



## Administrative Procedure 4085

# *Off-Site Programs and Activities*

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**Board Governance Policy Cross Reference:** [1](#), [12](#), [13](#), [14](#)

**Administrative Procedures Cross Reference:**

[Criminal Record Check/Child Abuse Registry Check](#)

[Code of Conduct](#)

[Human Diversity](#)

[Out of School Physical Education Approval Process](#)

[School Fees and Fundraising](#)

[Use of School Buses for School Field Trips](#)

**Form Cross Reference:**

[Low Risk Off-Site Activity Proposal](#)

[Higher Risk Off-Site Activity Proposal](#)

[Driver/Vehicle Approval Form](#)

[Passenger Assignment Form](#)

[Billeting Guidelines](#)

[Off Site Activity/Trip Checklist](#)

[Cross Border Consent Letter](#)

[Emergency Response Plan Template](#)

[School Bus Requisition Form](#)

[Incident Report Form](#)

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**Legal/Regulatory Reference:**

[The Appropriate Educational Programming Legislation](#)

[Child Abuse Registry Check \(CARC\)](#)

[Safety Guidelines – Physical Activity in Manitoba Schools \(2016\) \(Manitoba Education\)](#)

[Out-of-Class Safety Handbook: A Resource for Grades 9 to 12 Physical Education/Health Education \(Manitoba Education\)](#)

[Planning Ski and Snowboarding Education Programs: A Reference Guide for Schools \(Manitoba School Boards Association\)](#)

[Supporting Transgender and Gender Diverse Students in Manitoba Schools](#)

[Swim Safe Program: A Reference Guide for Schools \(Manitoba School Boards Association\)](#)

[The Highway Traffic Act](#)

[YouthSafe Manitoba: Safety First! Guidelines for School Field Trips](#)

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The mission of the Brandon School Division is, “to enable each student to achieve maximum intellectual, emotional, social and physical growth. We accomplish this through the provision of programs and services which facilitate the development of students as healthy contributing members of society.”

In support of this mission, the Division supports a balanced education involving the provision for programs and activities at the school site as well as off-site programs and activities that provide the opportunity for all students to participate.

This Administrative Procedure is to be used as a basis for planning, preparing and conducting all off-site educational programs and activities in the Division.

### **Definitions**

“Off-Site” programs and activities are defined as any planned teacher-supervised educational activity that removes an individual student or a group of students from school facilities and grounds.

Off-site programs and activities include educational experiences within the full spectrum of the curriculum in areas such as cultural, ethnic, civic affairs, arts, sciences, physical education, and the environment. They may also include but are not limited to interscholastic, recreational and/or community-based activities, residential camping, wilderness experiences and student travel.

Three types of off-site programs and activities will apply as follows for the purposes of this administrative procedure.

- Curricular
  - are necessary to achieve mandated learning outcomes;
  - occur entirely within regular hours of instruction; and
  - are fully funded by school and Divisional budgets.
- Co-curricular
  - may enrich instructional/curricular activities but are not essential to achieve mandated learning outcomes;
  - mandate the participation of a specific classroom or group of students; and
  - may require funding outside of school and/or Divisional instructional budgets.
- Extra-curricular (Optional)
  - are linked to curricular activities, but are not essential to achieve mandated learning outcomes or credits;

- do not mandate the participation of any specific classroom or group of students; and
- requires funding outside of school and/or Divisional instructional budgets but may be funded by specific extra-curricular budgets for costs such as registration fees.

Examples: travel excursions, interscholastic team trips, school events or excursions occurring outside the regular school day, including weekends or holidays.

Off-Site activities are to take place within a context of:

- enhancing the school program;
- providing demonstrated educational value;
- the age(s) and developmental need(s) of student participants;
- the staff expertise necessary for a safe and successful experience;
- the impact of staff and student time away from the school;
- the affordability of the program/activity to students;
- parent/guardian notification, communication and approval;
- planning for appropriate alternative programs/activities for students who do not participate in the off-site activity, unless defined as extra-curricular;
- attention to safety/risk assessment of off-site programs and activities; and
- protection of students, staff, volunteers, and the Division.

### **General Regulations**

- Programs and activities must be age appropriate and within the developmental level of students.
- Activities shall be within reasonable limits of staff expertise or provide for appropriately trained support personnel including volunteers, cooperating individuals, groups or agencies.
- Activities defined in these procedures must receive approval of school administration.
- Plans for off-site programs and activities shall be submitted within appropriate timelines to facilitate the required approval processes.
- Parent/Guardian notification and communication must be deferred until approval in principle has been granted at the appropriate level.

- A teacher(s) must accompany students and shall assume overall responsibility for student supervision.
- All supervisors and volunteers need to be adults and at least two years older than the students they supervise.
- The number of teacher supervisors and volunteers shall be directly related to the risk level and shall ensure safety of all students (see Appendix A - Off-Site Activities Risk and Supervision Table).
- Volunteers must be provided with orientation and provide or possess a Criminal Record Check and Child Abuse Registry Check.
- Students on field trips may only attend if they are members of a sponsoring school.

The Division will work with agencies at the local, provincial, national, and international levels in programs involving students, provided such programs have the approval of the administrative staff of the school and, when required, the Superintendent/CEO or designate.

## Planning

The following objectives must be addressed in planning off-site programs and activities:

- To provide educational experiences which are within the full spectrum of the curriculum. These would include off-site activities that develop skills, knowledge or attitudes related to: cultural diversity, civic affairs, global issues, the arts, science, physical education, vocations and the environment.
- To provide educational experiences which are sound and are developed in concurrence with the mission and goals of the Division. These can include activities of a social-recreational nature, which provide opportunities to foster self-reliance, independence and group responsibility. These can also include positive activities for the purpose of enhancing school spirit.
- To provide educational experiences which provide opportunities for all students. These would include activities that encompass community-based learning for students with diverse learning needs.

Planning pertaining to off-site programs and activities will follow the guidelines and procedures provided in this procedure and the following documents:

- Manitoba School Boards Association
  - [Swim Safe Program: A Reference Guide for Schools](#)
  - [Planning Ski and Snowboarding Education Programs: A Reference Guide for Schools](#)

- Manitoba Education
  - [Safety Guidelines - Physical Activity in Manitoba Schools](#)
  - [Out-of-Class Safety Handbook: A Resource for Grades 9 to 12 Physical Education/Health Education](#)
- YouthSafe Manitoba
  - [Safety First! Guidelines for School Field Trips](#)

It is the responsibility of the School Leader and supervising staff member(s) to refer to the above referenced documents and regulatory requirements to ensure that all off-site activities meet with the Administrative Procedure requirements of the Division.

For the purposes of planning, there are two categories of off-site programs and activities:

- **Low Risk Activities:**
  - short duration of one day or less;
  - activity and environment does not pose a threat;
  - day field trips may include activities such a visit to museums, watching a sporting event, attending a play, walking to the local library; and
  - excludes trips that involve a high risk activity.

(see Appendix A – Off-Site Activities Risk and Supervision Table);

- **Higher Risk Activities:**
  - short (day) or extended duration (overnight) *and* are moderate to high risk;
  - a moderate risk activity is one that may present some risk, but is not a serious handicap in and of itself;
  - a higher risk activity requires conscious ongoing assessment and management;
  - may include activities such as a visit to the local marsh, aquatics (including paddling pools/splash parks whereby supervision ratio must be met), or a band trip out of province.

(see Appendix A – Off-Site Activities Risk and Supervision Table).

Schools planning either of these types of offsite activities are required to complete and submit for approval either:

- Form [4085Fa – Low Risk Off-Site Activity Proposal](#) or
- Form [4085Fb – Higher Risk Off-Site Activity Proposal](#)

## Restrictions

- Grade Level Restrictions
  - Kindergarten to Grade 4 students are restricted to day trips, unless circumstances are exceptional and the Superintendent/CEO or designate grants approval for higher risk day trips or extended duration trips.
  - Grades 5 - 8 (middle years) students are restricted to day trips or higher care day trips and extended care trips within Manitoba, unless circumstances are exceptional and the Superintendent/CEO or designate grants approval.
  - High school trips are unrestricted.
- Unacceptable and Prohibited Activities

Permission for an activity may be denied if the following conditions apply:

- Unacceptable travel time - too long for the age of students
- Inordinate expense
- Excessive school absence (see maximum school absence below)
  - **Trips within Canada – 4 school days**
  - **Trips to USA – 3 school days**
  - **International trips – 2 school days**
- Any off-site activities that are hazardous or prohibited (see below)

The activities listed in the table below are prohibited. Other activities not listed may be prohibited from time to time by the Superintendent/CEO or designate.

<ul style="list-style-type: none"> <li>• Aerial gymnastics</li> <li>• Aircraft or helicopter rides from school property</li> <li>• Auto racing</li> <li>• Backcountry activities (skiing, snowboarding, or hiking)</li> <li>• Bicycle motocross (BMX)</li> <li>• Bobsledding</li> <li>• Boxing</li> <li>• Bungee jumping</li> <li>• Caving (spelunking)</li> <li>• Canoeing for Grades K-6 and for higher grades in moving water greater than grade 1 rapids</li> </ul>	<ul style="list-style-type: none"> <li>• Motorcycling of any nature</li> <li>• Mountain climbing and mountaineering but not including hikes in the mountains</li> <li>• Paintball, laser tag games or war games</li> <li>• Personal watercraft</li> <li>• Racing of watercraft</li> <li>• Rifle ranges or other activities involving firearms</li> <li>• Rock climbing (not including climbing walls)</li> <li>• Rodeos</li> <li>• Scuba diving</li> </ul>
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<ul style="list-style-type: none"> <li>• Cliff rappelling</li> <li>• Demolition derbies</li> <li>• Drag racing</li> <li>• Gladiator style events</li> <li>• Horse jumping</li> <li>• Hot air balloon rides</li> <li>• Ice climbing</li> <li>• Luge</li> <li>• Mechanical bull riding or mechanical rodeo events</li> </ul>	<ul style="list-style-type: none"> <li>• Skydiving</li> <li>• Snow-tubing, unless at approved ski resort</li> <li>• Snowmobiling</li> <li>• Tower diving</li> <li>• Use of fireworks or other pyrotechnic devices</li> <li>• White-water rafting</li> </ul>
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### Off-Site Activity Approval Process and Timelines

<b>Activity Designation</b>	<b>Required Approval</b>	<b>Proposal Timelines</b>	<b>Detailed Trip Plan</b>
<b>Low Risk</b> (Day Trip)	School Leader	One Week	N/A
<b>Higher Risk</b>			
<b>Extended Duration Trips</b> (involve overnight stay)	School Leader and Superintendent/CEO or designate	Three Weeks	Ten days
<b>Higher Risk Trips</b> (e.g. wilderness, aquatics, downhill skiing)	School Leader and Superintendent/CEO or designate	Three Weeks	Ten days
<b>Out of Province Trips</b> (within Canada)	School Leader and Superintendent/CEO or designate	Three Months	One Month
<b>United States of America Trips</b>	School Leader, Superintendent/CEO or designate and School Board	Six Months	Two Months
<b>International Trips</b>	School Leader, Superintendent/CEO or designate and School Board	Twelve Months	Three Months

**Note:** Before communication occurs with students and parents, all programs/activities involving an overnight stay and out of province travel requires approval in principle by the Superintendent/CEO or designate.



## Financial Requirements

The cost of Off-Site Activities is a joint responsibility of the school and participants.

Schools may apply for federal, provincial, commercial and private assistance to finance off-site activities, with the proviso that such assistance respects existing Divisional administrative guidelines on fundraising, community partnerships and management of conflicts of interest.

Additional funding support is provided by the Division through the school operating budgets. This support recognizes that some students may experience financial hardship from time to time, and require assistance. Information about financial assistance is to be provided through all avenues of home school communications.

Schools must adhere to [School Fees and Fundraising](#) and other Fiscal Management administrative procedures in financing off-site programs and activities.

- **Curricular Activities and Trips**

Funding for curricular activities and trips are provided by Divisional and school budgets.

- **Co-Curricular Activities and Trips**

Funding for co-curricular activities and trips may be shared between the school through available school and/or parent council funds, and by the student/parent/guardian or group fundraising.

Costs to parents/guardians for their child's participation in co-curricular activities and trips will be kept to a minimum. No child shall be denied access to the off-site activity/trip because of cost.

- **Extra-Curricular Activities and Trips**

Funding for extra-curricular activities and trips must be shared between fundraising and by the student. Registration fees may be funded by specific extra-curricular budgets.

Financial contribution by students must not exceed \$75.00 a week from date the trip is announced to date the trip is taken. Students must contribute at least one-third (1/3) of the cost to be eligible for support from specific Divisionally sponsored funding.

Total cost of any trip is not to exceed \$4000 per student (any fundraising done by students would be taken off of this total amount).

A proposed budget should be included for overall costs together with timeline for fundraising or payments towards trips when costs are associated with any Off-Site Activity proposal. The proposed budget should include:

- fundraising timelines;
- overall cost of trip for all participants;

- sources of revenue from fundraising to reduce the overall cost;
- overall cost of trip for individual participants;
- sources of revenue from fundraising to reduce the individual student's cost; and
- estimate of the number of students requiring/identified as needing additional financial support due to need.

### **Parental/Guardian Consent (refer to forms [4085Fa](#) and [4085Fb](#))**

Parents/guardians shall receive timely communication about planned off-site activities and the opportunity to participate in the planning of the activity (where appropriate).

Parents/guardians must provide consent for their children to participate in all off-site programs and activities. A separate Parent/Guardian Consent and Acknowledgement of Risk Form must be completed for each off-site program or activity.

One Parent/Guardian Consent and Acknowledgement of Risk Form is acceptable for a series of off-site activities/trips, such as a series of walking activities in the neighbourhood of the school, performing arts, swimming lessons, physical education classes, outdoor education classes, or interscholastic athletics, as long as the Parent/Guardian Consent and Acknowledgement of Risk Form includes a schedule of all activities and meets the requirements of this Administrative Procedure.

In addition to the Parent/Guardian Consent and Acknowledgement of Risk Form, parents or guardians must be informed in writing of the following information about off-site activities:

- a detailed itinerary, setting out the general nature and number of activities;
- teacher-in-charge contact information;
- risks and hazards associated with the activity;
- where necessary, a map of the area; and
- any other relevant information about the trip that may influence the parent or guardian's decision to withhold permission, such as a controversial museum exhibit.

In some situations, it may be necessary to have a parent/guardian meeting to ensure informed consent for trips with increased risk. **Parent/guardian meetings are required for out of province activities/trips and activities/trips requiring air travel.** A record of attendance must be kept of this meeting.

## **Dismissal from Extended Care Field Trips for Disciplinary Reasons**

When off-site activities/programs extend beyond one day in length, the school shall provide parents/guardians with prior notice that the school may suspend a student who does not comply with school and/or Divisional [Code of Conduct](#) from participation in the program.

Students can be sent home early from a trip if they are involved in behavior that is not in compliance with school and Divisional codes of conduct. School and Divisional codes of conduct will be reviewed at parent meetings, where applicable.

In the event of a student dismissal for disciplinary reasons, an [Incident Report Form](#) must be filed with the Superintendent/CEO or designate outlining the details of the event(s) and cause of dismissal.

Students and their parent/guardians are required to submit a signed [Higher Risk Parent/Guardian Consent and Acknowledgement of Risk Form](#), which will include the following details:

- Parent/guardian contact information to ensure communications to facilitate an early return of their child.
- Students will be returned by airplane whenever possible.
- A supervisor will be with the student(s) until departure for home if the return trip is direct and non-stop.
- If the return trip includes a stopover, a supervisor must attend with the returning student(s).
- Parents/guardians must make an arrangement to have the student picked up upon arrival.
- Any additional costs as a result of sending the student home early will be at the expense of the parent/guardian.

## **Transportation**

Schools will attempt to use Divisional transportation whenever possible, with public or approved chartered transportation as preferable alternatives.

All transportation outside the Division boundaries will be coordinated by the teacher-in-charge.

- **Division School Buses**

Bus requests must be submitted to the Supervisor of Transportation on a [School Bus Requisition Form](#) and follow the procedures in the [Use of School Buses for School Field Trips](#) administrative procedure.

Where more than one bus is used:

- A list of students traveling on each bus must be on file at the school office as well as given to trip supervisors and bus driver(s).
- Students must travel on the same bus at all times (pending emergencies).

- **Private Vehicles**

When the use of private vehicles for transporting students is necessary;

- Divisional employees, parents or students who drive students will complete the [Driver/Vehicle Approval Form](#).
- The school shall inform the parents about how students will be transported to off-site experiences.

**Note:** Students/minors are not to be used as volunteer drivers for travel beyond the Division boundaries.

Private vehicles may be used to transport students only with the knowledge and permission of the School Leader. School Leaders shall ensure that vehicles used are appropriately registered under [The Highway Traffic Act C.C.S.M. c. H60](#) and that drivers have a current and valid driver's license (see [Driver/Vehicle Approval Form](#)). The vehicle used must be insured by the owner for at least the minimum of MPIC Basic Insurance coverage, but the owner shall be encouraged, for their own protection, to carry at least \$1 million liability coverage.

It is recommended that the vehicle be operated by an employee or other responsible adult. For out of Division trips, the School Leader shall ensure that the teacher/supervisor prepares a list of students assigned to each vehicle and provides a copy to the driver and the School Leader ([Passenger Assignment Form](#)). The list shall include the names, addresses and telephone numbers of the passengers. The passenger list must remain the same for the return trip unless previous arrangements are made with the written consent of the parent/guardian.

In the event of an accident, the School Leader shall immediately verbally advise the Superintendent/CEO or designate and as soon as possible file a full written report ([Incident Report Form](#)) to the Superintendent/CEO or designate.

- **Rental Vans**

If a school bus is unavailable, rental vans may be used.

Fifteen (15) passenger vans are permitted ONLY between May 1<sup>st</sup> and October 31<sup>st</sup>, provided that inclement weather (snow/sleet/freezing ice or rain) is not likely in the forecast. This must be confirmed with the Superintendent/CEO or designate 24 and 48 hours prior to departure.

Drivers must have a minimum of Class 4 license to rent vans with seating capacity in excess of 10 passengers (including the driver). Schools are to purchase additional insurance on the rental vehicle. The driver shall not be a student.

**Note:** During severe weather or poor driving conditions, School Leaders or their designate must ensure that weather and road conditions are safe for travel before students leave Brandon for an off-site trip. The trip shall not proceed if the following factors prevail:

- There are blizzard conditions en-route or blizzard or severe weather conditions are forecasted by Environment Canada.
- The RCMP or Highways Department has issued an advisory against travel on any en-route highway.
- The wind-chill falls in the “very high” or “extreme” (-45 C) category as defined by Environment Canada.

On return trips, the teacher-in-charge must verify weather and road conditions prior to departure. In case of inclement weather, the teacher-in-charge will notify the School Leader of alternative arrangements.

Students must be appropriately clothed for travel by road for the seasonal conditions as determined by the teacher-in-charge. Emergency equipment must be available in vehicles.

It is required that for travel outside the Division limits, any vehicles used to transport students contain or have immediate access to a first aid kit and a cell phone. (The cell number is to be left with the School Leader.)

- **Bicycles**

The teacher-in-charge must take the following steps when traveling to an off-site activity by bicycle:

- Students on bicycles are to be accompanied by a teacher on a bicycle.
- Recommended that a form of communication, i.e., cell phone, 2-way radio, whistle, etc. are used.
- Approved helmets for participating students and supervisors are required.
- All bicycles are to be inspected to ensure they are safe and are of operation worthiness for the route planned.
- Brightly coloured vests or clothing are encouraged for all riders.

- **Water Travel**

Canada:

Canadian Service Providers must provide documentation that they meet Transport Canada requirements as stipulated by the [Canada Shipping Act, 2001](#) S.C. 2001 c.26 and subsidiary regulations.

Countries other than Canada:

Organizers for activities outside Canada must take every reasonable and practical step to ensure commercial watercraft standards and regulations are met.

- **Public Transit**

Public transit buses can be used on a group/individual pay system. When using public transportation, it is wise to alert the public transit of your plans beforehand.

- **Walking**

When walking is used as a mode of transportation for trips, care and group control should be exercised, especially when passing through high traffic areas. Group limits such as age, fitness, familiarity and amount of supervision available must be considered.

### **Releasing Students from Off-Site Activity**

At the conclusion of an off-site activity:

- Students will be dropped off at the predetermined end of activity location and released from the supervision of the activity as outlined in the completed Parent/Guardian Consent and Acknowledgement of Risk Form (refer to forms [4085Fa](#) and [4085Fb](#))
- In extenuating circumstances, students may be dropped off and released from supervision at an alternative predetermined location if the parent or guardian has provided written instructions to the supervisor listing the alternative location and the person to whom the student is to be released. These instructions may be delivered to the trip supervisor electronically.
- In the event that the receiving adult as outlined in the special written instructions is not present at the identified alternative drop off location, the student will be transported to the predetermined end of activity location as outlined in the completed Parent/Guardian Consent and Acknowledgement of Risk Form. Further parental/guardian communication will be necessary prior to releasing the student.

## Supervision of Students

- Field trips are simply an extension of regular school activities and therefore the School Leader, as well as teachers, are legally responsible for ensuring safety and maintaining the code of conduct during curricular, co-curricular and extra-curricular trips.
- The teacher in charge must provide for both male and female supervisors for all off-site trips involving an overnight stay.
- Supervision of students shall be assigned in accordance with the risk outlined in the Off-Site Activities Risk and Supervision Table (Appendix A).
- If the activity is not listed in the chart, reference the [YouthSafe Manitoba School Field Trip Resource](#) (page 59), and follow instructions to determine the student to teacher ratio.
- Student behaviour shall be in accordance with school and Divisional codes of conduct.
- Students must be under direct supervision of a teacher.
- Teachers have the primary responsibility of ensuring acceptable standards of student conduct.
- School Leaders may approve other volunteers as supervisory personnel to assist teaching staff in providing a safe environment for all students. Parents and other adults may be designated as supervisors provided they meet the volunteer requirements.
- School Leaders may approve other volunteers with special skills in coaching or training to assist staff, however, they may not be deemed as a supervisor.
- All supervisors and volunteers must provide a current Criminal Record Check and Child Abuse Registry Check, in accordance with [Criminal Record Check/Child Abuse Registry Check](#) administrative procedure.
- For all Low Risk and Higher Risk Activities/Trips, parents/guardians must be provided sufficient briefing regarding their role and responsibilities prior to the trip taking place.
- All supervisors and volunteers must complete and submit a Volunteer Consent and Acknowledgement of Risk Form (refer to forms [4085Fa](#) and [4085Fb](#)) to the school prior to participating in the trip.

## Safety Procedures

The Division and its schools are required to ensure the safety of its students, who are deemed to require exceptional protection for which responsibility cannot be relinquished to another party, by:

- avoiding activity that may reasonably and foreseeably contribute to or cause injury respecting the standard of care consistent with a responsible and judicious parent; and
- considering students' ages and behavioural profiles, training requirements, an activity's inherent risk, and the functional and safe condition of any required equipment.

Accordingly, a staff member must supervise students at all times during an off-site activity. A "staff member" is defined to include teachers or other adults designated as supervisors by the School Leader.

The following safety provisions must be in place:

- Teacher-supervisors will have the primary responsibility to enforce Divisional [Code of Conduct](#) guidelines.
- Teacher-supervisors need to inform volunteers of their duties and guidelines for supervision of students.
- Teacher-supervisors must ensure that special equipment required by children with health care plans (e.g. epi-pens, inhalers, etc.) is taken on the trip.
- Students are not allowed to leave the field trip unless prior written arrangements have been made.
- Teachers shall include a pre-site orientation (or familiarity) as part of the planning process.
- Necessary steps must be taken to address potential risk factors to students. (see [YouthSafe Manitoba: Safety First! Guidelines for School Field Trips](#) and Off-Site Activities Risk and Supervision Table (Appendix A)).
- Students must receive briefing and orientation sessions to acquaint them with activity procedures and site information.
- Supervision plans shall be in place and be provided to trained personnel on certain trips (see Off-Site Activities Risk and Supervision Table (Appendix A)).
- Safety equipment such as first aid kits, emergency plans, alternative transportation, telephone (cell), two-way radios, and other emergency equipment that may be necessary shall be available at all times.
- Environmental, wilderness excursions and nature hikes require a high level of supervision and shall include the support service of trained personnel.



- The school will ensure same-gender supervision for students and teacher supervision for all off-site trips involving an overnight stay.
- School Leaders will ensure requirements for criminal and child abuse registry verification for adults accompanying students, consistent with Divisional procedures.

Safety procedures will comply with the stipulations outlined in the following documents as well as this administrative procedure:

- Manitoba School Boards Association
  - [Swim Safe Program: A Reference Guide for Schools](#)
  - [Planning Ski and Snowboarding Education Programs: A Reference Guide for Schools](#)
- Manitoba Education
  - [Safety Guidelines for Physical Activity in Manitoba Schools](#)
  - [Out-of-Class Safety Handbook: A Resource for Grades 9 to 12 Physical Education/Health Education](#)
- YouthSafe Manitoba
  - [Safety First! Guidelines for School Field Trips](#)

Planning for off-site activities will incorporate health care plans and emergency response plans for students as per Division procedures.

Any accident that requires medical attention must be reported on the [Incident Report Form](#).

A minimum of one person designated as a supervisor for an off-site trip of more than one day by the School Leader must be qualified in first aid and CPR; this may include a qualified person employed at the off-site location (e.g. camp counsellor).

The use of approved helmets is mandatory for the following activities: downhill skiing, cycling, roller skating, broomball, snowboarding, ice skating, in-line skating, and horseback riding.

### **Emergency Preparation**

Pre-planning for emergencies reduces stress levels during an incident and can speed reaction time and avoids trial and error response models.

All participants of the Off-Site Activity need to be informed of the safety and emergency procedures, including evacuation routes, contingency plans and available rescue and medical support for each activity. Emergency skills and procedures are taught to participants and supervisors so they understand what to do in an emergency.

An emergency during an off-site activity may include a medical emergency, lost person, motor vehicle accident, animal/wildlife attack, an act of violence, kidnapping or any other incident that involves serious injury or loss of life or the potential for serious injury or loss.

In a wilderness or remote setting, rescue personnel may not be immediately available and the teacher(s)-in-charge will have to assume total management of the crisis for an extended period of time.

Schools should note that in the event that outside agencies such as Police, Fire, Ambulance, Search and Rescue, Coast Guard, etc. are responding to the emergency, the external agency will often take over the management of the situation. Teachers and School Leaders must work co-operatively with these agencies for the benefit of all involved.

Confusion and disorganisation are usually the initial reactions of people involved in an emergency, or they may suffer from shock. This situation can be made worse when unreasoned attempts are made to solve the emergency.

An emergency requires an immediate response that should be carried out calmly. As part of any off-site activity, an emergency response plan should be developed collaboratively between the School Leader and Teacher-in-Charge as part of the Off-Site Activity Proposal (refer to forms [4085Fa](#) and [4085Fb](#)). See the [Emergency Response Plan](#) for details.

### **Off-Site Programs and Activities Procedures**

- **Low Risk Activities** – short duration of one day or less *and* are low risk, e.g. bus trip to museum, interscholastic sports trip, walk to the local library. They do not include trips that involve a higher risk activities such as swimming, downhill skiing, etc. See Appendix A - Off-Site Activities Risk and Supervision Table for risk rating.

All forms to be completed by “teacher-in-charge”.

[4085Fa – Low Risk Off-Site Activity Proposal](#) – must be submitted to School Leader at least one week in advance.

The School Leader reviews the [Low Risk Off-Site Activity Proposal](#) and approves if it meets the educational and safety criteria as outlined in the Administrative Procedures.

Once approved, the following forms must be collected for each student and/or volunteer and taken on the trip, with an electronic copy retained on file at the school:

- [Low Risk Day Trip Parent/Guardian Consent and Acknowledgement of Risk Form](#) (Teacher will distribute and collect. Provide a list of names to the School Administrative Assistant to generate a Trip Roster.)

- [Volunteer Consent and Acknowledgement of Risk Form](#) (if required)
- [Driver/Vehicle Approval Form](#) (if required) (The form must be collected for each volunteer using their own vehicle and retained on file at the school)

A copy of the approved Off-Site Activity forms is to be in the possession of the teacher-in-charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an [Incident Report Form](#) must be filed with the Superintendent/CEO or designate. Incidents must be verbally reported to the School Leader immediately, and an [Incident Report Form](#) is to be completed within 24 hours of the completion of the trip.

All original documents must remain with the School Leader and be retained in the school until the end of the third (3<sup>rd</sup>) school year after the youngest participant turns 21 years of age.

- **Higher Risk Activities**

- Day trips that include higher risk activities such as downhill skiing, canoeing or swimming. See Appendix A - Off-Site Activities Risk and Supervision Table for risk rating.
- Extended Duration trips that consist of at least one overnight stay. Given the fact that they extend overnight, they require higher care. They may occur locally, provincially, nationally, or internationally.

All forms to be completed by the “Teacher-in- charge”

[4085Fb – Higher Risk Off-Site Activity Proposal](#) – must be submitted to School Leader at least three weeks in advance.

**Note:** Out of Province travel requires longer advance notice.

- **Canada** - three months
- **USA** - six months
- **International** - twelve months

**Note:** The maximum allowable absence of school days is as follows:

- **Trips within Canada – 4 school days**
- **Trips to USA – 3 school days**
- **International trips – 2 school days**

The School Leader reviews the [Higher Risk Off-Site Activity Proposal](#) and provides approval in principle if it meets the educational and safety criteria as outlined in the Administrative Procedure.

School Leader forwards a copy of the [Higher Risk Off-Site Activity Proposal](#) to the Superintendent/CEO or designate for approval. The Superintendent/CEO or designate will then forward it to the Board of Trustees, where required.

**Note:** Approval from the School Leader, Superintendent/CEO or designate and School Board (if required) must be received before any communications with parents and students.

Once approval is received from the Superintendent/CEO or designate, the teacher-in-charge must begin the completion of the [Detailed Off-Site Activity Plan Form](#). This form must be submitted for approval along with the following supporting documents:

- **Detailed Itinerary;**
- [Higher Risk Off-Site Activity Parent/Guardian Consent and Acknowledgement of Risk Form](#) (Teacher will distribute and collect. Provide a list of names to the Secretary to generate a Trip Roster.);
- [Volunteer Consent and Acknowledgement of Risk Form](#) (if required);
- [Driver/Vehicle Approval Form](#) (if required) (The form must be collected for each volunteer using their own vehicle and retained on file at the school); and
- [Cross Border Consent Letter](#) (if required).

The [Detailed Off-Site Activity Plan Form](#) and supporting documentation must be submitted to the School Leader as follows:

- **Overnight within Province – ten days prior to departure.**
- **Out of Province (within Canada) – one month prior to departure.**
- **USA – two months prior to departure.**
- **International – three months prior to departure.**

When School Leaders are approving trips out of country, government travel advisories should be taken into consideration. Travel advisories must be checked online at: <https://travel.gc.ca>. Travel in countries that are exercising a “high degree of caution” will not be approved.

For all USA and International trips, parents must complete the [Cross Border Consent Letter](#).

A copy of the approved Off-Site Activity forms is to be in the possession of the teacher-in-charge and any volunteers approved for the activity/trip for the duration of the activity/trip.

Should incidents related to misbehaviour, accidents, tragic events arise during the activity/trip, an [Incident Report Form](#) must be filed with the Superintendent/CEO or designate. Incidents must be verbally reported to the School Leader immediately, and an [Incident Report Form](#) is to be completed within 24 hours of the completion of the trip.

All original documents must remain with the School Leader and be retained in the school until the end of the third (3<sup>rd</sup>) school year after the youngest participant turns 21 years of age.

### **Cancellation Guidelines – Extended Duration Trips**

The Division retains the right to cancel a trip at any time if travel is deemed to be unsafe, such as dangerous weather conditions and/or natural disasters such as hurricanes, tornadoes, earthquakes and floods, war, threat of terrorist attack, health hazards (epidemics), etc.. The Division would not be held liable in the event of a cancellation.

For international travel, the advice of the Department of Foreign Affairs would guide decision making. Communications will be channeled through the Office of the Superintendent/CEO.

It is expected that school administration and trip planners will monitor travel conditions in the intended country/region throughout the planning.

For all extended care field trips requiring air travel, all participants are strongly encouraged to purchase travel insurance. Coverage should include trip cancellation, interruption and delay in the event that, due to unforeseen circumstances, the trip needs to be cancelled or an emergency return is required. Should parents choose not to purchase travel insurance, a waiver must be signed. Any costs incurred as a result of trip cancellation, interruption or delay, or emergency return will be at the expense of the student/parents.

### **Activities/Trips to a Wilderness Location**

When preparing for a wilderness activity/trip to a remote setting the teacher-in-charge must also address the following criteria when completing the [Higher Risk Off-Site Activity Proposal](#) and [Detailed Off-Site Activity Plan Form](#).

- Visit the location prior to the trip, be familiar with the proposed route and seasonal conditions, or use professional guides when appropriate or as directed.
- Ensure that appropriate communication devices are taken on the trip.
- Establish and communicate class safety and emergency procedures to all participants.

- Be familiar with the nearest medical station.
- Notify local area authorities, such as Royal Canadian Mounted Police (RCMP), forestry and/or park officials, about the proposed activity and location or route to be used.
- Contact local information authorities regarding environmental conditions, seasonal wildlife concerns, and trail conditions.
- Establish procedures so that contact can be made with the School Leader via RCMP, forestry and/or park officials, or other persons in the area.
- Obtain camping permits, fire permits, fishing and other licenses and “area use” permission where required. Open fires are prohibited.

### **Aquatic Activities**

Each trip that includes aquatic activities must meet or exceed the [YouthSafe Manitoba: Safety First! Guidelines for School Field Trips](#) and the [Swim Safe Program: A Reference Guide for Schools \(Manitoba School Boards Association\)](#) resource guidelines.

For all water-based activities whose primary purpose is swimming and/or participating in recreational paddle or board sports in a pool, lake, river, ocean, and/or water slide, schools must ensure a designated lifeguard/lifesaver. At least one supervisor must satisfy the following conditions:

- Qualifications as a lifeguard (National Lifeguard Service – NLS, Pool, Waterpark or Waterfront) or lifesaving (e.g., Lifesaving Society Bronze Cross and CPR certification)
- Understanding of supervision considerations relevant to the above-noted environments and a minimum of 20 hours of experience supervising in that environment.

### **Swimming**

For swimming activities, other than lessons, the teacher-in-charge must:

- **Before Departure**
  - Arrange for teacher, lifeguard, and adult supervision.
  - Obtain a list of the venue’s rules.
  - Review emergency action plan with staff, and volunteers as outlined in the [YouthSafe Manitoba: Safety First! Guidelines for School Field Trips](#) document.

- Ensure that all Kindergarten, Grade 1 and Grade 2 students and all non- swimmers have government approved personal flotation devices (PFD's) that match their size and weight, and remind them that PFD's must be worn by them at all times (with the exception of paddling pools/splash parks).
- Arrange for identification bands or ribbons to be used by students while they are at the venue times (with the exception of paddling pools/splash parks).
- Ensure there is one teacher supervisor for each group of 25 students.
- Ensure there is one lifeguard for every 25 students times (with the exception of paddling pools/splash parks).
- Ensure that all adult supervisors are in "constant visual supervision" of the students.
- Ensure that adult supervisors in "constant visual supervision" are at the following adult to student ratio:
  - Kindergarten - 1:4
  - Grades 1 to 4 - 1:6
  - Grades 5 to 8 - 1:8
  - Grades 9 to 12 - 1:12
- **Upon Arrival**
  - Obtain a list of venue rules.
  - Review the venue rules and emergency action plan with facility staff.
  - Lifeguard(s) will review venue rules and safety requirements including equipment use (diving boards, ropes, slides).
  - The certified lifeguard(s) will conduct the 50 meters endurance test.
  - Venue staff, with the assistance of school personnel, will then distribute appropriate identification tags or ribbons to all students.
  - Give permission to identified students to use specific areas and they MUST NOT go in areas beyond their ability.
  - Create a "buddy system" - when a whistle or similar communication device sounds, each pair will find one another and stay in one place until instructed otherwise. Each student should keep an eye on their "buddy" throughout the activity. This system should be tested every fifteen minutes.

- Students may not swim on off-site activities unless there is a lifeguard on duty.

### **Scuba Diving, Snorkeling**

Scuba Diving, Snorkeling must meet or exceed the [YouthSafe Manitoba: Safety First! Guidelines for School Field Trips](#) guidelines (page 137-139 of section: Safety First)

### **Boating**

- All sailing, canoeing, boating, kayaking activities must ensure:
  - students have swimming skills commensurate with the activity.
  - students pass a swimming endurance test as outlined in the [YouthSafe Manitoba: Safety First! Guidelines for School Field Trips](#) resource.
  - The swimming test will include:
    - Orientation after falling in water
    - 3 minutes treading water
    - 2 minutes H.E.L.P. position
    - 50 meter endurance test
  - students must wear a Transport Canada approved life jacket or PFD, as outlined in the [YouthSafe Manitoba: Safety First! Guidelines for School Field Trips](#) guidelines.
- For activities involving canoeing, sailing, and power craft, the activity must meet or exceed the [YouthSafe Manitoba: Safety First! Guidelines for School Field Trips](#) safety guidelines.
- The ratio of supervisors to students for boating activities shall not be less than 1 to 8 respectively.

### **Canoe Trips**

- All outdoor pursuits, which involve canoeing, must meet or exceed the [YouthSafe Manitoba: Safety First! Guidelines for School Field Trips](#) guidelines section: Safety First, pages 118-120.
- Canoe trips are restricted to Grades 9-12 students.
- When canoe trips take place the teacher-in-charge must have visited the site prior to the trip, be familiar with the proposed route and the seasonal conditions at the time of the trip.
- All participants are to receive water rescue training in life saving as outlined on page 118 of section: Safety First of the [YouthSafe Manitoba: Safety First! Guidelines for School Field Trips](#) resource.



- First aid training will be provided for all participants.
- Adequate instruction and demonstration must be given to all participants before allowing participants to undertake any water-related activity.
- The ratio of supervisors to students for canoe trips shall not be less than 1 to 8 respectively.
- All participants in any aquatics activity should wear correctly fitting PFD's.
- Whistles should be used for communication between canoes.

### **Alpine (Downhill) Skiing and Snowboarding**

Downhill skiing and snowboarding are acceptable activities for students in Grades 5 to Grade 12 if the following conditions are met. Each trip must meet or exceed the [YouthSafe Manitoba: Safety First! Guidelines for School Field Trips](#) (pages 156-159) and the [Planning Ski and Snowboarding Education Programs: A Reference Guide for Schools \(Manitoba School Boards Association\)](#) resource guidelines.

The following additional conditions apply:

- Conditioning activities have occurred in physical education classes, or as part of a fitness program leading up to the skiing or snowboarding activity;
- Skiing and/or snowboarding take place at a ski resort;
- The skiing and/or snowboarding activity includes, at a minimum, one mandatory lesson for all students at the beginning of the trip with the following further conditions:
  - Non-Skiers – those students who have never skied before
  - Novices – those students with minimal experience and control on skis should receive a lesson prior to any access to any ski lifts and runs (i.e.: free skiing)
  - Beginners - those students with good control on novice hills
  - Intermediates – those students who display good control on a variety of hills
  - Advanced – those students who are experienced and competent skiers may be allowed free skiing after one lesson at the beginning of the trip

Prior to the skiing or snowboarding trip, the teacher-in-charge has:

- Visited the ski resort recently and is familiar with seasonal conditions at the time of the activity.
- Contacted the ski resort operator to arrange student identification and controls procedure.

Upon arrival at the ski resort, the teacher-in-charge must:

- Understand the ski resort's emergency protocol.
- Assist the ski resort staff with grouping students for their mandatory lesson, and outlining which slopes they will be given permission to use and which ones are prohibited from use.
- Assist the ski resort staff with controlling student access to slopes or trails.

### **Activity Services Providers**

Off-site activities can be highly complex and require a specific 'skill set' to effectively and safely provide a learning opportunity for students. The use of a "service provider" should be considered when Division staff or volunteers do not have the necessary skills for an activity, particularly high risk activities. The activity must be deemed as an appropriate learning opportunity for students.

In such situations, service providers should be contracted. Contracts must outline the nature of the activity provided, the specific certification credentials held by the service provider, the specific parameters of the activity, liability and insurance coverage, and an appropriate emergency plan should an accident occur.

Contracts for service should be presented as part of the [Higher Risk Off-Site Activity Proposal](#) and [Detailed Off-Site Activity Plan Form](#) and be approved by the Superintendent/CEO or designate before commitments are made.

### **Student Hotel Accommodations**

Where students stay overnight in an accommodation (e.g., hotel, motel, hostel, bed and breakfast), ensure that it is appropriate and approved.

- The school will ensure male and female supervision is provided for all off-site trips involving an overnight stay.
- Accommodations must be made for transgender students as appropriate.
- Arrange for same gender students to be located in the same corridor or wing of the hotel if possible.
- Arrange to have supervisor hotel rooms located next to student rooms.
- Ask the front desk to make pay per view movies and chargeable telephone calls inaccessible if possible.
- Try to book rooms that do not have connecting doors and multiple exits.
- Inquire about safety deposit boxes for passports and money.

## **Billeting**

When students are being placed with billets, the guidelines in [Form 4085Fe Billeting Guidelines](#) must be followed.

## **Insurance**

Insurance is not a substitute for reasonable management and proper care. It is part of an overall risk management plan which involves the careful assessment of risk and the purchase of appropriate coverage to minimize the economic effect of losses caused by accident, error and unforeseen circumstances.

The Division carries liability insurance in order to protect its own interests and those of its employees and volunteers while they are acting within the scope of their responsibilities.

- **Employees**

The Division participates in the Manitoba Schools Insurance Program, which provides for general liability insurance for protection from claim for bodily injury and protection for persons while transporting students on extra-curricular activities.

- **Accident Insurance for Volunteers**

The Division participates in the Manitoba Schools Insurance Program, which provides Volunteer Accident Insurance for:

- Accidental death, dismemberment, loss of use;
- Accidental major paralysis;
- Weekly indemnity maximum amount;
- Accidental medical expense reimbursement;
- Repatriation/rehabilitation;
- Hospitalization benefit if unemployed.

- **Universal Student Accident Insurance Program**

The Division participates in the Universal Student Accident Insurance Program which provides coverage for all full-time students registered in the Division while:

- In school buildings or on premises by reason of attending classes on any regular school day;
- In attendance at or participating in any school activity approved and supervised by proper school authority, whether at school or elsewhere;
- Traveling directly to or from any regular scheduled and approved school activity under the direction or supervision of a proper school authority;

- Traveling directly to or from their residence and school for the purpose of attending classes or participating in any school sponsored activity;
- Participating in physical activities taking place as part of the Grades 9 to 12 Physical Education Curriculum as approved by proper school authority;
- Engaged in the performance of the duties assigned to the Insured Person while they are participating in a school approved work experience program.

Insurance benefits include:

- Loss of life – Accident only;
- Dismemberment or total and permanent loss of use – Accident only;
- Accidental medical reimbursement benefit;
- Ambulance – Accident or sickness;
- Emergency transportation other than ambulance – Injury or sickness;
- Dental Expense – Accident only;
- Eyeglasses and contact lenses – in conjunction with bodily injury arising out of accident.

For further information or clarification, contact the Office of the Secretary-Treasurer.

- **Travel and Health Insurance for Out-of-Province Trips**

Special Travel Health coverage **must** be obtained for all students by the teacher-in-charge for **ALL** Out-of-Province Trips. This insurance provides emergency hospital medical services that are not covered by Medicare. The Special Travel health coverage must be obtained by calling the Division's insurance provider. For contact information, please call the Office of the Secretary-Treasurer.

For all extended care field trips requiring air travel, all participants are strongly encouraged to purchase travel insurance. Coverage should include trip cancellation, interruption and delay in the event that, due to unforeseen circumstances, the trip needs to be cancelled or an emergency return is required. Should parents choose not to purchase travel insurance, a waiver must be signed. Any costs incurred as a result of trip cancellation, interruption or delay, or emergency return will be at the expense of the student/parents.



## Administrative Appendix 4085

### Off-Site Activities Risk and Supervision Table

**Administrative Procedures Cross Reference:** Off-Site Activities

**Legal/Regulatory Reference:** [Youth Safe Manitoba Resource, Safety Guidelines 2016 \(Physical Activity\)](#)  
[Out-of-Class Safety Handbook – A Resource for Grades 9 to 12 Physical Education/Health Education](#)

**Date Amended:** January 2019

Activities														
Activity	Level Appropriateness	Ratio	Equipment and Clothing	Qualification and Supervisor	Type of Supervision	Special Rules								
<b>Low Risk Activities</b>	<b>Grades K-12</b>	<table border="1"> <tr> <td><u>Grades</u></td> <td><u>Low Risk</u></td> </tr> <tr> <td>K-4</td> <td>1:20</td> </tr> <tr> <td>5-8</td> <td>1:25</td> </tr> <tr> <td>9-12</td> <td>1:30</td> </tr> </table>	<u>Grades</u>	<u>Low Risk</u>	K-4	1:20	5-8	1:25	9-12	1:30	Equipment and clothing is appropriate to the type of activity and checked accordingly.	No specific qualifications outside of regular Child Abuse Registry and Criminal Record checks	In-the-area supervision	Dependent on activity
<u>Grades</u>	<u>Low Risk</u>													
K-4	1:20													
5-8	1:25													
9-12	1:30													
<b>Variable-Risk Activities (Risk may vary according to skills and equipment required. Follow procedures as dictated by risk level.)</b>														
<b>Initiative Tasks/ Trust Activities (YSM page 87)</b>	<b>Grades K-12</b>	The adult to student ratio for Grades K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Dependent on task/activity	Instructor must have prior knowledge of environment. Trained in Standard First Aid, CPR	Constant Visual	Equipment or apparatus must be inspected for splinters, cracks or other defects. Students should be instructed on proper spotting techniques								
<b>Rope Courses/ Challenge Courses (YSM page 89)</b>	<b>Grades 3-12</b>	The adult to student ratio for Grades 3 to 8 is 1:10 Grades 9 to 12 is 1:15	Dependent on course	Training will be determined by the service provider	Constant visual	See page 89 of the YSM resource								
<b>Wide Games/ Low-Organized Games (YSM page 85)</b>	<b>Grades K-12</b>	The adult to student ratio for Grades K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Dependent on game	Instructor must be able to effect rescue and emergency procedures as necessary, CPR and Standard First Aid	In-the-area supervision	See YSM page 85								

## Activities

Activity	Level Appropriateness	Ratio	Equipment and Clothing	Qualification and Supervisor	Type of Supervision	Special Rules
<b>Medium-Risk Activities</b>						
<b>Backpacking (YSM page 68)</b>	<b>Grades 5-12 Grades 10-12: Wilderness</b>	The adult to student ratio for Grades 5 to 8 is 1:10 Grades 9 to 12 is 1:15	First Aid kit, Survival and Repair equipment, appropriate camping gear Refer to YSM Section III Outdoor Pursuits. Map of the course as well as a compass, and GPS -if needed (remote areas). Wear long clothing	Instructor must have prior knowledge of environment. Trained in Standard First Aid, CPR.	In-the-area supervision	Bear deterrent precautions must be taken in bear country. Wood tick precautions should be taken in that type of environment. Copies of itinerary must be left at base camp. Groups should have access to external communication such as cell phones, satellite phones, etc.
<b>Camping (YSM page 64)</b>	<b>Grades K-12: Residential Camping</b>  <b>Grades 5-12: Front Country/Base</b>	The adult to student ratio for Grades K to 4 is 1:8 Grades 5 to 8 is 1:10 Grades 9 to 12 is 1:15	First Aid Kit, Survival and Repair equipment Appropriate camping gear-Refer to YSM Section III Outdoor Pursuits	St. John's First Aid Certificate or equivalent - Heart Saver CPR, prior site knowledge, EMS arrival >20 minutes but less than 2 hrs=1 supervisor; >2 hrs=2 supervisors	Primary: On-Site Secondary: In-the-area supervision, Male/Female supervisors.	Buddy System present. Fires: Constant Visual Supervision See YSM Resource pages 41-71 in Safety First for more detailed guidelines regarding Outdoor Pursuits
<b>Cross Country Skiing (YSM page 150)</b>	<b>Grades K-12: Class Instruction</b>  <b>Grades 5-12: Class Instruction/ Day Trips</b>  <b>Grades 9-12: Overnight/ Extended Touring</b>	The adult to student ratio  <b>for within community:</b> Grades K to 4 is 1:20 Grades 5 to 8 is 1:25 Grades 9 to 12 is 1:30  <b>for outside of community:</b> Grades K to 4 is 1:8 Grades 5 to 8 is 1:10 Grades 9 to 12 is 1:15	Novices should have recreational or light touring equipment. Defined routes/areas for students. Students should dress in layers for warmth and bring a back-up pair of mitts, gloves	CANSI- Canadian Association of Nordic Ski Instructor Training, CCSAM_ Cross Country Ski Association of Manitoba qualifications, NCCP Training	In-the-area supervision	Buddy system present. Basic trail safety and techniques should be taught prior to field trip. See YSM resource. Ensure trail has escape routes, and shelters, cabins nearby. Use of GPS, cell phones are suggested. Complete head count before/after activity
<b>Cycling (YSM page 94)</b>	<b>Grades 4-12: Day Trips</b>  <b>Grades 5-12: Overnight and Extended Trips</b>	The adult to student ratio for Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Bicycles should be inspected before use. Bicycle should be properly fitted to rider. Cyclists must wear a CSA and/or CPSC approved helmet. Cyclists should secure pant legs, and No iPods, etc. are allowed while riding	Manitoba Cycling Association Training; NCCP Training. If going off-site one supervisor should have training in basic bicycle repair and maintenance.	On-Site for K-3. In-the-area supervision for Grades 4-12	Students should be instructed in basic cycling skills (see page 76 YSM) prior to field trip

## Activities

Activity	Level Appropriateness	Ratio	Equipment and Clothing	Qualification and Supervisor	Type of Supervision	Special Rules
<b>Hiking</b> (YSM page 68)	<b>Grades K-12</b>  <b>Grades 7-12: Wilderness</b>	The adult to student ratio for Grades K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	First Aid kit, Survival and Repair equipment, appropriate camping gear. Refer to YSM Section III Outdoor Pursuits. Map of the course as well as a compass, and GPS -if needed (remote areas). Wear long clothing	Instructor must have prior knowledge of environment. Trained in Standard First Aid, CPR	In-the-area supervision	Bear deterrent precautions must be taken in bear country. Wood tick precautions should be taken in that type of environment. Copies of itinerary must be left at base camp. Groups should have access to external communication such as cell phones, satellite phones, etc.
<b>In-Line Skating and Roller Skating</b> (YSM page 82)	<b>Grades 3-12</b>	The adult to student ratio for Grades 3 to 8 is 1:10 Grades 9 to 12 is 1:15	Students must wear protective helmets- Snell N-94 and/or CPSC approved helmets. Hand, wrist, elbow and kneepad protection are recommended	Instructor must have prior knowledge of environment. Trained in Standard First Aid, CPR. For off-site activities instructor must be competent in basic repair and maintenance of skates	In-the-area supervision	See YSM page 82 for more detailed guidelines
<b>Mountain/Hybrid Biking</b> (YSM page 80)	<b>Grades 4-12: Day Trips</b>  <b>Grades 5-12: Overnight and Extended Touring</b>	The adult to student ratio for Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Bicycles should be inspected before use. Bicycle should be properly fitted to rider. Cyclists must wear a CSA and/or CPSC approved helmet. Cyclists should secure pant legs, and no iPods etc. are allowed while riding	Instructors must receive training from Manitoba Cycling Association, and the NCCP program. If going off-site one supervisor should have training in basic bicycle repair and maintenance	In-the-area supervision Cycling for Grade K-3 should be on-site	BMX is a prohibited activity
<b>Orienteering</b> (YSM page 71)	<b>Grades K- 12</b>	The adult to student ratio for Grades K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Clothing suitable to environment. Maps of an appropriate scale. All participants should carry a whistle. Carry water if > 2 kms distance and/or 1/2 hour in duration	Define specific boundaries for event. Determine a safety bearing if trained in compass use	In-the-area supervision	Take attendance before and after event or use master sheet if timing students. Page 71 YSM. Instructor use of cell phones is recommended
<b>Skating</b> (YSM page 146)	<b>Grades K-12</b>	The adult to student ratio for Grades K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Students should wear a multiple-impact helmet such as the Snell N-94, or other CPSC approved helmet, properly-fitted skates	The instructor must have CPR and Standard First Aid, must be able to skate and organize the activity	On-Site	Students should be taught how to stop, start, fall, and rise safely. Also how to skate in control at all times and be aware of proper spacing. For more information refer to YSM resource page 146

## Activities

Activity	Level Appropriateness	Ratio	Equipment and Clothing	Qualification and Supervisor	Type of Supervision	Special Rules
<b>Snowshoeing (YSM page 154)</b>	<b>Grades K-12: Class Instruction</b> <b>Grades 4-12: Class Instruction/ Day Trips</b> <b>Grades 9-12: Overnight/ Extended Trips</b>	The adult to student ratio for Grades K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Snowshoes and poles should be in good repair. Layered clothing. Warm hat/toque, mitts, gloves, nylon outer shell	Define specific boundaries for event	In-the-area supervision	Use a buddy system. Do head counts before/after activity. Establish rendezvous points along the course prior to beginning activity
<b>Snow-Tubing</b>	<b>Grades 1-12: Allowed only at Approved Recreational Site</b>	The adult to student ratio for Grades 1 to 3 is 1:5 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Layered outerwear Approved Helmet	Instructor must be able to effect rescue and emergency procedures as necessary, CPR and Standard First Aid	In-the-area Buddy System to be used	See YSM page 144. The use of multiple impact helmets is required
<b>Tobogganing/ Sledding (YSM page 144)</b>	<b>Grades K-12</b>	The adult to student ratio for Grades K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Layered outerwear Approved Helmet  Tobogganing/Sledding on school site: helmet recommended  Equipment must be in good, safe condition	Instructor must be able to effect rescue and emergency procedures as necessary, CPR and Standard First Aid	On-Site	See YSM page 144. The use of multiple impact helmets is required  Tobogganing/Sledding on school site: helmet recommended
<b>Winter Camping (YSM page 148)</b>	<b>Grades 5-12: Residential</b>	The adult to student ratio for Grades 5 to 8 is 1:10 Grade 9 to 12 is 1:15	Four Season sleeping bags, sleeping pad, appropriate clothing, including a warm dry change of clothing	Leaders must have experience in winter camping, CPR and Standard First Aid	In-the-area supervision	See YSM page 148
<b>High-Risk Activities (require the completion of the Higher Risk Off-Site Activity Proposal Form):</b>						
<b>Aquatics</b>  <b>(exception: School Swim Program Grades 1 and 4)</b>  <b>(YSM page 109)</b>	<b>Grades K-12</b>	The adult to student ratio for Kindergarten is 1:4 Grades 1 to 4 is 1:6 Grades 5 to 8 is 1:8 Grades 9 to 12 is 1:12  The instructor to student ratio for Grades 1 and 4 Swim Program is 1:10	Device to keep hair from obstructing vision compulsory, suitable swim attire required	One qualified Lifeguard for every 25 students. NLS or Bronze Cross, CPR and Standard First Aid, and minimum 20 hours experience. Due to liability issues, swimming at hotel pools is not allowed unless the hotel provides a lifeguard or the school brings a staff member who is a qualified lifeguard.	Constant Visual Supervision where adult supervisors can provide immediate assistance, 1 teacher to every 25 students swimming, teacher must be present on swimming deck	Establish a buddy system; test the system every 15 minutes. See YSM document for further breakdown of grade appropriateness for Water parks, and Open Water. An endurance test of 50M must be completed by ALL participants



## Activities

Activity	Level Appropriateness	Ratio	Equipment and Clothing	Qualification and Supervisor	Type of Supervision	Special Rules
<b>Alpine/Downhill Skiing</b> (YSM page 156)	<b>Grades 5-12</b>	The adult to student ratio for Grades 5 to 8 is 1:8 Grades 9 to 12 is 1:15	Equipment must be checked prior to use, multiple impact helmets such as ASTM 2040, Snell RS98, or CEN 1077 must be worn, appropriate outdoor wear	Instructors must be qualified ski/snowboard instructors, during lessons instructor to student ratio must be 1:8	In-the-area supervision, supervisors circulate to all hills in use, supervisor to student ratio is 1:8 including at least one supervisor in the ski lodge	Buddy system must be used pairing skiers of relative equal skill, teachers/supervisor should establish check in times for all students, one mandatory lesson for all students at the beginning of the 1 <sup>st</sup> day followed by reassessment if needed. Reassessment to the next level will be based on prior conditioning activities, student abilities and assignment of skiers to appropriate slopes and trails as per categories: Non-skier, Novice, Beginner, Intermediate, and Advanced
<b>Archery</b> (YSM page 101)	<b>Grades 5-12</b>	The adult to student ratio for Grades 5 to 8 is 1:10 Grades 9 to 12 is 1:15	Nonrestrictive clothing, arm guards required	Archery NCCP Level 1	Constant Visual Supervision	See YSM page 101
<b>Board Sailing/Windsurfing</b> (YSM page 133)	<b>Grades 9-12</b>	The adult to student ratio for Grades 9 to 12 is 1:10	Personal flotation device (PFD) with a whistle attached required, wetsuit recommended, sunscreen, hat	Minimum Level 1 Canadian Yachting Association Coaching Certificate	Constant Visual Supervision	A buddy system must be in place, a minimum of 1 motorized rescue craft for every 10 sailboards, with a maximum of 10 students using sailboards at any one time, students should be aware of activity boundaries. An endurance test of 50M must be completed by ALL participants
<b>Bouldering</b> (YSM page 94)	<b>Grades 2-12</b>	The adult to student ratio for Grade 2 to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Equipment must be checked and approved by qualified instructor, 30.5 cm-60.9 cm mat thickness	Training through Alpine Club of Canada, Manitoba Section-Bouldering Wall Training Program	On-site supervision by instructor, constant supervision by his or her spotter	Eyeglasses should be secured, helmets recommended. An appropriate height for climbers is when the climber's feet go no higher than their spotter's shoulders

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<b>Canoe Trips</b> (YSM page 118)	<b>Grades 9-12</b>	The adult to student ratio for Grades 9 to 12 is 1:8	Properly sized and fitted helmets with vents to allow water drainage, PFD with a whistle attached, waterproof bags, clothing, sleeping gear etc.	Manitoba Recreational Canoeing Association Level 1 Lake water Canoeing certification, N.L.S. Lifeguard Certificate, St. John's First Aid Certificate or equivalent, Heart Saver CPR, prior site knowledge	Constant Visual Supervision	The Instructor must be trained and competent to organize a canoeing activity. An endurance test of 50M must be completed by ALL participants as well as orientation after falling in water, 3 minutes tread water, 2 minutes and H.E.L.P. position
<b>Diving</b> (YSM page 109)	<b>Grades K-12: Swimming Pool</b>  <b>Grades 4-12: All others</b>	The adult to student ratio for Kindergarten is 1:4 Grades 1 to 4 is 1:6 Grades 5 to 8 is 1:8 Grades 9 to 12 is 1:12	Hair must not obstruct eyes. Jewelry must be removed or taped	Instructors must have C.A.D.A. Level 1 training, National Lifeguard Service. One qualified Lifeguard for every 25 students. NLS or Bronze Cross, CPR and Standard First Aid, and minimum 20 hours experience	Constant Visual Supervision where adult supervisors can provide immediate assistance, 1 teacher to every 25 students swimming, teacher must be present on swimming deck	Only one person on the board at any one time. No wearing of ear plugs. Move to poolside after completion of dive. ALL participants must complete an endurance test of 50M. Note: Skydiving, Tower Diving are prohibited activities
<b>Horseback Riding</b>  (exception: pony rides considered medium-risk)  (YSM page 103)	<b>Grades K-6: Pony Rides</b>  <b>Grades 5-8: Class Instruction/ Day Trips</b>  <b>Grades 9-12: Class Instruction/ Extended Trips</b>	The adult to student ratio for Grades K to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Students must wear protective helmets- Snell E2001, SCI and/or ASTM such as Tipperary, Troxel, or International riding helmets	Novice riders must receive a riding lesson in an arena/pen. Trails must be appropriate for ability of group. Horses used must be suitable for beginner riders	In-the-area supervision	Students should be taught proper conduct around horses and proper spacing between animals
<b>Kayaking</b> (YSM page 122)	<b>Grades 9-12</b>	The adult to student ratio for Grades 9 to 12 is 1:8	Slalom or river kayaks are to be used. Students should wear wetsuits. Properly fitted helmets and PFD/lifejackets	Instructors must have appropriate training from Paddle Manitoba, Canadian Recreational Canoeing Association. N.L.S. Lifeguard Certificate, St. John's First Aid Certificate or equivalent, Heart Saver CPR, prior site knowledge	On-site	See YSM page 122 for more detailed guidelines. ALL participants must complete an endurance test of 50M as well as orientation after falling in water; 3 minutes tread water, 2 minutes and H.E.L.P. position

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Activity	Level Appropriateness	Ratio	Equipment and Clothing	Qualification and Supervisor	Type of Supervision	Special Rules
<b>Sailing</b> (YSM page 130)	<b>Grades 9-12</b>	The adult to student ratio for Grades 9 to 12 1:8	All equipment must meet Canadian Coast Guard regulations. All participants must wear a correctly fitting Transport Canada PFS/life jacket with whistle. All swimmers must be able to complete a 50m endurance test	Instructors must have training from Manitoba Sailing Association, Pleasure Craft Operators Card, Canadian Power Squadron Boating and Seamanship Sail Program, the Canadian Yachting Association, and NCCP	On-Site	Students should be instructed in person overboard procedure and trained in what to do when a boat upsets. Instruction in sailing should include content and skills relevant to the activity. ALL participants must complete an endurance test of 50M as well as orientation after falling in water; 3 minutes tread water, 2 minutes and H.E.L.P. position
<b>SCUBA Diving</b> (YSM page 137)	<b>Grades 9-12: within context of school curriculum</b>	The adult to student ratio for Grades 9 to 12 is 1:15	Students need a wetsuit, mask, snorkel, and fins. All diving gear requires inspection and approval by instructor prior to event. Each student must have a BCD (buoyancy compensation device) with a whistle attached, a weight belt	Training must be secured from the Professional Association of Diving Instructors, National Association of Underwater Instructors or Association of Canadian Underwater Councils. Instructors must have CPR and Standard First Aid	On-Site. One instructor must remain out of water. Students <b>MUST</b> scuba with a buddy.	This activity should be introduced in a swimming pool. The instructor must establish clear boundaries especially depth. For more detailed information refer to the YSM resource page 137
<b>Snorkeling</b> (YSM page 135)	<b>Grades 4-12: Day Trips</b>  <b>Grades 5-12: Overnight and Extended Trips</b>	The adult to student ratio for Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	Students should wear a mask, snorkel and fins that fit properly. If water is more than chest deep or non-swimmers or beginner swimmers must wear a PFD	If in water more than chest deep the instructor must be a certified NLS lifeguard or a Life Saver (bronze Cross) with CPR	On-Site	An endurance test of 50M must be completed by ALL participants. Refer to YSM resource page 136 for a list of skills to be taught prior to snorkeling activity

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<b>Snowboarding (YSM page 156)</b>	<b>Grades 5-12</b>	The adult to student ratio for Grades 5 to 8 is 1:8 Grades 9 to 12 is 1:15	Students must wear a multiple-impact helmet suitable -SNELL RS-98, ASTM 2040 and/or CEN 1077 facial and eye protection. Wrist guards are recommended	The service provider must provide instructors who are recognized members of the Canadian Ski Patrol, Canadian Ski Instructors Alliance, and Can/West Ski Area Association	In-the-area Buddy-System to be used	Buddy system must be used pairing skiers of relative equal skill, teachers/supervisor should establish check in times for all students, one mandatory lesson for all students at the beginning of the 1 <sup>st</sup> day followed by reassessment if needed. Reassessment to the next level will be based on prior conditioning activities, student abilities and assignment of skiers to appropriate slopes and trails as per categories: Non-skier, Novice, Beginner, Intermediate, and Advanced
<b>Wall Climbing - Artificial (Indoor/Outdoor) (YSM page 96)</b>	<b>Grades 2-12</b>	The adult to student ratio for Grades 2 to 3 is 1:8 Grades 4 to 8 is 1:10 Grades 9 to 12 is 1:15	A trained instructor at qualified service provider w/ trained Belayers and Belay systems MUST be used	Training through Alpine Club of Canada Man. Section level 1	Constant Visual	See YSM Resource for more detailed information page 96

**\*\*Other Activities:** For activities not listed in this chart or for safety considerations, refer to the Youth Safe Manitoba resource, *Safety Guidelines 2016 (Physical Activity)* and the *Out-of-Class Safety Handbook – A Resource for Grades 9 to 12 Physical Education/Health Education*.