Field Trips and Outdoor Education Policy

Caritas College School Board
Definitions

**Field Trip**
A field trip, for the purpose of this policy is any excursion taken by a classroom or group of classrooms to a location other than the school for any broad educational purpose.

**Outdoor Education**
Outdoor Education, for the purpose of this policy, refers to a unit or portion of a unit of study directly related to curriculum delivered at a location other than the school.

**School Sponsored**
This refers to all field trips and outdoor education experiences directly related to curricular or classroom-based objectives, carried out under the direct supervision of a teacher.

Policy

The Board recognizes the value of educational experiences outside of the school and supports school sponsored out of school excursions in the form of field trips, outdoor education, and other experience-based learning opportunities.

Procedures

- School sponsored educational field trips or outdoor education programs within town limits are subject to administrative application pursuant to this policy and the approval of the Principal and in her absence the Deputy Principal.

- School sponsored educational field trips or outdoor education programs outside town limits are subject to administrative application pursuant to this policy and the approval of the Principal.

- School sponsored educational field trips and outdoor education programs shall:
  - Involve adequate levels of supervision based on the nature of activity involved and in light of the SACCS Procedures for Catholic Schools and Preschools 2005.
  - Involve qualified personnel based on the specific nature of activity involved.
  - Have stated, realizable educational objectives appropriate to the year level.
  - Adhere to all processes pertaining to volunteer assistance and contract staffing.
  - Ensure a risk assessment procedure has been completed.

- The Principal shall obtain informed consent from parents for field trip and outdoor education activities.

- The Board assumes no relationship or responsibility for privately planned recreational trips coordinated and/or led by a staff member in their private capacity. Any person who participates in any private recreational trip does so at his or her own risk and the school assumes no liability whatsoever.

References

Excursions, Camps, Adventure, Physical and Sporting activities:
Procedures for Catholic Schools and Preschools 2005
(SACCS Version: 29 July 05)

April 2004
To be reviewed in 2007