



POLICY

Title:	FIELD TRIPS AND EXCURSIONS	Policy No.: 5008 Effective Date: 2001 September 01
Department:	Learning Support Services	
Reference(s):	- Equity and Inclusive Education Policy - Field Trips and Excursions Procedure - General School Fundraising Policy and Procedure - Health Protections and Promotion Act - Management of Personal Information Procedure 2014b - Ontario Guides to Ontario Pools – Reg. 565 - Ontario Human Rights Code (OHRC) - Ontario Physical Activity Safety Standards in Education (OPASSE) - Ontario Physical Education Safety Guideline (OPHEA) - Ontario Regulations 381/84, Health Protection and Promotion Act, 1983 - Ontario Regulation 565 (Health Protection and Promotion Act) - Police Record Checks: Independent Procedure - Safe Schools Policy 4008 and Procedure 4008h - School Generated Funds Policy and Procedure - Supporting Students with Prevalent Medical/ Health Conditions in Schools Policy and Procedure - Thames Valley District School Board Code of Conduct - Transporting Students for School-Related Activities Independent Procedure	

1.0 Intent

It is the policy of the Thames Valley District School Board (“The Board”) to support intentionally well- planned and properly organized field trips and excursions which bring educational value to our students. These experiences deepen the understanding of concepts from the Ontario curriculum that are taught in the classroom and provide opportunities for social development.

Administered By: **Associate Director of Learning Support Services**

Amendment Date(s): 2001 June 26, 2003 October 28, 2004 June 22, 2023 June 05

Most Recent EIE Review Date: 2023 February 10

This Policy and corresponding Procedure are in alignment with the TVDSB Strategic Plan and Draft Equity Action Plan (EAP). The planning and implementation of field trips and excursions must align with the Board's commitment to full and equitable inclusion of all students in curriculum-based field trips and excursions making every reasonable effort to reduce barriers to access and planning and that safety, accountability, and transparency are paramount.

2.0 **Objective**

To establish requirements and processes to ensure safe and inclusive learning experiences outside of the classroom/school, in accordance with the TVDSB Field Trip and Excursion Policy (5008). Every effort should be made to ensure that:

- 2.1 trips are valuable learning opportunities tied directly to curriculum and learning from the classroom; and
- 2.2 field trips and excursions are intentionally planned to include all students; and
- 2.3 risk mitigation and management are considered throughout all phases of the trip; and
- 2.4 safety and well-being shall be given the highest priority for all stakeholders.

3.0 **Application and Scope**

This Policy and related Procedure apply to all full-time, part-time, and occasional TVDSB employees, TVDSB Trustees, students, parents/guardians and caregivers, third-party providers, volunteers, and TVDSB employed medical/health professionals. Field trips are an extension of regular school and classroom learning experiences, therefore, students, and approved adult supervisors are expected to abide by the same standard of conduct as they do on school property.

All field trips and excursions whereby students travel away from their home school, shall adhere to this Policy and the corresponding Field Trip and Excursion Procedure (5008).

4.0 **Responsibility**

The Director of Education is authorized to issue operational processes and guidelines to implement this policy and related procedure, consistent with legislation or regulations.

All staff are responsible to ensure they adhere to this Policy and related Procedure, as per their role in the planning and/or approval of field trips and excursions.

5.0 **Monitoring and Review**

Monitoring and review of the Policy are to be based on the objectives outlined in section 2.0. Through Policy Working Committee, Senior Administration will revise this Policy and related Procedure based on feedback and input received from students, families and staff as it relates to intentionally well-planned and properly organized, curriculum-

related field trips and excursions. Additional revisions may be required based on legislative changes, Ministry of Education directives, and/ or health and safety or labour requirements.

This Policy and related Procedure will be reviewed, at minimum, every 5 years or as needed.