

PARKLAND SCHOOL SAFETY FOR ON/OFF-CAMPUS OUTDOOR EDUCATION AND FIELD TRIPS POLICY



November 2025

Definitions

- a) Classroom teacher - means the responsible adult in charge of an on/off-campus activity, where the individual must be a certificated teacher organizing an on/off-campus activity and accompanying the student(s) on the activity.
- b) Known risk activity - means activities related to a student's participation in outdoor physical activity on land, water, ice or snow, where conditions may present a safety risk due to the activity itself or arising from natural phenomena, such as weather, terrain or conditions.
- c) On/off-campus outdoor activity - means an instructional activity sanctioned by the school that occurs at any place, and for any duration, on or away from the school/school grounds.
 - o Including, but not limited to: Swimming, bowling, bike riding, shopping, tobogganing, walking on city trails, and use of local playgrounds.
- d) Parent - means, for the purpose of this policy, any individual who meets the definition as set out in the *Family Law Act*.
- e) Participant - means a student, teacher or aide who participates in an on/off-campus activity.
- f) Safety Guidelines - means the most recent version of the *Safety Guidelines for Physical Activity in Alberta Schools*, or any replacement document, as published and updated from time to time by Alberta Education.

Limitations

Work Experience or community-based program activities for students with special needs are considered exempt from the requirements of this policy.

Procedures

Approval and/or cancellation:

1. All off-campus outdoor educational and/or field trip activities require appropriate authorization as specified within these procedures and identified on the *Outdoor Education and Field Trip Education Form*, specifically:
 - 1.1. Local off-campus activities, shall be authorized by the Principal;
 - 1.2. Prior to approval, student safety and risk mitigation considerations shall be reviewed by the Principal;
2. Notwithstanding any of the guidelines set out in this policy, the Principal may cancel or interrupt any approved off-campus activity, at any time, up to the point of return from that activity where s/he considers the safety and well-being of students and supervisors to be at unusual risk, real or potential, due to emerging circumstances:

- 2.1. Such a decision shall consider any emergent change in social, political, health, legal or physical environment that may have created risk(s) greater than that which existed.
3. All outdoor education activities and field trips shall be organized in a manner that conforms to school policies and administrative procedures regarding student transportation.

Parental information and consent:

4. Parents shall be given prior information and opportunity to make informed decisions about their child's participation in any off-campus activities, including the right to withdraw their child from such activities.
5. Depending on the nature and venue of each off-campus activity, the Principal and identified key teacher shall determine what information about the following or any additional topics shall be provided to parents, and ensure it is delivered in a timely manner:
 - 5.1. Educative purpose/learning outcomes of the activity;
 - 5.2. Description of the activities or events;
 - 5.3. Emergency procedures to be followed in the event of injury, illness or unusual circumstances (see Health Protocol Policy);
 - 5.4. Supplies/equipment students are to bring;
 - 5.5. Transportation arrangements;
 - 5.6. Arrangements for supervision;
 - 5.7. Cost to the student/parent.
6. A signed parental permission form shall be required for each participating student. The form:
 - 6.1. Will help ensure parents have access to necessary information, in a timely manner, regarding off-campus field trips;
 - 6.2. Permission for repeated off-campus pursuits which may include scheduled and unscheduled walking trips in the neighborhood of the school, trips to swimming facility, outdoor education classes, shopping program, etc., is given by parent/guardian on the registration form each term.

Supervision of off-campus outdoor education and field trip activities:

7. Each activity shall be adequately supervised to ensure appropriate student behavior and safety as outlined elsewhere in relevant Alberta legislation, administrative procedures, and current *Alberta Physical Education Safety Guidelines*.
8. The Principal is responsible for designating a classroom teacher for each off-campus activity and ensuring, to a level of satisfaction, the nature and amount of preparations that are made for all off-campus activities.
9. Where the Principal is attending the off-campus activity, s/he will be deemed the Key Supervisor over all teachers.

10. The Principal shall take into consideration, and ensure that the number of classroom teachers and support staff present on the off-campus activity is reasonable to provide supervision for each class and activity and ensure effective response to emergency situations.
11. Prior to each off-site activity, the Principal, in consultation with the classroom teachers, shall ensure that all staff have been briefed on their specific roles and behavior standards for the students and themselves.
12. For each off-campus activity, the Principal shall ensure all staff have training in a recognized First Aid/CPR program and that staff have access to an appropriately equipped portable first aid kit.
13. The teacher shall have appropriate emergency information available, with consideration given to at least the following items, depending on the nature, duration and destination(s) for each off-campus activity:
 - 13.1. Student names and emergency contact information;
 - 13.2. Student Alberta Health Care Plan numbers;
 - 13.3. Student health/medical concerns and medications as necessary; and
 - 13.4. Contact number for the Principal/Executive Administrator.

Known risk activities:

14. Where an off-campus outdoor activity or field trip involves known risk activities, the Principal is responsible for ensuring that a reasonable assessment of the risks involved is completed in cooperation with the teacher(s).
15. For all outdoor pursuits and/or all other activities that may include known risks, the Principal shall ensure that the board's liability insurance provides coverage for claims that could arise from planned activities.
16. In regard to any planned off-campus activity, the Principal is responsible for considering all foreseeable risks; including:
 - 16.1. That the activity proposed shall be suitable to the age, mental and physical condition of each student;
 - 16.2. That students shall have been progressively taught and coached to perform expected activities properly and to avoid foreseeable dangers;
 - 16.3. That each student's equipment shall be thoroughly checked and approved by the teacher to ensure that all equipment is suitable to the activity prior to participation;
 - 16.4. That the activity shall be fully and sufficiently supervised;
 - 16.5. That a contingency plan shall be predetermined and readied to respond to unforeseen severe weather emergencies; and
 - 16.6. Notwithstanding the additional requirements of this policy, a detailed permission form, requesting acknowledgement of known risks, including the elements detailed in (20) above, shall be signed by the parent or guardian and secured prior to the occurrence of the activity.

17. The Principal shall be satisfied that teachers and staff who are assigned to accompany students in any outdoor pursuit where known risk activities may exist are sufficiently trained for the activity and have been appropriately briefed on at least the following topics to make informed choices about participating:

17.1. Behavior expectations/responsibilities for staff and students;

17.2. Foreseeable risks that may arise from participation in the activity;

17.3. Appropriate roles during the activity or in emergency circumstances;

17.4. Plans and strategies for any of the activities, e.g., site, conditions, routes, etc.;

17.5. Safety precautions and plans for responding to emergency situations/accidents, including teacher knowledge of and ability to use an appropriately equipped first aid kit;

17.6. Feasible contingency plans and emergency equipment/procedures have been established to address foreseeable emergencies, e.g., weather conditions, medical/health issues, accidents.


References:

- Parkland School Health Protocol Policy
- Safety Guidelines for Physical Activity in Alberta Schools
- The Canadian Association for Health, Physical Education and Recreation Safety Guidelines for Secondary Inter-School Athletics in Alberta
- Family Law Act

Revised June/2021
December/2022
January/2023
February/2024/2025
November/2025

Principal reviewed on:

DATE: Nov. 20/25

SIGNED: 
PRINCIPAL

The Board approved on:

DATE: Nov 27/25

SIGNED: 
BOARD CHAIRMAN

DATE OF NEXT REVIEW: February 2027

PARKLAND SCHOOL – SAFETY PROCEDURES

Parkland School supports the practice of enriching student experiences through field trips, outdoor recreation/mobility classes and regular physical education. To ensure the safety of all participants, the school mandates that all field trips, outdoor classes/play periods and physical education classes adopt the implementation of appropriate risk management procedures and safety guideline practices consistent with the current government regulations.

GUIDELINES

1. FIELD TRIPS

Principal shall be responsible for approving all field trips.
Consideration for all approved field trips will be based on:

- a) risk assessment and ability to adhere to Safety Guideline procedures
- b) behavioral expectations/adherence to the school's code of conduct
- c) number of student participants
- d) criteria for students to participate in the activity
- e) number of teachers/support staff involved
- f) financial arrangements/details of cost/funding sources
- g) destination/mode of travel/duration etc.

2. OTHER (Physical Education, outdoor recreation classes, play periods and field trips)

- a) all full-time staff must have first aid and CPR training (Parkland C.L.A.S.S. policy)
- b) adequate and appropriate supervision must be provided
- c) procedures are in place to address emergency medical needs of students (see student accident policy, student illness policy and EP considerations)
- d) adequate information about the special medical needs of the students
- e) inspection procedures are developed for all physical education facilities, including playing surfaces, playgrounds and major equipment:
 - (i) Walking & Playing Surfaces
 - asphalt areas – level and free of holes/broken asphalt
 - grass and dirt areas – free of holes/ruts
 - clear of broken glass, cans, rocks, animal feces and other foreign debris
 - free of drainage problems
 - clear of trip hazards (exposed footings, roots or other environmental obstacles)
 - (ii) Wasp/Bee Nests
 - free of nests
 - (iii) Metal Fencing
 - clips and attachments safely secure
 - fencing tight and secure to frame
 - no holes in fence or at ground level
 - anchors to ground stable and in good condition
 - posts free of corrosion

- (iv) Deck, Bridge, Gazebo and Playhouse
 - free of protruding nails, splinters, cracked or rotten wood
 - railing secure and solid

- f) teachers/support staff are expected to use the same amount of caution that a careful or prudent parent would display in the care of their own children ensuring:
 - (i) the activity is suitable to the age, mental and physical condition of the participants
 - (ii) the participants have been taught to perform the activities properly and avoid the dangers inherent to such activities
 - (iii) the equipment is safe and equipment should be used only in the manner to which it was intended
 - (iv) there is adequate supervision for the inherent risk
 - (v) all participants must use protective equipment where specified (i.e., helmets)
- g) continuous visual checks are done and any facility/equipment hazards must be reported and either fixed or use of same discontinued until fixed. All equipment must be checked regularly by staff to ensure proper working order
- h) consents must be obtained from parents/guardians regarding field trips and off-site activities
- i) proper insurance must be maintained for all school vehicles, students and staff (Parkland C.L.A.S.S. policy)
- j) drivers must be appropriately licensed for student transport in buses (class four + S Endorsement certification)
- k) buses must be inspected semi-annually for appropriate operating condition
- l) bus "walk-arounds" must be done before use to check lights, tires and possible hazards
- m) participants must be properly seated in vehicle and use of seat belts compulsory
- n) there must be safe, proper storage of gear
- o) considerations for winter conditions must be made
 - (i) temperature (see cold weather policy)
 - (ii) road conditions/travel routes

- p) all teachers must carry card with all student's names and Alberta Health Care numbers and EP Considerations. All other information can be given by parent/guardian if needed.
- q) first aid kits must be accessible to all staff (in school and on buses)
- r) incident reports on injuries must be submitted to the Principal immediately or within 24 hours
- s) foreseeable incidents must be considered in advance (i.e., epi-pen, PRNs, medications available if needed)
- t) teachers/support staff must ensure the participants are wearing appropriate clothing for the planned activity (consider weather conditions and safety)
- u) forms must be submitted to office for any off-site activities stating students and staff participating and destination

3. SPECIFIC ACTIVITIES

- a) Aquatics
 - (i) first aid kit accessible
 - (ii) emergency phone accessible
 - (iii) standard safety equipment available as per regulations
 - (iv) appropriate swimwear must be worn

- (v) certified lifeguards are on duty and aware of any medical conditions relevant (i.e., EP list provided)
- (vi) all students with epilepsy must wear life jackets
- (vii) pool use rules and regulations must be strictly adhered to
- (viii) adequate staffing must be provided in the water
- (ix) parents/guardians must be aware that the student is participating in pool activities
- (x) students with severe infections must not be in the pool
- (xi) students must be closely supervised in change rooms, showers and in hallways

b) Bowling

- (i) first aid kit accessible
- (ii) all rules for facility must be strictly adhered to
- (iii) suitable clothing and footwear must be worn
- (iv) students must be closely supervised and helped if necessary to ensure safety

c) Snowshoeing

- (i) first aid kit accessible
- (ii) cell phone accessible to teacher
- (iii) emergency transportation is available if needed
- (iv) prior to use, all equipment checked for safety (bindings, boots must be in good repair and appropriate size for student)
- (v) suitable clothing and footwear to be worn
- (vi) teacher must choose suitable terrain for students considering safety and skill level of students
- (vii) students must be closely supervised and adequate staff provided to attend to the needs of the students
- (viii) teacher must be aware of medical conditions and ensure student's safety during activity
- (ix) water must be available/utilized for re-hydration
- (x) teacher must adhere to school policy regarding weather conditions

d) Cycling/zoomas

- (i) first aid kit accessible
- (ii) cell phone accessible to teacher
- (iii) bicycles must be in good repair
- (iv) bicycle size must be appropriate for rider
- (v) correctly fitting approved bicycle helmets must be worn
- (vi) routes must be carefully chosen re: safety and skill level of students
- (vii) suitable clothing and footwear must be worn
- (viii) students/staff must walk bicycles across any intersections
- (ix) water/chance to re-hydrate must be offered during activity if needed
- (x) cycling courtesy must be taught (i.e., safe distance, same direction, pass on the left, use of bells etc.)
- (xi) students must be closely supervised and adequate staff provided to attend to the needs of the students
- (xii) proper operation of the bicycle must be taught
- (xiii) special attention must be given to temperature, length of time in sun and medical conditions of students
- (xiv) a designated leader must stay at the front of the group and a "sweep" must stay at the back of the group

e) Lake Swimming

- (i) first aid kit accessible
- (ii) cell phone accessible to teacher
- (iii) teacher must have a whistle for emergencies
- (iv) students must wear appropriate swimwear
- (v) teacher must ensure the swimming area is
 - clearly marked
 - free from hazards
 - roped off with floating devices
 - of suitable water temperature
 - reasonably clear and clean
- (vi) parents/guardians must be aware of activity and given consent for same
- (vii) students must be closely supervised and adequate staff available for activity
- (viii) teacher must be aware of skill level of swimmers
- (ix) teacher must discontinue swimming if there is an indication of bad weather
- (x) students must not be allowed to swim after dark
- (xi) diving must not be allowed in any open water swimming situations
- (xii) students must not do distance swims
- (xiii) students must swim in designated areas
- (xiv) person assuming lifeguard responsibilities must be clearly visible to all swimmers at all times
- (xv) emergency action plan must be in place
- (xvi) acceptable standards of behavior must be adhered to (no pushing or dunking)
- (xvii) all students with epilepsy and all non-swimmers must wear approved lifejackets

f) Scooter boards

- (i) first aid kit accessible
- (ii) scooter boards must be in good repair (no cracks, broken-off edges or loose wheels)
- (iii) suitable clothing and footwear must be worn
- (iv) long hair must be tied back if student is lying on scooter board
- (v) students must not stand on scooter boards
- (vi) adequate room must be supplied for activity
- (vii) intentional scooter-to-scooter contact must be discouraged
- (viii) running and diving on scooter boards must be prohibited
- (ix) students must be closely supervised during scooter board activity

g) Tobogganing

- (i) first aid kit accessible
- (ii) teacher must have access to a phone
- (iii) toboggans must be in good repair
- (iv) flying saucers, tubes and crazy carpets must not be used
- (v) suitable outdoor clothing and footwear must be worn
- (vi) students must be informed of boundaries of activity
- (vii) teacher must consider conditions when choosing a site (sun, wind, wind chill, snow conditions, suitable terrain, proximity to warmth, food and facility)
- (viii) snow must be packed, not icy and with an incline of no greater than 30 degrees
- (ix) hill and run out section at the bottom must be free of hazards i.e., trees, traffic etc.
- (x) run out should be adequate for safe stopping
- (xi) students must be closely supervised and adequate staff available for activity
- (xii) students must not stand on toboggans – they must be seated
- (xiii) students must not be allowed to push others or run up sliding area

- (xiv) there must be a safe distance between descending toboggans
- (xv) teacher/support staff must ensure appropriate number of children on each toboggan (no overloading)
- (xvi) a safe procedure for students to clear bottom area and return to top of hill must be established and practiced
- (xvii) teacher/support staff must be aware of medical conditions of students
- (xviii) parents/guardians must be informed if this is an off-site activity
- (xix) students must not be allowed to ride toboggans over jumps or obstacles

h) Vestibulator

- (i) first aid kit accessible
- (ii) all equipment (tumble forms, stand, clips, ropes and ascenders) must be in good repair
- (iii) ropes and ascenders that are frayed or too smooth to hold must be reported to Principal and replaced
- (iv) mats must be in place below the vestibulator
- (v) vestibulator use must be closely supervised
- (vi) students must not be allowed to climb on vestibulator or stand on any of the attachments
- (vii) maximum load on any attachment must be 300 pounds

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