened and undergone a criminal record check in accordance with the **Administrative Procedure 3110 – School Volunteers**

2.3.5.4 Store all field trip documents related to the approval, planning, and communication and written informed consent at the originating school to be retained on file for 3 years as per our Records and Retention Policy and Administrative Procedure.

2.4 Field Trip Supervisor Responsibility

Supervisors (teachers, volunteers, and contracted instructors) are responsible for providing 24-hour supervision as a prudent parent would, serving as positive role models, and conducting themselves in a manner that reflects the values and expectations of the district. No alcohol or non-prescription drugs may be consumed while supervising students or prior to assuming supervisory duties, as supervisors must remain capable of sound judgment in the event of an emergency. This expectation applies in all settings, including international travel where cultural norms may differ.

2.5 School Administrator Responsibility

The principal or designated administrator is responsible for the final approval of a field trip. For all field trip proposals, the school principal will review the Field Trip Proposal and ensure it is



appropriately planned, authorized, organized, and supervised. On occasion it may be necessary for school administrators to conduct a risk assessment and consider the ability of the teachers, volunteers, and service providers, if applicable, to plan for and execute the safety plan prior to approving the field trip proposal.

2.5.1 Higher care field trips (Category 3 or higher) the principal or designated administrator is responsible for ensuring the field trip proposal documents are prepared and the proposal is evaluated, recommended, and submitted to the Superintendent *or Designate* for preliminary review and approval, prior to proceeding with planning, travel, and scheduling arrangements, or initiating fundraising. Additionally, for all out-of-country trips, the principal will sign the permission for trip departure within seven (7) days of departure, after consideration of government-issued travel advisories for the destination.

2.5.2 Field trips may be deemed to be inappropriate by the principal. Inappropriate field trips are characterized as those involving:

2.5.2.1 Activities that have significant risk for serious injury (activities on the “prohibited” list).

2.5.2.2 Dangers that cannot be overlooked regardless of the attention to risk planning and mitigation (such as supervision ratios, equipment, instruction and supervisors/instructors experience and training)

2.5.2.3 Not age or developmentally appropriate for students, individually or as a group

2.5.2.4 Involve travel time that is excessive for the age of the children

2.5.2.5 Involve excessive absence from the school for both students and staff

2.5.2.6 Incur inordinate expense

2.5.2.7 Include travel to areas where Foreign Affairs Canada has published a travel advisory

2.5.2.8 A failure to comply with board policies, administrative procedures, or applicable legislation.

2.5.3 When considering approval of field trips, administrators cannot justify activity choice and trip selection based upon a history of success. Ongoing reassessment, particularly of programs that have been in place for several years, is necessary when it comes to safety. Past program decisions should not drive current program planning.

2.5.4 All field trip documents related to approval, planning, communication, and written informed consent must be store at the originating school and retained on file. School principals are responsible for keeping the superintendent’s office informed of all student trips by submitting field trip information on a regular basis, in accordance with district expectations for



oversight and approval.

3.0 PROCEDURE FOR APPROVAL: LOW RISK AND HIGHER CARE TRIPS

3.1 Preliminary Approval: Educators in charge will obtain the preliminary approval of the principal of field trips and off-site experiences before communication with parents and students, before making commitments with service providers, and before commencing fundraising.

3.2 Educational Rationale: Educators in charge will submit an educational rationale for the principal's approval that explicitly describes how the experience is expected to provide significant educational value related to the school program and curriculum.

3.3 School-wide Impact: Before approving an activity, the principal must consider the school-wide effect arising from the absence of educators in charge and students, and the financial impact of fundraising on the total school community.

3.4 Policy/Procedure Adherence: The educator in charge must plan the field study in full compliance with all relevant board policies, administrative procedures, and the **YouthSafe Outdoors – Safety First! Guidelines** available on the staff portal. Before approving the field study, the principal will confirm that the educator in charge has planned the excursion in accordance with all applicable policies, procedures, and required safety guidelines.



Category 1: Same Day Low Risk Activities	
Definition:	These same day trips consist of standard educational, recreational, extra-curricular activities (i.e. most school athletic teams) in Pacific Rim and do NOT involve high-risk activities or overnight stays and the nature of the activities are considered lower in risk.
Examples	<p>Include, but are not limited to: community visits to the local fire hall, police station etc., travelling to local destinations such as other schools, museums, libraries, fish hatcheries, historical sites, musical/drama events, neighborhood walks, parks, community farms, pumpkin patch, on-going activities such as walks on local trails, school team and sporting events, ice-skating rinks and swimming in supervised pools with certified lifeguards e.g. Echo Center, Multiplex, etc.</p> <p><i>Note: Low-Risk Day Field Trips include trips where students return to the school within the same school day. If activities are extra-curricular in nature (i.e. athletic teams).</i></p>
Approval Process	<p>For initial approval, Educator-in-Charge must complete and submit the following forms to the principal for approval at least one (1) week prior to trip:</p> <ul style="list-style-type: none"> ● Low-Risk Proposal Form (Form 6100-1) ● Following the initial approval, the Educator-in-Charge must follow the Field Trip Checklist for Low-Risk Day Trips (Form 6100-2) and have it signed off by the principal 48 hours prior to departure. ● Parent / Guardian Acknowledgement of Risk (Form 6100-3) or Annual Consent Form (Form 6100-4). This must be completed for all low-risk Field Trips. NOTE: An Annual Low-Risk Blanket Form (Form 6100-4) may be used by a classroom teacher for several very low risk activities of similar nature (for example regular trips to Museum or Glenwood) and by an Educator-in-Charge for several sport team-related activities of a like nature (for example, volleyball games, band concerts, farm trips). ● Please note that for important, emergent trips the principal has the discretion to sign off with less notification. (eg. qualification for Island Championships)



<p>Categories 2-5: HIGHER CARE FIELD TRIPS</p>	
<p>Definition:</p>	<p>These pertain to any trip, which includes a higher level of consideration and care.</p> <p>The nature of these trips, regardless of their duration, entails a moderate to high level of risk that is higher than activities in which students are normally engaged in at school. Many of the activities in this designation are included but not limited to the Restricted Field Trip Activities List (Appendix A – Table 1).</p>
<p>General Planning Considerations for All HIGHER CARE: Trips:</p> <p>As part of the planning for high-risk activities, the principal and Educator-in-Charge will: Be encouraged to access Youth Safe Outdoors <i>Safety First!</i> Guidelines for BC School Off-site Experiences.</p> <ul style="list-style-type: none"> ✓ Determine age appropriateness of the activity. ✓ Determine skill level needed to participate in the activity. ✓ Identify and assess students’ potential exposure to injury. ✓ Weigh the risks against the educational value. ✓ Select and implement appropriate strategies to reduce or remove the risk of harm. ✓ Ensure that planning documents (Emergency Response Plans) are current, and all stakeholders are engaged in the event that the plan needs activation. ✓ Ensure that consent forms include specific risks and potential injuries associated with the activity or trip. ✓ For high-risk activities Category 3 and up, in addition to the written signed Parent/Guardian Risk Acknowledgement and Consent (Form 6100-10) a pre-trip briefing meeting usually must be held with parents and students. While the format for the meeting may vary, the purpose of the pre-trip briefing meeting is to ensure parents and students have all the appropriate information with respect to the trip that parents know and accept the level of risks involved in the activity and that the school and district code of conduct prevails. ✓ The Educator-in-charge must have the training, knowledge, and recent field experience appropriate for leading the trip and must have visited the location of the off-site activity prior to the trip and be familiar with the seasonal conditions at the time of the trip. ✓ Identify any specialized resources needed. These resources may include safety equipment; first aid kits and communications devices; qualified District approved service providers; instructors; and/or guides familiar with the area. ✓ The volunteers and supervisors selected must be appropriate for the activity and must be provided with direction as to the requirements of the trip and their responsibilities before the departure of the off-site activity whether it be one day or several. ✓ Students must wear appropriate clothing and safety equipment recommended for the activity. 	
<p>Category 2: Overnight Field Trips and Off-Site Experiences with Low-Risk Activities</p>	
<p>Definition:</p>	<p>These may last for one or more days and take place within the province of British Columbia. The risk of the activities involved is the same as Low-Risk Day Trips just with overnight component.</p>



<p>Examples:</p>	<p>Include but are not limited to: students travelling out of Pacific Rim (but staying in British Columbia) for extracurricular team sports, cultural or any other sanctioned educational purpose where an overnight stay is required. E.g, Sports team trips, Science World, most band trips.</p>
<p>Approval Process:</p>	<ul style="list-style-type: none"> ● Submit Proposal for Higher Care Field Trip Form (Form 6100-5) to principal. at least two (2) weeks prior to the excursion date. ● Inform parents of all safety plans and trip details and information. (Itinerary, financial planning, sleeping arrangements, hazards, inherent risks, and safety plan) either by pre-trip parent briefing information meeting(s) or other means of communication. ● Following the initial approval from the office of the School Principal, the Educator-in-charge must follow the Checklist for Higher Care Field Trips (Form 6100-6) and have it signed off by the School Principal <u>one week</u> prior to departure. ● Forms to be completed include Detailed Trip Plan (Form 6100-7), Risk Management Plan (Form 6100-8), Itinerary Card (Form 6100-9), Parent/Guardian Risk Acknowledgement and Consent (Form 6100-10), Student Health/Medical Form for Higher Care (Form 6100-11), Passenger List (Form 6100-14) and could include Volunteer Forms (Form 6100-12, Form 6100-13, Form 6100-15, Form 6100-16) as required. ● Requires Principal approval. ● Principal is to provide notification to the Superintendent and any records or documentation upon request.
<p>Category 3: Higher Care Activities and Outdoor Pursuits</p>	
<p>Definition:</p>	<p>These activities involve outdoor or off-site educational experiences that may last up to a full day or extend over two or more days, and that present a level of risk higher than typical school-based activities. These experiences generally include:</p> <p>Outdoor School Programs:</p> <p>Field studies in which the outdoor environment serves as the primary learning space (e.g., Land Based Learning programs, Outdoor Education programs, certain Physical Education activities).</p> <p>Outdoor Pursuits:</p> <p>Activities involving self-propelled travel on land, water, snow, or ice (e.g., hiking, kayaking, skiing). Some outdoor pursuits involve higher levels of risk—such as skiing or extended wilderness travel—and therefore require enhanced awareness, planning, instruction, and leadership.</p> <p>Important:</p> <p>Not all hiking is considered Higher Care. A hike’s risk is classified based on factors such as terrain, remoteness, duration, and proximity to emergency services—not the activity itself. Educators should refer to the YouthSafe Outdoors Guidelines when determining the appropriate level of care.</p>



	Outdoor pursuits do not include local ice-surface activities such as skating, hockey, or curling.
Examples:	Include, but are not limited to: Outdoor Education and some Physical Education Activities. Outdoor pursuits such as hiking (when conditions elevate risk), surfing, orienteering, outdoor rock climbing, horseback riding, cycling, mountain biking, boat trip, canoeing, kayaking, paddle boarding, sailing, natural outdoor ice-skating, skiing, snowboarding, snow shoeing, swimming in natural settings, etc.
Approval Process:	<ul style="list-style-type: none"> • Submit Proposal for Higher Care Field Trip Form (Form 6100-5) to principal. at least two (2) weeks prior to the excursion date. • Inform parents of all safety plans and trip details and information. (Itinerary, financial planning, sleeping arrangements, hazards, inherent risks, and safety plan) either by pre-trip parent briefing information meeting(s) or other means of communication. • Following the initial approval from the office of the School Principal the Educator-in-charge must follow the Checklist for Higher Care Field Trips (Form 6100-6) and have it signed off by the School Principal <u>one week</u> prior to departure. • Forms to be completed include Detailed Trip Plan (Form 6100-7), Risk Management Plan (Form 6100-8), Itinerary Card (Form 6100-9), Parent/Guardian Risk Acknowledgement and Consent (Form 6100-10), Student Health/Medical Form for Higher Care (Form 6100-11), Passenger List (Form 6100-14) and could include Volunteer Forms (Form 6100-12, Form 6100-13, Form 6100-15, Form 6100-16) as required. • Category 3 Field Trips require Principal and Superintendent approval.
Category 4: Out of Province Remaining in Canada	
Definition:	These off-site experiences involve travel outside of British Columbia but remaining within Canada. They may involve a variety of activities. Parents need to be properly informed and consent to the nature of all activities.
Examples:	Any of the above-mentioned activities but with travel outside of British Columbia but within Canada.
Approval Process:	<p>For these Higher Care Field Trips, the Educator-in-charge must:</p> <ul style="list-style-type: none"> • Submit Proposal for Higher Care Field Trip Form (Form 6100-5) to principal at least 3 months prior to the excursion date. *Under special circumstances timelines might be adjusted eg. qualification for competition. • Submit the principal approved Proposal for Higher Care Field Trip Form (Form 6100-5) and all trip related planning forms at least two (2) months prior to the excursion date, to the Board of Education.



	<ul style="list-style-type: none"> • Following Board Approval, hold parent information meetings, which are required in order to fully inform parents of the itinerary, insurance and travel documents needed, financial planning, sleeping arrangements, supervision plans, hazards, inherent risks and safety plan, emergency, and contingency plans. • Following the initial approval from the Board, the Educator-in-charge must follow the Checklist for Higher Care Field Trips (Form 6100-6) and have it signed off by the Superintendent or delegate, 72 hours prior to departure. • Forms to be completed include Detailed Trip Plan (Form 6100-7), Detailed Trip Plan (Form 6100-7), Risk Management Plan (Form 6100-8), Itinerary Card (Form 6100-9), Parent/Guardian Risk Acknowledgement (Form 6100-10), Student Health/Medical Form for Higher Care (Form 6100-11, Passenger List (Form 6100-14) and could include Volunteer Forms (Forms 6100-12, 6100-13, 6100-15, 6100-16), Master Agreement and Mutual Indemnification (Form 6100- 18), Notification of Severe Allergies (Form 6100-19), Medication Administration Log (Form 6100-20), First Aid Log (Form 6100-21), Incident Reports (6100-22 or 6100-23) as required. • Category 4 Field Trips require Principal, Superintendent, and Board approval.
<p>Category 5: International Off-site Experiences</p>	
<p>Definition:</p>	<p>These off-site experiences involve travel outside of Canada. They may involve a variety of activities. Parents need to be properly informed and consent to the nature of all activities.</p>
<p>Examples:</p>	<p>Any of the above-mentioned activities but with travel outside of Canada.</p>
<p>Approval Process:</p>	<p>For these Higher Care Field Trips, the Educator-in-charge must:</p> <ul style="list-style-type: none"> • Submit Proposal for Higher Care Field Trip Form (Form 6100-5) to principal at least 6 months prior to the excursion date. • Submit the principal approved Proposal for Higher Care Field Trip Form (Form 6100-5) and all trip related planning forms at least six (6) months prior to the excursion date, to the Board of Education for approval. • Following initial Board approval hold parent information meetings, which are required in order to fully inform parents of the itinerary, insurance and travel documents needed, financial planning, sleeping arrangements, supervision plans, hazards, inherent risks and safety plan, emergency, and contingency plans. • Reference (and continue to monitor) the Government of Canada and Department of Foreign Affairs and International Trade websites to determine risks associated with travel to the destination country(ies) and check in with applicable service providers as they may have important information. • Have trip cancellation insurance and back up plans for last minute, unforeseeable events.



	<ul style="list-style-type: none">• Extra medical insurance is mandatory for students when participating in school district activities outside of Canada (including to Washington State), no matter the length of the activity.• Following the initial approval from the Board, the Educator-in-charge must follow the Checklist for Higher Care Field Trips (Form 6100-6) and have it signed off by the office of the Superintendent or designate at minimum <u>one week</u> prior to departure. Consult the principal and Office of the Superintendent for final sign off twelve (12) hours prior to departure to ensure a travel advisory has not been issued, or irreconcilable concerns have not arisen.• Forms to be completed include Detailed Trip Plan (Form 6100-7), Risk Management Plan (Form 6100-8), Itinerary Card (Form 6100-9), Parent/Guardian Risk Acknowledgement (Form 6100-10), Student Health/Medical Form for Higher Care (Form 6100-11), Passenger List (Form 6100-14) and could include Volunteer Forms (Forms 6100-12, 6100-13, 6100-15, 6100-16), Master Agreement and Mutual Indemnification (Form 6100-18), Notification of Severe Allergies (Form 6100-19), Medication Administration Log (Form 6100-20), First Aid Log (Form 6100-21), Incident Reports (6100-22 or 6100-23) as required.
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4.0 GUIDELINES FOR FIELD TRIP SUPERVISION

Factors to be considered include, but are not limited to:

4.1 All field trips must be under the direct supervision of at least one Pacific Rim School District employee acting as the Educator-in-Charge, who, in collaboration with the school principal, shall ensure that all provisions for safety and supervision are established well in advance and clearly communicated in writing to parents and students.

4.2 Field trip planning and preparation must include a 'supervision plan' that takes into consideration any special supervision risk factors affecting the ratio of students to supervisors. These could include needs for specialized experience, skills and qualifications, the need for female and male supervisors, and accommodating students with unique or diverse needs. The degree of supervision depends on but is NOT limited to consideration of the following factors:

4.2.1 Volunteers are under the direction of the educator in charge or designate for the duration of the trip. Volunteers have a responsibility to support and assist the educator(s) in charge in upholding the school and district codes of conduct.

4.2.2 The complete ability of the participants – degree of difficulty, physical strength, endurance, co-ordination, mobility, physical or developmental limitations.

4.2.3 Experience of the participants – first time experience versus various degrees of experience/skill in participating in the activity.

4.2.4 The age and maturity of the participants – factors such as physical size (height/weight), risk perception, comprehension of rules/instructions, are dependent on age and development.



4.2.5 The inherent danger in the activity and the circumstances of the activity (e.g., a trip to the museum would not need as many supervisors as a higher risk outdoor pursuit trip).

4.2.6 Environmental factors – site layout (clear sight lines versus obstructions), dispersed groups (i.e., ski hills, amusement parks), tour groups versus self-guided, presence of dangerous features (i.e., cliffs, allurements, unusual or inclement weather).

4.2.7 For any activity involving swimming follow ***Safety Regulations for Swimming***, including hotel swimming pools, ensure that a certified lifeguard is on duty at all times when students are in the water and determine the level of swimming ability of each student by having parents complete a ***Swimming Level Declaration*** which is part of the Student Health/Medical Form Higher Care.

4.3 When considering the supervision plan; the principal and educator in charge will ensure:

4.3.1 That each supervisor and volunteer applicant has been reviewed and approved or denied by the principal, as suitable for supervision on case-by-case basis.

4.3.2 Gender Specifications for supervision

4.3.2.1 For overnight trips, it is recommended that there be at least two (2) supervisors, no matter the size or age of the group.

4.3.2.2 When possible, the supervisory team should include adults whose gender identities reflect those of the students participating.

4.3.2.3 If aligning supervisor and student gender identities is not possible, the trip may proceed by following the “Rule of Two” (See Appendix B) with the available supervisors, while taking all reasonable steps to support student safety, comfort, and privacy.

4.3.2.4 Students who identify as gender-diverse are encouraged to communicate with staff prior to departure regarding the supervisor(s) with whom they feel most comfortable

4.3.3 Criminal Record Checks are conducted for all volunteers and supervisors. Volunteers will be reminded to use the “Rule of Two” (See Appendix B),

4.3.4 Supervisors are made aware they are on supervision throughout the entire duration of a field trip and are expected to provide the supervision a careful and prudent parent would provide. Supervisors may not have other children (those not included in the field trip group) in their care during the trip.

4.3.5 The number of adult supervisors accompanying each trip is appropriate

4.3.6 The educator in charge must ensure volunteer supervisors are informed and competent to deal with emergencies that might arise.



4.4 The minimum acceptable standard of supervision for all student field studies, unless specifically required and adjusted by the principal, or involving category 3 (higher risk outdoor activities) activities are:

Grade	Category 1 – Low Risk Day Studies	Category 2 Overnight Low Risk	Category 3 Higher Care	Category 4 & 5 Out of Province / Internationa
K-3	2 supervisors per class	1 supervisor for 8 students	N/A	N/A
4-7	1 supervisor per class, with additional supervision support required dependent on the activity.	1 supervisor for 10 students	Activity Dependent	1 supervisor for 10 students
8-12	1 supervisor per class	1 supervisor for 15 students	Activity Dependent	1 supervisor for 10 students

It is recognized however, that circumstances for each trip vary and the principal will determine and approve the appropriate level of adult supervision. All higher care trips shall have a minimum of two adult supervisors and should have a significantly smaller ratio of student to adult supervision based on the activity.

4.4.1 Additional supervision is required when:

- 4.4.1.1** There is an increased risk (See Category 3 requirements)
- 4.4.1.2** There is participation of students with unique needs
- 4.4.1.3** There are crowded venues

4.4.2 Educators and principals should seek further clarification on activity specific industry standard supervision ratios by consulting the YouthSafe Outdoors Supervision Calculation Tool.

5.0 SPECIFIC SUPERVISION GUIDELINES FOR HIGHER CARE FIELD TRIPS (CATEGORY 3 AND ABOVE)

5.1 For all higher care activities, competent instruction and vigilant supervision is mandatory. Competence may be established by virtue of a certificate from a recognized governing body, such as a Paddle Canada Instructor Certification. In areas where certificates are not issued, competency may be recognized by the leader’s peers by virtue of experience and demonstrated expertise in the activity. Qualified “Respected Outdoor Leaders” and service providers often may fulfill these functions.



5.2 Situational factors must be considered when determining the appropriate number of supervisors for a higher-care activity. Generally, outdoor pursuits include risks that mandate more supervisors than a regular field trip excursion. In determining the appropriate number of supervisors required for an outdoor pursuit, assess:

5.2.1 Industry standards for supervision (the ratios set by specific industries/ organizations that govern the outdoor pursuits/activity);

5.2.2 Leadership factors (knowledge, skills, experience of the supervisors);

5.2.3 Student factors (age, grade, knowledge, fitness, skill, experience, behaviour, social needs); and

5.2.4 Trip factors (nature of activity, nature of environment, duration of outing, season , communication capacity, time/distance from emergency response).

5.3 Appropriate supervision of higher-risk outdoor pursuits must consider the ability to maintain adequate supervision during the execution of a safety plan/emergency response plan.

5.4 In approving a higher-risk outdoor pursuit trip proposal, the principal must be satisfied that the teacher or contracted service provider will provide adequate supervision and competent instruction and follow recognized safety procedures for the planned activities. As such, it is imperative that those Educators who involve themselves in higher-risk outdoor pursuits have the required certification and/or competence or work with a Respected Outdoor Leader as a contracted service provider.

6.0 ACCEPTABLE CONSENT METHODS

It is always preferable to obtain written parent/guardian consent and risk acknowledgement using the approved district forms. However, the District recognizes that unique circumstances may occasionally require alternate methods of consent. In such cases, staff must ensure that all required information has been clearly communicated and that the method of consent is reliably documented in accordance with this procedure.

In accordance with B.C.'s Electronic Transactions Act, active consent may be obtained through a variety of electronic or non-electronic methods. Staff must document:

6.0.1 how parents/guardians were informed, and;

6.0.2 the method by which consent was provided.

6.1 Acceptable electronic consent methods

Electronic consent is valid under the Electronic Transactions Act when the method:



- 6.1.1 Reliability identifies the person, and;
- 6.1.2 Indicates their approval or decision, and;
- 6.1.3 Is accessible for later reference (i.e., the school can keep a record of it).

6.2 Acceptable non-electronic consent methods:

- 6.1.1 Signed paper consent forms returned to the school
- 6.1.2 Handwritten notes granting permission
- 6.1.3 In-person verbal consent, documented with date, time and details
- 6.1.4 Telephone consents, with staff documenting who was called, when, and what was confirmed
- 6.1.5 Sign-in/sign-up sheets from meetings or orientations, where the consent intention is clearly stated
- 6.1.6 Consent during a parent-teacher meeting, documented in school records.

7.0 STAFF RESPONSIBILITIES FOR CONSENT

Active consent is valid when staff clearly inform parents/guardians of the activity, risk and expectations while documenting how consent was obtained.

7.1 Consent packages to parents/guardians should include the following information:

- 7.1.1 The purpose and objectives of the trip, including curricular learning outcomes where relevant
- 7.1.2 Itinerary (up to and including "lights out" for overnight trips)
- 7.1.3 Potential known risks
- 7.1.4 Safety plan
- 7.1.5 Emergency plan in the event of injury, illness, or other problem
- 7.1.6 Notification that the school will secure emergency transport to medical services in the event that the student is injured, and the parents/guardians will be responsible for any costs associated with such transport.
- 7.1.7 Transportation/travel arrangements
- 7.1.8 Costs, due dates, and awareness of financial support available as per school and district policy
- 7.1.9 Destination, including address or nearest locatable Centre
- 7.1.10 Contact for parents in the event of an emergency
- 7.1.11 Field Trip date(s) and times of departure and return
- 7.1.12 An inventory of what to bring (e.g. types of clothing, water, food)
- 7.1.13 School contact name and number for more information
- 7.1.14 How students not attending can meet the same learning outcomes

8.0 MEDICAL CONSENT



A trip-specific emergency medical consent form must be collected, in addition to the school's standard parent consent form, for all Category 2, 3, 4, and 5 field studies. Medical information for each participating student must also be obtained.

For classes or groups that participate in frequent or recurring field studies, parents/guardians may confirm that previously submitted medical information remains accurate rather than completing a new form each time. This medical information must be readily accessible to all trip supervisors during the trip.

The following is an example of wording that may be used to confirm previously submitted medical information:

Parent/Guardian Acknowledgement:

I confirm that the medical information previously provided to the school for my child is accurate and up to date. I have no additional medical information to disclose for this trip.

9.0 WAIVERS

School-based parent consent forms are not considered waivers that release teachers from legal responsibility.

Legally, parents cannot waive the rights of a minor (the student). As such, the District discourages the use of third-party providers that require parents to sign student waivers or indemnification agreements as a condition of participation in field studies. An industry/commercial enterprise may request signed informed consent/acknowledgment of risk of the parent, in addition to the signed informed consent obtained through the school-based parent consent form.

If a third-party provider insists on a waiver of liability, the Educator-in-Charge must consult with the principal to determine whether the activity and its associated risks should proceed. If, following a risk assessment, the Educator-in-Charge and Principal believe the activity is an exceptional opportunity that warrants consideration, Superintendent approval is required before moving forward. Any such requirement must be communicated clearly to parents/guardians.

Parent/Guardian Notification Language:

As part of your child's participation in [Activity Name], the third-party provider has requested that parents/guardians sign a waiver. Please note that this waiver is intended to limit the provider's liability. Canadian law does not allow parents/guardians to sign away a minor's legal rights. We encourage you to review all documents carefully and ask any questions you may have before providing consent. This



waiver is not issued by Pacific Rim School District; families are still required to complete the district's own risk acknowledgment and informed consent form. For further clarification, please contact [Contact Name].

10.0 STUDENT ACCESSIBILITY, INCLUSION, AND EXCLUSION

Any teacher with a concern about a particular student participating in a Field Trip (see criteria below) must see the sponsor teacher to try and resolve this problem. If this does not appear to be successful, consult the administrator at least two weeks in advance of the Field Trip so that they may have an opportunity to resolve the situation.

10.1 In all cases educator in charge will:

10.1.1 Ensure Field Trips are physically accessible to all students in the class

10.1.2 Ensure that "ability to pay" is not a determining factor for student participation

10.1.3 Provide appropriate preparatory and follow-up instruction related to learning outcomes that are to be part of the activity plan

10.1.4 Make arrangements to provide an instructional program for students not participating in the excursion and a plan for the instruction of classes normally taught by teachers who will accompany students on the excursion

10.1.5 Make arrangements for all students with unique needs to be included in the Field Trip

10.2 Potential Reasons for Exclusion:

10.2.1 The student has excessive unexcused absences in the month prior to the trip

10.2.2 The student is currently under suspension or has been withdrawn for disciplinary reasons from participating in school events and activities

11.0 TRANSPORTATION

The principal must ensure that the transportation of students is in accordance with

Policy 320 – Conveyance of Students and **Administrative Procedure**

3200: School Bus Transportation for Extra-Curricular Activities Passenger and vehicle loading lists must be available in the school and with the Educator-in-Charge on the trip. Current and clear Driver's Abstracts must be available in the school as part of the **Volunteer Driver Application Form**. Booster seats are employed as required.

12.0 FINANCES

12.1 Schools must be sensitive to the financial burden of possible expensive Field Trips; the ability of students to pay their share of the costs must not be a factor in determining participation. School personnel must ensure that financial requirements do not exclude



students from participation on a Field Trip

12.2 For Field Trips where a deposit fee is required by an outside agency, the School District will not be responsible for refunding deposits should the trip be cancelled

12.3 For all approved Field Trips, the School Board's liability insurance protects employees, the Board of Education and volunteers against suit in the event of an accident through negligence

13.0 SAFETY EQUIPMENT

13.1 Safety Helmets must be worn by all student and staff involved in ice skiing, cycling, downhill skiing, snowboarding, rock climbing, skateboarding, rollerblading, and whitewater activities.

13.2 For boating activities, including aquatic paddling, students must be wearing Ministry of Transport (M.O.T.) Approved Lifejackets or Type I Approved Personal Flotation Devices or be following the specific rules for competition (e.g. rowing).

14.0 SAFETY REGULATIONS FOR SWIMMING ACTIVITIES

14.1 Planning Reminder

When planning any aquatic activity, Educators-in-Charge are reminded to consult the extensive resources available in the YouthSafe Outdoors Guidelines to support risk assessment, supervision planning, and activity-specific safety considerations.

14.1.1 In planning swimming activities schools work with an aquatic service provider, such as a community pool or camp that provides Lifeguards. Aquatic best practice calls for at least two certified Lifeguards for every 25 swimmers in such facilities

14.1.2 Where working with a service provider, the Educator in Charge remains responsible for coordinating the activity, ensuring informed parental/guardian consent, securing enough assistants to help supervise the activity, and working with the service provider facility

14.1.3 Parents/guardians should identify the student's approximate aquatic skill level to facilitate securing enough Lifeguards, supervisors and/or instructors as part of the informed consent process

14.1.4 Before being permitted to swim in water above their chest height without a PFD the students must be given a survival swim test, or an endurance swim test.

As outlined in Youth Safe Outdoors:

- The survival swim test consists of a roll into deep water, treading water for 1 minute and swimming 50m using any method
- The endurance test only includes the 50m swim

Whichever test is used, it will generally be conducted by venue staff and can be used to channel students into appropriate level swimming lessons. If the swim is a recreational



outing, the successful students can be given an identifying mark on their arm, or an identification tag or ribbon. Those not taking or passing the test may also be given a marker (of different colour or design to distinguish them to lifeguards and supervisors).

14.1.5 Unless in a structured swimming class (i.e., small group with designated instructor) all non-swimmers or weak swimmers should wear a PFD when in or near the water or they must be restricted to a well-marked shallow area (less than chest height).

14.1.6 All rules and regulations of the swimming area, diving area, swing ropes, pool slides, waterslides, hot tubs/steam rooms/saunas, change rooms and/or other related facilities in the aquatic must be presented to the students and followed. This rule review may be done by the venue staff and the Educator in Charge is to confirm arrangements

14.1.7 Supervision of Swimming

14.2 Supervision of Swimming

14.2.1 Change/locker rooms must be appropriately supervised in consideration of the age and maturity of students.

14.2.2 For recreational swimming in an exclusive use context, a head counting system should be used at regular intervals, particularly with larger groups

14.2.3 For recreational swimming, students should swim with a buddy of comparable swimming ability and should buddy up quickly on command. Students should know the consequences of not swimming with their buddy (e.g., a 5-minute time out on deck)

14.2.4 Generally, when students aged eight or older are in the water, and especially with larger groups, some adult supervisors should remain out of the water and position themselves so that the students are in clear sight (i.e., supervisors distributed around swimming area and standing at or near the waterline)

14.2.5 When students under age eight are in the water, instructors/supervisors (not lifeguards) must be in the water with them.

14.2.6 Supervision ratio is supported by certified Lifeguard(s) as per the number/ratio determined by the Facility Manager for supervision of the facility and bather load

14.2.7 The suggested minimum supervisor to student ratios for are K – 3 (1:6 / 2:12) 4 – 7 (1:10 / 2:20) 8 – 12 (1:15 / 2:30) adjust supervision ratio if/as necessary due to the presence of any special considerations.

14.3 Additional Protocols for Higher Risk Aquatic Swimming Activities

Many school groups find themselves with opportunities to take advantage of one or more aquatic environments that differ from aquatic service providers outlined above. Some examples may include swimming in a hotel pool while on a band trip, swimming at a beach, swimming in a lake at the end of the day while on a canoe trip, or an aquatic context that relies upon Lifesavers and other supervisory systems versus certified, qualified Lifeguards (National Lifeguard Service - NLS) to support the group.

14.3.1 Higher-Risk Swimming Activities include hotel swimming pools, open water (lake or



ocean) and remote contexts. An activity that involves swimming or wading in a river, lake or ocean at a site that is not designated as a swimming area, must be treated as a higher care activity

14.3.2 Students are appropriately supervised (considering age, maturity, and context). In addition, the supervision guidelines in twenty-five are applied. Higher-Risk aquatic activities are not supported for K-3

14.3.3 The teacher/leader must be competent to organize the swimming activity; to demonstrate, instruct and supervise it; and to effect rescue and emergency procedures as necessary, or to otherwise provide for any or all these functions and capacities (e.g., using a service provider, Lifeguard or Lifesaver). Where working with a service provider (e.g., hotel), the educator in charge will be involved in coordinating the activity, ensuring informed parental/guardian consent, securing enough assistants to help supervise the activity, and working with the service provider to ensure the group's needs are met. A certified Lifesaver or comparably trained person is required to supervise the aquatic environment and group. In determining the number of Lifesavers needed, consider the size and configuration of the environment (e.g., number of pools, sight lines); group size, student grade/age, and swimming ability.

14.3.4 Those serving as lifesavers must:

14.3.4.1 Have CPR training (any level) Standard level first aid training is also recommended

14.3.4.2 Be trained in the facility operating and emergency procedures, or be able to develop appropriate safety and emergency plans for a site to be used for an incidental swimming activity

14.3.4.3 Have a bronze medallion, be a minimum of 16 years of age and be at least two years older than the students being supervised.

14.3.5 Parents/guardians must:

14.3.5.1 Be notified of the supervisory arrangements

14.3.5.2 Acknowledge awareness of the potential hazards associated with the swimming/wading/water park activity, and

14.3.5.3 Consent to their child's participation

Parents/guardians should identify the student's approximate aquatic skill level to facilitate securing enough lifesavers, supervisors and/or instructors.

14.3.6 Swimming, wading or other aquatic activities should never be allowed as an impromptu activity for which there is no safety or emergency plan and for which the parents/ guardians and principal or designate have not approved

14.3.7 The swimming area must be clearly marked, free from hazards, roped off with floating devices or boundaries otherwise clear, and reasonably clean (i.e., not polluted)

14.3.8 Students must not dive headfirst from the pool edge (or other similar surface close to the water level) unless the water at that point has a minimum depth of at least 2.5 meters



14.3.9 Duration of swim should consider the type (age, skill level) of swimmers, temperature and condition of water, time of day, and objectives of the activity

14.3.10 Swimming in moving rivers or streams should only be undertaken if the Lifesaver assesses the conditions and group and deems them sufficiently safe to proceed as per Youth Safe Outdoors guidelines

14.3.11 Persons assuming Lifesaver responsibilities should be clearly visible and identifiable

14.3.12 Where a particular off-site experience involves a water-based activity (e.g., canoeing), parents/guardians should be asked to verify the student's level of swimming training/skill

14.3.13 No swimming after dark

14.3.14 No distance swims in open water except where this is part of a specific planned swimming or triathlon program, and informed parental/guardian consent has been secured. Appropriate rescue craft must be provided

14.3.15 Students should know an emergency signal and response

14.3.16 An emergency action plan should be in place specific to the activity and environment

15.0 SAFETY PROTOCOLS FOR SKIING AND SNOWBOARDING ACTIVITIES

15.1 The Educator-in-Charge must ensure suitable attendance records are maintained and shared with supervisors. Additionally, a cell phone or communication device for supervisors is to be available for use throughout the trip

15.2 Attendance must be taken prior to the departure and made available to the principal

15.3 Upon arrival, all students must remain together while mountain personnel provide instructions, lessons and designate appropriate ski areas based on skill level observed. The Educator-in-Charge of the ski/snowboard activity shall be responsible for coordinating with on-hill resort personnel/instructors

15.4 Supervisors shall provide designated "on hill" minimum supervisory ratios of 1:6 for elementary and 1:10 for secondary students. Supervisors may include mountain staff when students are involved in a prescribed ski/snowboard program

15.5 Supervision shall involve movement around different slopes at set times designated by the Educator-in-Charge

15.6 Each supervisor shall have responsibility for a specific group of students and shall take attendance at designated times throughout the day

15.7 Supervisors will actively monitor and enforce areas of use on the hill re: out- of-bounds areas, and ensure runs are appropriate for the level of the skier

15.8 Attendance must be taken before departing from the ski area

15.9 The Educator-in-Charge must check with mountain personnel for messages or complaints about on hill infractions before leaving the site



FORMS AND DOCUMENTATION

(Available on the SD70 Staff Portal — staff access only)

- Low-Risk Proposal Form (Form 6100-1)
- Checklist for Low-Risk Activities Form (Form 6100-2)
- Parent-Guardian Consent and Acknowledgement of Risk for Local Low Risk Activities Form (Form 6100-3)
- Annual Parent/Guardian Informed Consent for Local Community Activities (Form 6100-4)
- Proposal for Higher Care Field Trips Outdoor Pursuit/Aquatic Activities/Travel Excursions (Form 6100-5)
- Checklist for Higher Care Off-Site Activities (Form 6100-6)
- Detailed Trip Plan (Form 6100-7)
- Risk Management Plan (Form 6100-8)
- Itinerary Card (Form 6100-9)
- Parent/Guardian Consent, Acknowledgement of Risk for Higher Care Activities/Travel Excursions (Form 6100-10)
- Student Health/Medical Form for Higher Care Off-Site Activities/Travel Excursions (Form 6100 -11)
- Volunteer Screening (Form 6100-12)
- Volunteer Health/Medical Form for Higher Care Off-Site Activities/Travel Excursions (Form 6100-13)
- Passenger List (Form 6100-14)
- Volunteer Application for Higher Care Off-Site Activities/Travel Excursions (Form 6100-15)
- Volunteer Consent and Acknowledgement of Risk for Higher Care Off-Site Activities/Travel Excursions (Form 6100-16)
- Medication Administration Parent/Guardian Request (Form 6100-17)
- Master Agreement and Mutual Indemnification (Form 6100-18)
- Notification of Severe Allergies (Form 6100-19)
- Medication Administration Log (Form 6100-20)
- First Aid Log (Form 6100-21)
- Incident Report for Local Low Risk Off-Site Activities (Form 6100-22)
- Incident Report for Higher Care Off-Site Activities/Travel Excursions (Form 6100-23)

RELATED POLICIES AND ADMINISTRATIVE PROCEDURES (AP) AND REFERENCES:

- [Sections 17, 20, 22, 65, 75, 85 School Act](#)
- [Electronic Transactions Act](#)
- Policy XXX Off-site Experience / Field Trips
- Policy 320 Conveyance of Students
- Policy XXX: Administration of Medication and Student Health Support
- Policy XXX: Anaphylaxis
- AP XXXX Conveyance of Students



- AP 3110 School Volunteers
- AP 3200 School Bus Transportation for Extra-Curricular Activities
- AP XXXX Administration of Medication and Student Health Support
- AP XXXX: Anaphylaxis
- YouthSafe Outdoors: Safety First! Guidelines for BC School Off-site Experiences
- Vancouver School Board Administrative Procedure 260
- qathet School District Administrative Procedure 260

APPENDICES:

- Appendix A Restricted and Prohibited Activities
- Appendix B Rule of Two Infographic Coaching Association of Canada



Appendix A Restricted and Prohibited Activities

Table 1: Higher Care Activities with Restrictions
Restricted activities are allowed only under certain conditions where specific safety criteria are met. Extensive consideration must be given to the ability to plan for safety, the impact on instructional time, as well as risk assessment. A restricted activity is a type of Higher Care Field Trip.
Restricted activities include, but are not limited to:
<ul style="list-style-type: none">• Archery• Camping• Cross-Country mountain biking (intermediate runs with helmet)• Downhill skiing/snowboarding (helmets mandatory)• Fencing• Football• Rifle ranges or any activities involving fire arms• Rugby• Skateboarding• Sledding• Surfing• Swimming• Watercraft



Table 2: Prohibited Activities

Some types of activities have been prohibited based on risk assessment and ability to plan for safety, as well as consideration given to impact on instructional time, inordinate costs, and/or excessive travel. These activities may also have severe consequences that flow from the inherent risks of the activity and the probability of occurrence of these risks cannot be reasonably eliminated.

- Boxing or kickboxing
- Bungee jumping
- Hang gliding, paragliding, parachuting, sky diving
- Hot air ballooning
- Ice climbing
- Mechanical bull riding
- Motorcycling or student driven motorized vehicles of any kind
- Mountain biking -downhill or cross-country black runs
- Paintball, laser tag, or war games of any kind
- Trampolining or trampoline parks (except when at an approved gymnastics facility)
- Travel to areas where Foreign Affairs Canada has issued an advisory
- White Water Rafting



Appendix B Rule of Two Infographic Coaching Association of Canada

Safety in Numbers

Rule of Two



The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. When following the Rule of Two, two responsible adults (a coach, parent, or screened volunteer) are present with a participant. There may be exceptions in emergency situations. Check with your sport organization as to how the Rule of Two is enforced.

The Rule of Two is a leading practice to ensure a safe sport environment for all.

INTERACTIONS

 <ul style="list-style-type: none"> • Two trained and screened coaches • One participant 	 <ul style="list-style-type: none"> • One trained coach • One screened adult • One participant 	 <ul style="list-style-type: none"> • One coach • Two participants 	 <ul style="list-style-type: none"> • One coach • One participant
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How the Rule of Two works

-  **Work as a team.** A coach should have another coach or screened adult (parent or volunteer) present when interacting with participants.

-  **Remain open to the public.** Have a training environment that ensures all situations are open, observable and justifiable.

-  **Plan transportation.** Have two adults present when traveling with a participant(s), and refer to your club travel policy.

-  **Be sensible.** Be considerate of the gender of the participant(s) when selecting coaches or volunteers.

-  **Transparent communication.** Ensure that all communications are sent to a group and/or include parents/guardians, without one-to-one messaging.

The Rule of Two in virtual settings

In addition to the recommended guidelines, virtual training sessions also entail the following:

-  **Parental awareness.** Obtain consent for virtual sessions, plus inform parents of activities that will occur.

-  **Record each session** and they should be in a professional setting (not a bedroom).

-  **Weekly debriefing.** Encourage regular check-ins with parents, coaches, and participants about the virtual training.

Whether you are a coach, participant, parent, or volunteer, we are all on the same team to make sport safe and fun for everyone.



Keep Sport Safe, Smart and Secure

For more information, visit coach.ca/RCM

