



FIELD TRIPS/GOING-OUTS/SPECIAL ACTIVITIES POLICY

NORTH CREEK MONTESSORI 107 & 108 - 1500 Howe St Vancouver, BC Tel: 604.687.6701
ANCHOR POINT MONTESSORI 1351 Hornby St Vancouver, BC Tel: 604.677.1958
MAILING ADDRESS 32138 CAMBIE RPO RICHMOND, B.C. V6X3R9

STUDENT SAFETY PROTOCOLS

The health, safety and security of students are paramount when participating in field trips/ Going-outs/ Special Activities. The communication management of emergencies is as follows:

A note must be placed on the outside door for the parents if the class is going for a walk or to the park with information only on the time returning. If there is no staff member remaining on the premises, call one of the other facilities, forward them the information regarding your excursion and include that location's phone number on your note placed by the door. For security reasons, do NOT include the exact location of your excursion for public viewing! Elementary Going-Outs should comply with AMI elementary guidelines.

Steps for Arranging a Field Trip

1) Advise Administration of the proposed trip and ensure the time/date is free. Teachers must research details to ensure appropriateness of the trip. Teachers should be familiar with all locations and procedures prior to an outing, preferably visiting the site ahead of time to ensure a safe and smooth trip.

2) Book Venue and Transportation. You must make the preliminary arrangements for transportation, and confirm with the school and you may solicit the help of the School Administration to help with this. Fees should include transportation costs. The cost of the bus will be divided amongst the student attendees but needs to ensure that the cost of the Supervisor Teachers is covered. The price will be added on to the field trip cost unless this is supported by the donations from the PSG, the school or by the children's own fundraising account. Teacher and admin will work together to assess what activities are best covered by the children's fundraising account. The school/PSG will provide payment by cheque or credit card to the bus company for field trips that require such transportation. Do NOT contact the PSG directly. Rather, you may solicit the help of the school's Administrative Coordinator to help with this.

Students will be made aware of bus evacuation protocols prior to school trips on a bus.

3) Make Field Trip Forms that contain pertinent information: Date, Time, Place of Field Trip, Description of the Event plus any cost. Parents must ALWAYS submit the individual field trip forms when signing up for field trips for accurate accounting of those attending. It is the teacher's responsibility to tabulate a list of students attending. Costs for field trips are to be collected by administration by e Transfer or, time permitting, on Munch-a-lunch but some may submit a cheque. If so, please place the cheque in an envelope with the names of the student, the amounts paid and the number of people attending with the child written on the envelope. This must be given to the administration prior to the field trip.. All information must be tallied and forwarded to the office in



FIELD TRIPS/GOING-OUTS/SPECIAL ACTIVITIES POLICY

NORTH CREEK MONTESSORI 107 & 108 - 1500 Howe St Vancouver, BC Tel: 604.687.6701
ANCHOR POINT MONTESSORI 1351 Hornby St Vancouver, BC Tel: 604.677.1958
MAILING ADDRESS 32138 CAMBIE RPO RICHMOND, B.C. V6X3R9

order for the school to pay for the activity with the school credit card. It is not advisable to plan outings on Mondays to avoid unexpected or unplanned changes that occur over weekends. It is the school's policy that no child be excluded from field trips due to financial constraints. If there is a cost concern for any students, please advise the administration as soon as you learn of it.

4) Preparation: Children are to be “prepped” for appropriate behaviour expectations as well as safety concerns. Students are asked to wear our “school spirit” t-shirts or hoodies, or at the very least, our school's baseball cap. Kindly review this with all your students so that our children can be safely and easily identified when going on outings. **Our Field Trip Checklist MUST be filled out for each field trip and tags with school information must be placed on each child. For safety purposes, only the school's information is provided, NOT the child's name.** A Special Activity Checklist is used for dance, swim, tennis, etc.

5) On Day of the Trip: An admin person may remain at the school on school-wide trips. Ensure parents are given an Emergency Contact number. The field trip checklist must be used and filed in our Field Trip binder.

6) Supervision and Safety: Teachers and assistants must remain with their students at all times (with the exception of personal bathroom breaks.) This includes lunch breaks on all-day trips. The mini first aid kit, emergency contact information, and other necessary health aids specific for the student requiring it, such as anaphylactic medication, must be taken along on all excursions. Provisions for medical issues (anaphylaxis) are implemented through the Anaphylaxis protocol attached to the policy. Accidents/Missing children must be reported as per our Accident/Missing Child policies.

Accompanying parents are NOT to be relied upon as supervising adults. This is true even with respect to their own children!

7) Wrap Up: Wrap up the experience with students in a discussion that includes what was learned both in terms of information given, and students' conduct and safety procedures. Administration must be kept informed of any accidents/mishaps.

OVERNIGHT/OUT-OF-CITY FIELD TRIPS - All overnight or out-of-city field trips must be approved by the Principal or designate. If there are any questions concerning the trip, the Principal should investigate the matter and either disapprove the trip or impose appropriate limitations. Only students whose parents or guardians have signed permission slips are permitted to participate in the trip. The slip should indicate an acknowledgment by the parents or guardians of the nature of the trip as well as the time supervision of students will end. While such permission slips do not absolve school personnel of responsibility for negligence, they are important evidence that the parent or guardian



FIELD TRIPS/GOING-OUTS/SPECIAL ACTIVITIES POLICY

NORTH CREEK MONTESSORI 107 & 108 - 1500 Howe St Vancouver, BC Tel: 604.687.6701
ANCHOR POINT MONTESSORI 1351 Hornby St Vancouver, BC Tel: 604.677.1958
MAILING ADDRESS 32138 CAMBIE RPO RICHMOND, B.C. V6X3R9

had knowledge of, and gave consent to, the student's participation. Organization for the trips are to be coordinated with help by Administrative Support.

The foregoing guidelines are only intended to give the teaching staff a general outline of their responsibilities. A teacher, like anyone else, is liable for his/her negligent acts. While for each individual child, Teachers should take at least the same reasonable precautions for their safety as a responsible parent would take but this must be in the larger context of reasonable precautions for the larger group dynamic issues. If this approach is used, danger is minimized.

Missing Child Policy

To prevent a child going missing, all children are checked in upon arrival. For field trips, attendance is taken and a duplicate left with the Site Co-ordinator on site. Children are to be supervised at all times and supervisors must remain vigilant. Visitors must be recorded when arriving and leaving.

If a child is noted to be missing from the site, you must:

- Contact with Site Co-ordinator and/or the Supervisor immediately.
- Confirm with the attendance record to check and establish which child is missing.
- Check grounds and rooms to ensure the child has not hidden or been locked in anywhere within the boundary.
- Other areas on-site are to be contacted to check the child has not joined another group
- Call the School Administrator or Principal, then 911 and the parents if the child is not found.

Procedure 2 - If a child is found to be missing whilst on an outing:

- Contact Site Co-ordinator immediately.
- One adult will search for the missing child while another will keep the rest of the group together.
- Re-check the attendance.
- Call the School Administrator or Principal, then 911 and the parents if the child is not found.

Emergency Communications

Depending on the nature of an emergency during a field trip, the school will follow these steps:

- 1) Call 911, if required
- 2) Contact the Principal to determine next step.