



School Field Trip Procedures

SCHOOL FIELD TRIP PROCEDURES

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Sample forms*Found in back of the procedures*

Several forms which are part of these guidelines:

- *School Sponsored Field Trip Preliminary Approval Form*
- *Field Trip Checklist*
- *Sample Field Trip Description with Itinerary*
- *Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form*
- *School Volunteer Disclosure Form*
- *Guidelines for Volunteer Field Trip Chaperones*
- *School District Volunteer Driver Checklist*
- *Field Trip Student Roster Form*
- *Field Trip Transportation Release Form*

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A. Introduction & definitions

The purposes of these procedures are to help ensure the safety of all students, staff and volunteers, and to help reduce the district's liabilities by effectively eliminating and/or reducing loss exposures and risks.

1. Board policy

These procedures supplement the school district's related policy. Field trip organizers must refer to and comply with all applicable school district board policies.

2. Field trip definition

A "field trip" occurs when students leave school grounds for an educational purpose. It is a student trip for the purpose of curriculum-related study (part of the classroom educational experience), WIAA interscholastic athletics, co-curricular activities, outdoor education, or part of a school-sponsored club.

Types of field trips include:

- Day field trips
- Recurring field trips (same activity on a regular basis, such as a choir or sports games)
- Field trips with special hazards:
 - near water or involving swimming or boating
 - in remote locations
 - involving animals (farms, zoos, riding animals, etc.)
 - involving outdoor education (description in section N)
- Extended field trips - overnight field trips or out of area (over 50 miles)
- Out of country field trips

A field trip is school-sponsored if school or ASB funds pay for the activity, it is part of the educational process, or it is supervised or staffed by school employees. A field trip is privately sponsored if no school funds are used, the school/district is not named in promotional materials, meetings are not held at school*, and the field trip does not occur during school hours.

** Some district facility use policies permit groups to meet in schools to discuss activities that are not school-sponsored.*

3. Legal considerations

a. Liability

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Negligence creates potential liability. Negligence is the failure to use that degree of reasonable care which is considered to be a reasonable precaution under the given circumstance. It is the unintentional doing or not doing of something which causes injury to another.

Negligence involves four elements. All four elements must be present to be found negligent in a court of law:

- * Duty – an official or reasonable expectation
- * Breach of duty – the expectation was not met
- * Proximate cause – not meeting that duty caused or exclusively contributed to the accident
- * Damages – the accident caused someone to be injured or property to be damaged

b. Duties

A school district (and its employees, who are its agents) has certain basic duties to help ensure the safety of all students, staff, and volunteers that are summarized as follows:

- The duty to warn and inform
- The duty to provide proper instruction
- The duty to condition and equip participants properly
- The duty to provide proper supervision
- The duty to provide safe facilities
- The duty to provide safe equipment
- The duty to provide prompt and appropriate post-injury care

When those duties are not fulfilled, the district could be held liable for a student's injury or property damage.

4. Field trips are out of the ordinary

Field trips, excursions, and outdoor education are a part of student education in many school districts. As these events are out of the ordinary, school field trips are an area rife with possibilities for injuries and liability. The off-site situations mean that students are exposed to hazards not present in the usual school environment, and staff members can more easily lose control of the students. Therefore, additional safeguards must be used for the protection of students.

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B. Description of field trip activities and administrative approval process

Forms: School Sponsored Field Trip Preliminary Approval Form, Field Trip Checklist, Student Roster Form and Sample Field Trip Description with Itinerary

1. Description of field trip activities

A full description of the proposed activity will include the following:

- a. School and sponsoring staff member(s)
- b. The educational purpose/benefit of the activity
- c. Detailed information on the activities in which the students will be participating (*it answers who, what, when, where, why, and how*)
 - i. The date and time of the trip
 - ii. Where the trip will be to/from
 - iii. Estimated number and ages of students to attend field trip
 - iv. Related brochures/information provided
 - v. Any special exposures or any unusual aspects of the trip identified including, but not limited to:
 - swimming, boats, or in/around water
 - remote locations/hiking
 - animals
 - outdoor education
 - air travel
 - motorized activities
- d. Means of transportation identified (school bus preferred)
- e. Means of providing food identified
- f. Means of housing identified (if applicable)
- g. Estimated # of chaperones needed, listing any special qualifications for chaperones
- h. Estimated costs and funding source(s)
- i. A preliminary trip itinerary
Note: If these activities are the same type of activity occurring several times on a regular basis then one itinerary can be used, however it is important to provide details when circumstances or locations are different
- j. Provide alternative to field trip for students not attending
- k. Student health related information and medication requirements
- l. Any other special student needs

2. Activities to avoid

- a. Non-insured activities

Avoid (or otherwise insure) activities traditionally excluded from school district insurance coverage including:

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- i. Air or flight activities, including airplane flying, hang gliding, helicopters, hot air ballooning, parasailing, skydiving and parachuting
- ii. Motorized races and contests (with district owned land motor vehicles), including auto racing, and go-cart racing, demolition contests, stunting, and tractor pulls
- iii. Use of watercraft over 26 feet in length
- iv. White water rafting, canoeing, kayaking, tubing or boat as well as jet-ski or other similar motorized personal watercraft designed to carry two or fewer persons. Please note that this does not apply to non-white water boating activities.

Typical liability coverage exclusions include illegal acts, intentional acts, pollution, non-monetary damages, breach of contract, contractual obligations, air/water/rail travel, and claims brought outside the U.S.

b. High risk activities

Some activities provide unusual risk to staff and students involved. Within the school district, ask if the curriculum objectives are worth the potential risk of injury to those involved. Activities that the district may want to avoid are:

- i. Water activities: jet skis, canoeing, kayaking, wind surfing, power boat racing, private swimming pools, swimming in lakes and rivers, scuba diving, snorkeling, surfing, watercraft activities (except a properly insured commercial passenger boat), water skiing, water slides, water parks
- ii. Amusement park activities: amusement or carnival rides, bungee jumping, dunk tanks, fairground activities, food eating contests, moonwalks, mud or Jell-O wrestling, Wild West shows, mechanical bull riding
- iii. Animal activities: donkey basketball, horse riding, pack animal trips, saddle animals, snake handling, un-caged wild animals, petting zoos
- iv. Athletics not WIAA approved: high-impact aerobics, archery, martial arts, boxing, rugby, powder puff football, snow skiing, snowboarding
- v. Skating (unless it is a part of an approved P. E. program): inline roller skating, rollerblading or ice skating at rinks, skateboarding
- vi. Wilderness activities: mountain climbing, rock climbing, spelunking (cave exploring), rappelling, wilderness survival, orienteering and search and rescue
- vii. Other high risk activities:

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- bonfires
- model rocketry
- private parties
- fireworks
- haunted houses
- violent arcade games
- using trampolines
- after school open gym
- snow tubing
- building houses, boats or cars
- student cooking (except part of home ec. or voc ed. programs)
- offering home-cooked foods
- car washes
- use of trampolines
- shooting firecrackers or fireworks
- glass blowing
- using firearms of any type, including air guns and paintballing
- car bashes
- unicycles/scooters

3. Administrative approval process

a. Purpose of administrative review

Field trips provide a valuable educational benefit. However, off-site situations can expose students to hazards that are not present in the normal school environment. As a result, it is important for administrators to carefully review and monitor field trips to ensure that risks and potential school liability are minimized.

b. Principals/administrators should do the following:

- i. Ensure the sponsor considers the various aspects of the field trip, and completes all sections of the *School Sponsored Field Trip Preliminary Approval Form*
- ii. Determine the appropriateness of activities for the students' age(s), skill(s) and behavior level(s)
- iii. Assist the sponsor with specific field trip risk identification
- iv. Ensure school district insurance coverage extends to the field trip location and activities
- v. Review and/or sign related contracts
- vi. Obtain or provide certificates of insurance related to contractual agreements and/or facility use
- vii. Provide preliminary administrative approval for the field trip
- viii. Present the trip to the Superintendent and/or school board for approval if over 50 miles from the district, or if it involves an overnight stay, or requires out-of-country travel
- ix. Continue to follow up with the sponsor to ensure appropriate actions are being taken (see *Field Trip Checklist*)

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C. Risk identification and documentation

Related Forms: *Sample Field Trip Description with Itinerary*

Informed consent is (according to *Black's Law Dictionary*) "a person's agreement to allow something that is based on a full disclosure of facts needed to make the decision intelligently; i.e.-knowledge of risks involved, alternates, etc." Informed consent rests on providing enough information about the activity that a person (or, in the case of a minor, his/her parent/guardian) may intelligently exercise his judgement by reasonably balancing the probable risks against the probable benefits.

In order for a parent/guardian to provide an informed consent for his/her child to participate in a field trip, the parent/guardian must be aware of all activities and potential risks involved.

1. Identify and assess risks

Based on the full description of all activities with the itinerary, assess risks associated with the field trip. Try to imagine all the things that could go wrong and injure people or damage property - involve the district risk manager/safety officer or Risk Cooperative Loss Control staff if needed. Add this information to the field trip description. Then use the identified risks to plan strategies for improving safety on the field trip.

2. Be familiar with facilities and equipment

Require the sponsoring staff member to become familiar with the facilities and related equipment that will be used. Have the sponsor attempt to survey all areas the students will be using to evaluate the site for potential hazards or special requirements for the field trip and complete a written evaluation.

3. Determine student medical needs

Determine specific student medical needs, including allergies, and how to accommodate these needs. Determine how to accommodate specific needs of high-risk students throughout all phases of the field trip.

4. Comply with medication procedures

Contact the building nurse well before the scheduled field trip to conform to school district policy and procedures on administration of oral medications. Ensure that the district medication form is completed by parents/guardians. Take this form on the field trip. If any student is to

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receive medication, give a copy of this form to the person designated to administer the medications.

D. Supervision and chaperone selection

Forms: Sample Field Trip Description with Itinerary, School Volunteer Disclosure Form, Guidelines for Volunteer Field Trip Chaperones, School District Volunteer Driver Checklist and Field Trip Transportation Release Form

1. Supervise students at all times

Ensure supervision of students by an adult at all times. Remember the rule of thumb about supervision - if you can't see the students, you are not supervising them. Staff and chaperones must exercise close control over the students. Students on field trips can become overly excited and want to explore on their own.

Establish a process for regular accounting for all students and staff, both periodically and when activities change (such as before boarding the bus to return). Determine what adequate supervision is during overnight stays (how frequently to check the room, etc.)

2. Determine how many and what kinds of chaperones are needed throughout the trip

Determine what supervision (what kind and how many) is needed. Establish the proper ratio of supervisors to students based on a case-by-case evaluation of each field trip. A higher number of supervisors will be required for more hazardous activities. Be sure to follow school district policy.

- a. Base the number of chaperones on an evaluation considering the number of students, age and maturity of the students, types of activities, facilities, duration of trip, type of transportation, and safety considerations (such as emergency procedures).
- b. There should be a minimum of two adults supervising a field trip. If not specified in school district policy, recommended minimum supervision ratios (adults to students) are as follows: elementary school age – 1:10; middle/high school age – 1:20. The building administrator and sponsor should agree upon the ratio for each field trip.
- c. More and/or specifically qualified chaperones/staff may be needed for higher-risk activities, overnight stays (gender-specific), activities involving water (lifesaving) or wilderness (survival), out of country travel (speak the language), and those including behaviorally, physically or mentally challenged students

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- d. First aid/CPR-trained chaperones/staff are required - at least one chaperone on each field trip should be so certified.
 - e. If the field trip is part of a classroom educational experience, sporting event, or sponsored club, at least one certificated staff member is needed.
 - f. For supervision purposes, each bus should have at least one staff member or chaperone other than the driver.
3. Volunteer chaperone selection

Ensure that all volunteer chaperones are:

- At least 21 years old
- Criminally screened as specified in RCW 43.43.830 (use *School Volunteer Disclosure Form*) and/or have passed a Washington State Patrol fingerprint criminal screening
- Physically able to do the job
- Able to work well with students

If a volunteer chaperone will drive, have him/her complete the *School District Volunteer Driver Checklist*.

E. Transportation

Forms: Sample Field Trip Description with Itinerary, Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form, School Volunteer Disclosure Form, Guidelines for Volunteer Field Trip Chaperones, School District Volunteer Driver Checklist, Request for district transportation, Field Trip Transportation Release

As field trips are off school grounds, transportation is normally needed. This can be provided using a variety of forms. Listed below are transportation options and issues related to each.

Be sure to specify the means of transportation in the *Field Trip Description with Itinerary* and/or the *Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form*.

1. District school bus

This is the preferred means for transportation for several reasons: it is the safest means of transportation, it is the easiest way to supervise many students, school bus drivers are trained school employees, and using district-owned and operated school buses keeps the money used for

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transportation in the school district. Use the district's *Request for District Transportation Form* to request this transportation.

2. Other district vehicles

For smaller groups, such as small clubs and teams, a school van may be the most cost-effective method of providing school transportation. A van with a rated capacity of 10 or less (one driver and nine passengers) must be used. (If the van has a capacity greater than 10, it is considered a "school bus" and must be designed and equipped as such.) Have the staff sponsor or another school district employee drive the van. As vans are different from cars, provide driver training related to safely driving and loading the van.

3. Charter bus

If school buses are not available, a recognized charter bus service can be used. Be sure to get a certificate of insurance naming the school district as an additional insured on the bus company's liability insurance policy.

4. Private vehicle

The use of private vehicles is not recommended, because the school does not have much control over private vehicles. Because of the lack of control, the school will need to make efforts to ensure the safety of its students while riding in private vehicles. These efforts include:

a. Volunteer driver selection, screening and training

Ensure volunteer drivers:

- Are at least 21 years old
- Have a valid driver's license
- Are criminally screened as specified in RCW 43.43.830 (use the *School Volunteer Disclosure Form*) and/or have passed a Washington State Patrol fingerprint criminal screening
- Have completed the *School District Volunteer Driver Checklist* (this form checks the above and asks for insurance and driving record information)
- Understand that the vehicle's liability insurance is primary
- Have received a copy of the *Guidelines for Volunteer Field Trip Chaperones*
- Are provided all relevant field trip information

b. Vehicle insurance

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Private vehicle drivers should provide proof of vehicle insurance with minimum liability limits of \$100,000 per person/\$300,000 per accident and \$50,000 property damage. (Washington law requires limits of at least: \$25,000 of bodily injury or death of one person in any one accident; \$50,000 of bodily injury or death of any two persons in any one accident; and \$10,000 property damage in any one accident.) This information is available on the vehicle's insurance policy, and is a part of completing the *School District Volunteer Driver Checklist*.

c. Vehicle inspection

The volunteer driver completes the *School District Volunteer Driver Checklist* form. The "Vehicle Inspection" portion of this form asks basic vehicle safety questions. The school administrator checks the completed form on the day of the trip.

If not in a school bus, children less than eight years old must be restrained in child restraint systems, unless the child is 4'9" tall or taller. (For example a child car seat, booster seat, vest, or other restraint that is federally approved for use in the car.) A child, who is eight years old or older, or 4'9", must be properly restrained either with the vehicle's safety belt or an appropriately fitting child restraint system. Children under 13 years old must be transported in rear seats where it is practical to do so.

d. Specific parental permission

When students will be transported by adult volunteer drivers, written parental permission to ride with a designated volunteer driver must be obtained from all students who will ride with the volunteer drivers.

e. Student driving themselves and other students

- i. If students will drive themselves, the student's parent/guardian must give specific written permission.
- ii. If students will drive other students (which is strongly discouraged), volunteer driver requirements and vehicle insurance and inspection (as above) must be followed. Specific written parental permission from both the driver's and the rider's parents must be obtained.

f. Parent provided transportation

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A parent/guardian may elect to transport their student to and/or from the field trip. If the student is transported via means other than arranged by the school, the parent/guardian must release the District from any and all liability that may arise as a result of this alternate means of transportation.

The *Field Trip Transportation Release Form* may be used for this purpose. For some non-curricular events (such as clubs), the school may require students to provide their own transportation to and from the activity. To reduce liability to the school district in the event of a loss during parent provided transportation, school staff should take no role in such arrangements.

5. Walking

Determine the safest route to/from the school and the place(s) to be visited. When determining a safe route, consider the time of day, lighting, sidewalks, weather conditions, intersections, traffic, neighborhood, and any other factors that could affect student safety. Increased supervision may need to be provided to keep all students in sight of an adult supervisor.

6. Air transportation

Commercial airlines are often used when travelling long distances. Any air travel other than by commercial airline should be approved by the district's Risk Manager/Safety Officer. Remember that air travel is traditionally excluded from school district insurance coverage. The flyer may want to purchase additional insurance.

7. Water transportation

Transportation on/over water can be provided by boat, ferry, raft, canoe, or kayak, among other means. Water travel using motorized or non-motorized watercraft over 26 feet in length is traditionally excluded from school district insurance coverage. Ensure that the company that owns/operates the water vessel has adequate liability insurance, and if possible have the company add the school district as an additional insured. If the vessel is owned and operated by the State of Washington, such as a State ferry, proof of insurance is not required.

8. Other means of transportation

- a. City bus - Requires closer student supervision and designated money handling procedures

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- b. Train – Railroad liability would be carried by the railroad and not a part of school district insurance coverage
- c. Rollerblading, skateboarding or bicycling – Ensure students are trained and properly equipped. Participants must wear safety helmets. When bicycling, have a plan in case bicycles break down and can no longer be ridden. Ensure adequate supervision of all students.

F. Providing food on field trips

Be sure to specify how food and drink will be provided in the *Field Trip Description with Itinerary* and/or the *Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form*

If meals, snacks and/or drinks are provided on a field trip, they can be provided in several ways:

1. Brought from home by the students

For day trips, students may bring bag lunches that do not require refrigeration. These lunches need to be safely stored during transport. Most field trip locations have specific areas for large groups to eat lunch, and many have special rules for this area. These rules should be identified and communicated with parents/guardians.

2. Provided by the school and taken on the trip

Make arrangements in conjunction with food services. Safely store food and drink during transport. Be aware of students with food allergies and special dietary requirements. Stay away from food or drinks that require refrigeration as these need special preparations.

3. Provided by the facility the group is visiting or cooked by the group at the facility

Some facilities are equipped with kitchens. The school may have a choice of menu items. Be aware of students with food allergies and special dietary requirements. If students and school staff will prepare food, state food handling certification is required.

4. Provided by stopping at restaurants

If the plan is to stop en route, choose the restaurant prior to the trip and inform parents/guardians of the choice. Students must be supervised

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while eating, and while moving to and from the restaurant. Let students know where they should keep money for the meal.

G. Overnight field trips - housing

1. Arrangements

Prior to the trip, arrange sleeping accommodations for the students and chaperones. Make sure chaperones and room assignments are gender-specific, and roommates are close in age.

2. Supervision

Special consideration should be given to the number of chaperones on an overnight trip. Additional chaperones may be needed. Ensure students have supervision at all times while on a school sponsored field trip. If chaperones will not sleep in the same rooms as students, discuss how students will be supervised in their rooms, such as a room check every 30 minutes until the students are asleep.

3. Inspection

If possible, inspect the proposed housing before deciding to use the facility. In lieu of inspection, obtain recommendations from an approved travel agency or another school that has used the facility.

4. Providing information to parents/guardians

Communicate housing information, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s) to both parents/guardians and students. Be sure to specify the housing and sleeping arrangements in the *Field Trip Description with Itinerary* and/or the *Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form*.

H. Parental information and consent

Related Forms: Sample Field Trip Description with Itinerary, Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form

1. Inform parents/guardians

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- a. Inform parents in writing about planned field trip activities, hazards and risks. (See the *Sample Field Trip Description with Itinerary*.) Provide a way that parents can ask questions about the trip.
- b. For more involved field trips such as out of country or overnight stays, provide a more formal opportunity for questions, such as an informational meeting for parents/guardians. Discuss applicable information regarding the proposed trip, including the following:
 - Purpose of the trip and relation to the curriculum or activity program
 - Budget and fundraising
 - Proposed detailed daily student itinerary
 - Arrangements for chaperones
 - Proposed travel arrangements
 - Proposed housing arrangements
 - Proposed eating arrangements
 - Rules of conduct for students
 - Reminder that district policies apply, including the prohibition on drug or alcohol use
 - Parent information and permission requirements
 - Fees and spending money
 - Emergency procedures
 - Potential personal safety risks
 - Information related to foreign travel, including immunizations required, passports, laws related to drugs (including prescription drugs), and appropriate conduct in a foreign country

Keep records of dates of meetings, number in attendance, and handouts/information given.

2. District policies apply

Ensure parents, students and chaperones understand that district policies and procedures pertaining to pupil conduct, discipline, and rights apply to pupils while on field trips, and that parents will be responsible for getting the student back home if the student breaks the rules. Rules on field trips are the same as required of students within the school confines. Students violating school conduct rules on a field trip are subject to the same disciplinary action as would apply if they were on school property.

3. Related documents

Ensure necessary documents are received by the parent/guardian, returned to the school, and permission/emergency forms are reviewed by the school before the trip. Information sent to parents/guardians should include at least the following:

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- a. A letter from the school about the field trip
 - b. Field trip details and itinerary, listing means of transportation and housing arrangements (if applicable)
 - c. Things for a student to bring and not bring on the trip, including type of clothing needed
 - d. Field trip permission form (informed consent)
 - e. Health information/emergency contacts/permission for emergency treatment form
4. Repeat similar activities

A single permission form can be used for the same activity occurring several times on regular basis (such as a choir performing at various locations) if the field trip itinerary lists the details of the different events (locations, dates, times, means of transportation, etc.).

I. Student preparation and chaperone training

Related Forms: Sample Field Trip Description with Itinerary, Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form

1. Pre-trip training for both students and chaperones

Have the field trip sponsor(s) provide a pre-trip orientation for the students and chaperones that might include the following topics:

- Behavior expectations, including the fact that school behavior and discipline rules apply on field trips
- Activities the students will be participating in
- Acceptable areas for the student to enter at the facility
- Special hazards that have been identified
- An itinerary of the trip
- A general map of the area
- The importance of washing hands after activities (especially if handling toxic substances or petting animals)
- The importance of staying with the group
- What to do if separated from the group
- Procedures for walking in high traffic areas
- Use of the buddy system
- Other related information

2. Clothing and equipment

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Provide special clothing or equipment if needed. If the district does not provide it, notify the parent/guardian of the student in advance that they will be responsible for providing the required clothing or equipment needed for the trip. Check each participant for proper clothing and equipment on the day of the trip to ensure it is provided.

3. Valuables and money

Arrange for security of people and possessions (if needed) or encourage students not to bring valuables.

4. Student accident insurance

Medical insurance or student accident insurance is recommended for every student. The school district may choose to purchase student accident insurance, which includes field trips.

5. Chaperone responsibilities and training

a. Proper supervision

One of the duties owed to students in school and on field trips is proper supervision. The main purpose of supervision is to help protect students from injury or diminish the risk of student injury. Adults do not automatically have the skills necessary to appropriately supervise students. Teach chaperones applicable school district policies and procedures and their duties and responsibilities. Proper supervision has four basic components:

i. Presence and attentiveness

- Being with students at all times, and keeping students easily in sight. (If one of the chaperones cannot see the students, the students are not being properly supervised.)
- Not becoming distracted from duties.
- Being physically able to participate in the activity as needed.

ii. Student behavior monitoring and intervention

- Being knowledgeable of and consistently enforcing school rules and policies.
- Restricting students from leaving the group, from roughhousing, horseplay or other inappropriate behavior.

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- Taking appropriate action when rules are not followed or a student is in danger.
- iii. Hazard surveillance and intervention
 - Being risk-conscious (prioritizing attention into the areas where accidents are most likely to occur).
 - Checking the areas visited, and appropriately addressing hazards.
 - iv. Responding appropriately to emergencies
 - Handling emergencies that occur properly to reduce potential injury and damage. This involves having a CPR/first aid certified staff member who is readily accessible.
- b. Provide general guidelines and behavior expectations for chaperones (such as the *Guidelines for Volunteer Field Trip Chaperones*)
 - c. Familiarize chaperones with field trip specific emergency procedures, how to get assistance, and whom to contact in the event of an emergency. Review any medical concerns with the staff and chaperones so they are informed of medical issues before an emergency occurs.

J. Handling emergencies on field trips

One of the duties owed to students is prompt and appropriate emergency medical care.

1. Types of emergencies that can occur on a field trip
 - Lost or missing student
 - Medical emergencies, including serious injuries
 - Natural disasters, such as inclement weather
 - Abduction of a student
 - Physically dangerous acts, illegal acts, overt defiance, or serious disciplinary problems (breaking school rules)
2. Actions to take when an accident occurs and a student is hurt
 - Never fail to give aid (err on the side of caution)
 - Due to the possibility of neck and spinal injury, do not move the student
 - Summon professional medical attention

SCHOOL FIELD TRIP PROCEDURES

- Report the accident to the school staff member
- Administer first aid as trained
- Make sure the injured child is always attended by an adult
- Contact the school administrator and parents/guardians as soon as possible
- Do not discuss who will pay for medical care and do not admit liability
- Complete an accident report

Be sure to follow school district policies and procedures!

3. Emergency communication

Provide a method for communication in the event of an emergency (such as a cell phone), and have an alternate method if the primary means doesn't work.

Provide phone numbers for field trip staff to use to contact a school administrator on a 24-hour basis in an emergency. Contact a school administrator promptly in the event of an unusual incident and any student injury. Allow the school administrator to contact parents/guardians in serious situations.

4. First aid trained chaperones

At least one staff member or chaperone should be certified in first aid and cardiopulmonary resuscitation (CPR). If the students will be separated, more than one chaperone may need to be so certified.

5. Emergency equipment and trained staff

Take a first aid kit and other emergency and lifesaving equipment/tools with the group.

- a. Provide lifesaving equipment, such as an extension pole, ring buoy with line, blankets and whistle, for events occurring near water or involving swimming or boating. Provide at least one certified lifeguard for water events.
- b. If the trip involves hiking, be prepared for unfamiliar surroundings and situations. Staff should bring along the ten hiking essentials: extra clothing, extra food, first aid kit, sunglasses, cutting implement, fire starter, matches, flashlight, map, and compass/GPS. Other supplies may include extra water, nylon cord, and a multipurpose tool.

6. Access to student health information

SCHOOL FIELD TRIP PROCEDURES

Obtain student health information (medical conditions, medications, allergies, etc.) related to potential needs on the field trip. Medical emergency cards/information/permission for treatment for each student must accompany the group with a copy kept at the school

7. Distribution of medications

At least one staff member on the trip must be trained to distribute prescribed medications according to school district procedures and how to properly secure medications on the trip. Over-the-counter medications (Ibuprofen, Kaopectate, Tylenol, Benadryl, Tums, etc.) also require a district medication form signed by both parent and physician and the medication must be properly labeled by the parent.

K. Field trips near water or involving swimming and boating

1. Specially trained supervision

- a. For field trips involving swimming activities, the activity should be under the direct supervision of a certified lifeguard.
- b. For boating activities involving canoeing, kayaking, rowing, sailing and power craft, the activity should be under the direct supervision of an instructor trained in the craft type being used. The sponsor should be familiar with existing water conditions and the route traveled.

2. Special equipment

- a. For water-related activities, provide lifesaving equipment such as extension poles, ring buoy with line, blankets and whistles.
- b. Students involved in boating activities must wear Coast Guard Approved Lifejackets or Type I Approved Personal Floatation Devices. These will be worn in a properly fastened manner at all times during the activity.
- c. Each type of craft shall have the emergency and safety equipment required by the authority having jurisdiction. This may include: fire extinguisher; horn, whistle or bell; anchor; navigation lights; craft registration, number and decals; visual distress signal.

3. Limited insurance coverage

Be aware that when students are in a boat, no liability insurance coverage is provided for the school district on vessels 26 feet in length and over. Ensure that the owner/operator of the boat has appropriate and adequate coverage and request certificates of insurance prior to using his/her services.

SCHOOL FIELD TRIP PROCEDURES

L. Field trips in remote locations or hiking

For field trips in remote or wilderness areas, be prepared for unfamiliar surroundings and emergency situations. If possible, the sponsor should review the map of the trail, hike the trail in advance, and evaluate all emergency procedures before the trip. Obtain the proper permits for hiking.

1. Specially trained supervision

For field trips in remote locations, the activity should be under the direct supervision of a person with wilderness survival experience.

2. Special equipment

- a. Make sure participants have appropriate clothing, such as sturdy shoes and a jacket, for the field trip.
- b. Staff and students should bring these essential pieces of equipment: extra clothing, food and water, first aid kit, sunglasses, multi-tool or “Swiss Army” knife, fire starter, matches, flashlight, map, and compass. (For safety reasons, you may want the chaperones to carry the knives and matches.) The group may also choose to bring along the following items: water treatment capsules, toilet paper, sunscreen, insect repellent, ground insulation, space blankets, tube tent, whistles, GPS and cell phone. Medical supplies may include a snakebite kit.

3. Emergency communications for remote locations

- a. Ensure chaperones are aware of the nearest accessible medical station and telephone service and have appropriate emergency phone numbers in their possession.
- b. Ensure that the local area authorities, such as forestry or park officials, have been informed about the field trip and location or route used.

4. Staying together, and what to do when lost

- a. All participants must know safety and emergency procedures and what to do if they become separated from the group.
- b. Students use the buddy system.
- c. All participants will have a whistle, compass and map on their person, and are instructed as to the use of these aids should they become lost.

SCHOOL FIELD TRIP PROCEDURES

M. Field trips involving animals

Field trips can sometimes include animals if the field trip involves visiting farms, zoos, or riding animals.

1. How students can be hurt around animals

Students can be hurt by being kicked, stomped on, walked on, bitten, crushed, stamped, pecked, thrown off, rammed, or gored.

2. Safety rules and practices

Go over specific safety rules of being around animals. Teach students that animals are sometimes unpredictable. Safety rules include:

- a. Keep calm around animals
- b. Learn how to approach animals so you don't startle them
- c. Do not touch an animal unless instructed how and where
- d. Maintain a way out in case the animal acts up
- e. Do not put your hands in cages
- f. Do not feed animals directly with your hands.

3. Other guidelines

- a. Follow instructions of the animal owners/handlers
- b. Supervise students closely around animals
- c. Have students wash their hands after touching the animals
- d. Do not go near poisonous animals

N. Outdoor education field trips

Outdoor education is a part of experiential education - "learning by doing," and can involve activities such as high and low ropes courses, rock climbing, white water rafting, canoeing, cross country skiing, caving, camping and nature photography. Schools usually choose an outdoor education program that is sponsored by a facility or company outside the school district. Involve the district's risk manager/safety officer for outdoor education experiences.

1. Risk information and insurance

Obtain information on the risks and dangers of the activities and the student's expected responsibilities. Send this information, the parental consent form and the activity-specific medical disclosure form to parents/guardians. All contracted outdoor education programs must carry liability insurance. Ensure that the program's hold harmless clause does

SCHOOL FIELD TRIP PROCEDURES

not ask for a complete release of liability, which extinguishes the parent and student rights in the event of the program's negligence. The district's insurance cooperative will review hold harmless clauses upon request.

2. Safety program

Safety guidelines are available from Association for Experiential Education (AEE) Safety Practices in Adventure Programming and the Cradlerock Outdoor Network High and Low Ropes Courses Manuals, as well as other organizations. An outdoor education program should follow standard safety practices that include the following:

- Program safety policy and specific safety guidelines applicable to both staff and participants
- Safety management plan for activities
- Emergency communication and procedure
- Accident reporting and recordkeeping
- Accident response kit, including a first aid kit available for all activities
- Equipment inspection and preventative maintenance program
- Qualified staff with current training
- Adequate supervision (a minimum of two staff members is recommended for a group activity)

Have an experienced staff member visit the facility and review its safety practices before scheduling the field trip.

O. Foreign field trips

These guidelines are *in addition* to the district's usual field trip procedures; many of the previously mentioned procedures also apply to extended and foreign field trips.

1. School board approval

Obtain approval from the school board before talking to students and parents about the proposed trip. Have the school board formally approve proposed plans for student travel out of the country. Discuss the proposed plan with the parents/guardians of the students participating, either in writing or verbally through group meetings. Keep records of the dates of these meetings, the number of parents in attendance, and any handouts/information. Provide parents/guardians and students with a planned itinerary for the trip, including at least the following information: departure time, place, major events/activities, travel arrangements, planned stops, time for return, and place for return.

SCHOOL FIELD TRIP PROCEDURES

2. Use of outside sponsoring groups

District sponsored out-of country field trips can be handled with or without outside organizations providing travel, housing and curriculum plans and insurance protection.

If the district decides to use an outside company to sponsor the foreign field trip, screen the tour company for the following:

- a. Reputable company with a good safety record
 - i. Ask the tour company about their safety record
 - ii. Call other school references that have used the tour company

- b. Has adequate liability insurance
 - i. At least \$1 million limits liability insurance (minimum coverage) from reputable insurance company
 - ii. International coverage (at least countries being visited)
 - iii. No impairment of aggregate limit (no recent large losses)

- c. Can offer protection for the district
 - i. Names district as additional insured on liability policy
 - ii. Indemnification (hold harmless) provision in contract protects district

Note: The district's general liability insurance covers claims for damages or suits brought in the U.S.A. (including its territories) and Canada only.

- d. Tour company screens vendors (subcontracted tours, hotels, land transportation, agencies) they use:
 - i. For current evidence of liability insurance, at least \$1 million limits
 - ii. For good safety record (loss history)
 - iii. For good performance

- e. Has written emergency procedures in place for all aspects of the tour

In both informational meetings with students and parents and in written materials, provide details of the trip, including locations to be visited, major activities including tours, travel arrangements, housing/sleeping arrangements, eating arrangements, suggested clothing and equipment, and insurance protection. Clearly outline the activities that the district is controlling and those provided by the tour company. Be careful what types of representations the district is making.

SCHOOL FIELD TRIP PROCEDURES

When the district makes the choice to include an outside sponsoring organization (i.e., Foreign Exchange Programs), many of the risks and liabilities are transferred to that organization. As the sponsoring organization has experience in the preparation, planning and participating in out-of-country activities, it is versed in the potential “pitfalls” that can result in potential injuries, accidents, and travel delays and discomforts. It should have secured protection from such risks by purchasing insurance to provide protection for the activity and students. It should have developed screening programs for host families, housing, and travel and for agencies that it has contract with for other services. It may have connections that provide valuable assistance in making the foreign trip an enjoyable experience.

If district staff chooses to make the plans without the use of an outside agency, it is important that it carefully plan ahead. Consult the school board policy to assure compliance.

3. Information about foreign countries

Provide information about traveling in a foreign country. Discuss potential safety risks of the particular country being visited with the students, parents/guardians and chaperones prior to departure. Ensure that students and chaperones have the proper immunizations, identification (passports, visas, etc), and knowledge of laws specific to the country regarding drugs and prescription medication.

Review information from the U.S. Department of State International Travel website at: http://travel.state.gov/travel/travel_1744.html for tips on traveling abroad, requirements for U.S. citizens, and for travel warnings. Consult with the local Consulate office of the foreign country for specific requirements of visitors to that country.

Advise non-US citizens to determine their immigration status before entering a foreign country and to take appropriate credentials with them. Advise all other students to take appropriate identification.

4. Land transportation

Prior to taking a vehicle to a foreign country, or renting a vehicle, obtain information related to automobile insurance requirements and make arrangements in advance to purchase proper automobile coverage. The district should purchase full coverage, including physical damage (comprehensive and collision coverage), for any vehicle that it assumes responsibility for through a rental agreement.

SCHOOL FIELD TRIP PROCEDURES

Identify designated drivers. Obtain Motor Vehicle Reports on all designated drivers, prior to the trip to ascertain if designated drivers have good driving records. Never allow students to drive motorized vehicles during a trip or to ride with an unauthorized individual. Know the foreign country's driving rules.

All occupants in vehicle must use seatbelts. Vans with seating capacity in excess of nine passengers, plus driver are not to be used to transport students.

Decide if charter carriers are to be used, and if so, confirm they have at least \$1 million in liability insurance coverage.

5. Air transportation

Make travel arrangements in accordance with established district procedures. Purchase trip cancellation insurance coverage if the trip is not planned by an outside organization. If the trip is planned with the use of an organization, confirm it provides coverage for trip cancellation.

6. Housing

Housing of students in private homes will be approved ONLY if organized and sponsored by a host organization. Otherwise, the cost of housing must be obtained.

Determine room arrangements for students and chaperones. Make sure chaperones and room divisions are gender specific.

Housing information, including name, address and telephone number(s) of the proposed housing unit(s) must be communicated to both parents and students.

It is advisable that pre-inspection of the proposed housing be made, prior to deciding to use the facility. In lieu of pre-inspection, recommendation from an approved travel agency, the Automobile Club or other school that has used the facilities is advised.

7. Insurance outside of the U.S.

a. For students

Student accident insurance companies can provide coverage for medical insurance claims that happen outside the United States. This is secondary coverage, but is advisable.

SCHOOL FIELD TRIP PROCEDURES

b. For staff

Workers' compensation covers employees injured in the course of employment in most countries in the world. However, some medical providers may need to be paid for services at time of rendering.

c. For the district

Check with the district's insurance cooperative for liability coverage outside of the United States; coverage may extend for claims presented in courts in Puerto Rico and Canada. Purchase International Travel Liability Insurance to insure protection if a third party is harmed or alleged to be harmed and suit is brought in a foreign country.

d. Consider other insurance

- i. Baggage and property insurance
- ii. Tour Cancellation and Interruption Insurance

8. Informational meetings for students and parents/guardians

Pertinent information regarding the proposed trip must be discussed with parents and they must be allowed to state their opinions individually. Informational meetings should include details of the trip including:

- A detailed itinerary
- Travel and housing arrangements
- Suggested clothing and equipment
- Emergency procedures
- Budget and fund raising activities
- Rules of conduct
- Arrangements for chaperones
- Advisor/chaperone responsibilities
- Potential safety risks
- Permission requirements
- Insurance protection
- Medication procedures

Provide information related to travel in a foreign country such as:

- Required immunizations
- Passport procurement
- Required personal identification
- Laws specific to that country regarding drugs and prescription medications

SCHOOL FIELD TRIP PROCEDURES

- Travel Warnings issued to describe long-term, protracted conditions that make a country dangerous or unstable
- Advise aliens, including exchange students, to determine their immigration status before entering a foreign country and to take appropriate credentials with them.

Keep records of dates of meetings, number in attendance, and handouts/information given.

For more information about these guidelines, please call the Southwest Washington Risk Management Insurance Cooperative at (360) 750-7504.

SCHOOL FIELD TRIP PROCEDURES RELATED FORMS

The *School Field Trip Procedures* that precede this section of forms provide detailed guidance for many aspects of planning and executing field trips. They serve as both a reference for field trip sponsors and a training tool for staff new to conducting school field trips.

This section contains the related forms that will be used by field trip sponsors. These forms briefly summarize many aspects of the procedures that follow. They can be photocopied and used as is, or amended for use at your school. Electronic copies can be obtained from the Risk Cooperative at ESD 112.

Following is a list of, and brief descriptions of, the forms that are part of these procedures:

* *School Sponsored Field Trip Preliminary Approval Form*

This two-page form, to be completed by the sponsor, provides enough information so the principal can give preliminary approval for the field trip

* *Field Trip Checklist*

This three-page form guides the sponsor through the steps of arranging a field trip to help ensure that everything is completed in a timely manner.

* *Field Trip Description and Itinerary Form*

This form helps sponsors fully describe the field trip. Included is a *Sample Field Trip Description with Itinerary* so the sponsor has an example of a fully completed form.

* *Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form*

This form combines the basic field trip information, medical/emergency information, and informed consent, so there is only one two-page form that parents/guardians need sign for to give permission for their children to participate in the field trip.

* *School Volunteer Disclosure Form*

This form provides an easy way for schools to do some preliminary criminal screening of volunteers to be involved in school field trips.

SCHOOL FIELD TRIP PROCEDURES RELATED FORMS

* *School District Volunteer Driver Checklist*

This form facilitates volunteer driver screening and vehicle inspection for volunteers who drive their own vehicles on field trips.

* *Guidelines for Volunteer Field Trip Chaperones*

These two pages provide some general guidelines for chaperones, and a place for the chaperone to provide emergency contact information.

* *Field Trip Student Roster Form*

This form can be used for attendance purposes. Once completed, the form can also be sent to the school nurse so she/he can advise the field trip leader of any student health issues.

* *Field Trip Release Form*

This form is used in the event that the student's parent/guardian is transporting the student to and/or from the field trip.

**SCHOOL SPONSORED FIELD TRIP
PRELIMINARY APPROVAL FORM**

School: _____

Trip destination(s): _____

Date(s) of trip(s): _____

Departure time: _____ am/pm Return time: _____ am/pm

Club/Sponsor(s): _____

Educational benefit of the trip:

Activities planned during the trip:

Related brochures/information attached? Yes _____ No _____

Preliminary trip itinerary attached? Yes _____ No _____

Does field trip involve any of the following: Yes _____ No _____

- | | |
|--|---------------------------|
| * Swimming, boats, or in/around water | * Animals |
| * Remote locations/hiking | * Air travel |
| * Outdoor education | * Motorized activities |

Estimated # of students: _____ Age level of students: _____

Student/chaperone ratio: _____ # of chaperones needed: _____

Any special qualifications of chaperones needed? Yes _____ No _____

List those special qualifications: _____

Means of travel: School bus (preferred), # needed? _____

Other (list): _____

**SCHOOL SPONSORED FIELD TRIP
PRELIMINARY APPROVAL FORM**

Food provided how? _____

Housing needed? Yes _____ No _____

If yes, what type and where? _____

Details of proposed budget and how trip will be financed:

Will fundraising be needed? Yes _____ No _____

(If yes, attach a fundraising plan)

Date Submitted: _____ Sponsor's Signature: _____

Reviewed field trip plan with principal on: _____

The following is needed:

Preliminary administrative approval received:

Date Approved: _____ Principal's Signature: _____

Submit to Superintendent or School Board for approval? Yes _____ No _____

Superintendent or School Board approval received on: _____

FIELD TRIP CHECKLIST

School: _____

Date(s) of Trip: _____

Trip Destination: _____

Sponsor: _____

The following list assists the sponsoring staff member through the field trip process. Please see procedures for specific information regarding each item.

DATE DONE	STEP 1: INITIAL PLANNING (8 WEEKS BEFORE TRIP) <i>(See "School Sponsored Field Trip – Preliminary Approval Form")</i>
	Determine and document the educational benefit of the field trip (curriculum-related study, interscholastic athletics, and co-curricular activities)
	Develop a description of all activities; include transportation, housing, and eating plans; list unusual aspects of the trip; include all related brochures
	Estimate the planned number and ages of participating students and chaperones needed
	Determine proposed costs and funding
	Develop a preliminary itinerary of activities
	Identify if the field trip has special hazards, including on/in/near water, in remote locations/hiking, involving animals, and/or outdoor education; avoid high-risk activities
	Review field trip plan with principal
	Secure principal's preliminary approval to conduct the field trip, and to conduct fundraising if applicable (seek school board approval for fundraising if needed)
	Submit to Superintendent or school board for approval if needed (for overnight, out of area [over 50 miles], or out of country field trips)
	Receive preliminary Superintendent or school board approval
	Review procedure for fundraising, and develop a plan including fundraising activities, a plan for assisting the students who are unable to pay their own expenses, and a method for return funds if not used for the trip
	STEP 2: DETAILED PLANNING (8-2 WEEKS BEFORE TRIP)
	Contact place(s) being visited to make preliminary arrangements (if needed)
	Evaluate the field trip site for potential hazards, special requirements of location and activity, and accommodations
	Review all contracts and insurance requirements; ensure insurance for out of country field trips (the principal reviews and signs any contracts and all forms)
	Arrange for transportation: <ul style="list-style-type: none"> • If school bus or van, submit request to transportation • If other, check with risk manager/safety officer for guidelines

FIELD TRIP CHECKLIST

	Arrange for housing and assess suitability of housing (if overnight stay); consider same sex sleeping needs
	Arrange for food services (if needed)
	Develop a detailed itinerary
	Identify risks associated with this field trip
	Address unusual aspects of trip with risk manager/safety officer
	Determine adult supervision needed and arrange for chaperones: <ul style="list-style-type: none"> • ensure adequate number based on the type of activities planned and the age of the students for developmental appropriateness; ratio approved by school administrator • ensure qualified for special needs (first aid trained, lifeguard, etc.) • ensure criminally screened • ensure they received district chaperone guidelines
	Arrange for needed equipment and supplies, including emergency equipment
	Meet with school nurse to plan medication needs/dispensing for students; arrange for distribution of special medications on the field trip (trained staff and secured medications)
	Assemble parent information/permission packet: <ul style="list-style-type: none"> • letter home to parents • detailed itinerary of activities • permission forms (informed consent, emergency treatment, medical conditions) • list of things students can and cannot bring, appropriate dress
	If academic competition is involved, submit to principal for approval: <ul style="list-style-type: none"> • written criteria and guidelines used to select participants in academic competitions • written communications used to inform parents and students of the academic competition and of the governing guidelines
	Obtain final administrative approval
	If a substitute is required, submit request to principal
	Arrange an informational meeting for parents (for overnight, out of area, or out of country field trips)
	Arrange for supervision of students who opt out of the field trip
	STEP 3: FINAL ARRANGEMENTS (2 WEEKS BEFORE TRIP)
	Provide field trip information to parents including: <ul style="list-style-type: none"> • letter home to parents • detailed itinerary of activities • permission forms (informed consent, emergency treatment, medical conditions) • list of things students can and cannot bring, appropriate dress
	Provide orientation for chaperones, and ensure adequate supervision will be available
	Confirm transportation

FIELD TRIP CHECKLIST

	Confirm housing (if needed)
	Confirm food services (if needed)
	Confirm arrangements with place(s) to be visited (if needed)
	Confirm availability of needed equipment and supplies
	Confirm arrangements for special medications
	STEP 4: FINAL CHECKS (DAY OF TRIP)
	Confirm there is adequate adult supervision for the trip; check the number and types of chaperones
	Check attendance
	Ensure adequate transportation
	<p>Ensure parental permission is obtained and emergency information is available:</p> <ul style="list-style-type: none"> • Every student has returned the parent permission/emergency medical form • Provide the school office with a copy of the signed field trip permission form/emergency medical form for each student (the original of these forms stay with the field trip sponsor) • A copy of the parent permission/emergency medical form for each student and staff member are kept with them
	<p>Review behavior and safety standards with students and chaperones before departure, including:</p> <ul style="list-style-type: none"> • reinforce school rules and expectations • the system of accounting for students and the use of the buddy system • review emergency procedures (for injury, accident, or inappropriate activity) • explain what to do if a student gets separated or lost from group
	Check emergency supplies and essential items for the trip
	If special equipment or clothing is needed for each student, ensure that it is provided
	Get medication for students from the office and ensure medications are secured
	Make sure that staff/chaperones on the field trip have a 24 hour phone number for administrators, and the school office/administrator has (cell) phone number of staff on the trip
	STEP 5: AFTER TRIP EVALUATION
	After the field trip, evaluate field trip procedures and the activities involved to ensure field trips in the future are safe

FIELD TRIP DESCRIPTION AND ITINERARY FORM

Date and times of trip:

Departure Date: _____

Return Date: _____

Departure Time: _____

Return Time: _____

Description of activities:

Number of students and adult supervisors:

Max. # students: _____

Min. # chaperones: _____

Transportation:

Provided by: _____

Food/drinks/snacks:

Provided by: _____

Where they will eat: _____

Housing:

FIELD TRIP DESCRIPTION AND ITINERARY FORM

Student "what to bring" list:

Appropriate dress:

Supplies and equipment for staff to bring:

Cell phone

First aid kit

FIELD TRIP DESCRIPTION AND ITINERARY FORM

Hazard assessment:

Potential hazards:

Emergency contact person at school during these activities:

Name & Title: _____

Phone number: _____

24-hour contact:

Name & Title: _____

Phone number: _____

Itinerary:

Est. times

Activities

<u>Est. times</u>	<u>Activities</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SAMPLE FIELD TRIP DESCRIPTION WITH ITINERARY

Date and times of trip:

Friday, May 31, 2009

Leave school at 8:30 a.m.; return to school by 3:30 p.m.

Description of activities:

Third grade day trip to Sandy Beach to study specific beach sea life (part of science curriculum)

Number of students and adult supervisors:

Maximum of 60 students, with a minimum 12 chaperones and 1 certificated staff member

Note: One chaperone needs to be first aid trained, and one needs to have certified water rescue skills

Transportation:

By school bus

Food:

Students to bring their own bag lunches

Housing:

N/A

Student "what to bring" list:

Non-refrigerated lunch and drink

Clothes for beach walking, including footwear for wading

Towel

Sunscreen (if needed)

Appropriate dress:

Clothing appropriate for weather (warm clothes in case of cold weather or rain)

SAMPLE FIELD TRIP DESCRIPTION WITH ITINERARY

Supplies and equipment for staff to bring:

Cell phone
First aid kit
Plastic bags to put collected beach life in
Blankets for the beach
Water rescue equipment
Non-water hand cleaner
Beach toys (balls, frisbee, etc.)

Hazard assessment:

Potential hazards: slips, trip and falls, disease, bites or poisoning from animals or fish, sand in the eye, shells, wood or other debris causing cuts or splinters, sunburns, hypothermia, drowning, getting lost or separated from the group, getting caught in high tide, sudden inclement weather

Emergency contact person at school during these activities:

Penelope Potts, Secretary, Good Times Elementary School
Phone #: (360) 555-5555

24-hour contact: N/A

SAMPLE FIELD TRIP DESCRIPTION WITH ITINERARY

Itinerary:

<u>Est times</u>	<u>Activities</u>
8:00 am	Meet at school, review of rules, double check: chaperones, supplies, permission slips, lunches, clothing
8:15 am	Board school buses (2), stow lunches, take roll call
8:30 am	Leave for Sandy Beach
10:00 am	Arrive at beach parking area, rest stop at beach entrance (leave lunches on bus)
10:15 am	Take roll call, split into six teams of not more than 10 students each with two chaperones per team, and walk to designed area on the beach (not more than 1/2 mile from the parking area)
10:45 am	Search the beach in shallow (not more than knee high) water looking for beach sea life; when found, identify sea life and carefully place it in plastic bags provided by the chaperones
11:30 am	Return to parking area, take roll call, wash hands at rest stop, get lunches from bus
11:45 am	Spread blankets and eat lunch on beach; when lunch completed, supervised free time on beach for students (in limited area)
12:15 pm	Take roll call and break into teams again, walk to second area on beach
12:45 pm	Search the beach in shallow (not more than knee high) water looking for beach sea life; when found, identify sea life and carefully place it in plastic bags provided by the chaperones
1:30 pm	Return to bus parking area, wash hands in restrooms, board buses, take roll call
1:45 pm	Leave Sandy Beach for school
3:00 pm	Arrive at school
3:15 pm	Return to classroom
3:30 pm	Go home via normal transportation

**PARENT/GUARDIAN FIELD TRIP
PERMISSION/EMERGENCY INFORMATION/INFORMED CONSENT FORM**

Field trip information

I hereby give my permission for _____
(Name of student)

who attends _____
(Name of school)

to participate in a field trip to _____
(Destination)

on _____ from _____ to _____
(Date) (Time departs) (Time returns)

for the purpose of _____

Class/Club/Team: _____

Staff contact: _____ Phone #: _____

Transportation for this activity will be provided by:

District bus/vehicle
 Other (specify) _____

Food will be provided at/by: _____

I received a detailed itinerary of the trip _____ Yes _____ No

I received a list of things the student should/should not bring _____ Yes _____ No

Medical/emergency information

Student home phone #: _____ Date of birth: _____

Student's Address _____

Family Physician: _____ Phone #: _____

Does the student have any medical or physical condition, medication information, or allergies which could interfere with the student's safety? _____ Yes _____ No

If yes, please describe:

**PARENT/GUARDIAN FIELD TRIP
PERMISSION/EMERGENCY INFORMATION/INFORMED CONSENT FORM**

In the event of an emergency (injury, illness, unforeseen incident), I wish the following person to be notified in case I cannot be contacted:

Name: _____ Relationship: _____
Phone #: _____ Alternate phone #: _____

Informed consent

As the parent/guardian of the above named student, I have read the field trip itinerary and I understand that there are risks of physical injury associated with participation in these activities.

I authorize qualified emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to the above named student. I understand every effort will be made to contact me to explain the nature of the problem prior to any involved treatment. In the event it becomes necessary for the school district staff-in-charge to obtain emergency care for my student, neither he/she nor the school district assumes financial liability for expenses incurred because of the accident, injury, illness and/or unforeseen circumstances.

These activities are an extension of the school education program and student conduct is to be in accordance with the school’s published rules and regulations.

_____ *Signature of parent/guardian* _____ *Date*

_____ *Printed name of parent/guardian*

_____ *Parent/guardian work phone* _____ *Home phone #* _____ *Cell phone #*

I pledge that my conduct will, at all times, reflect credit upon myself, my parents, and my school. I understand that the school rules of conduct apply while on the trip.

_____ *Signature of student* _____ *Date*

SCHOOL VOLUNTEER DISCLOSURE FORM

To help ensure the safety of Washington's school children, pursuant to RCW 43.43.830 through 834, all volunteers who will or may have unsupervised access to children with this school district must complete the following disclosure statement. This information will be used only in determining whether to accept you as a volunteer, and will not be used or disseminated for any other purpose. Further, the school district may request your fingerprints to obtain a report of your conviction record through the Washington State Patrol.

Note: "Convicted," as used in this document, means found guilty of any misdemeanor, gross misdemeanor, or felony crime in a court of law, including instances in which a plea of guilty or nolo contendere is the basis for the conviction, or any proceedings in which the charge has been deferred from prosecution under Chapter 10.05 RCW or the sentence has been deferred or suspended.

a. Have you ever been convicted of any crime against children or other persons?

"Crime against children or other persons" includes any of the following offenses:

- Aggravated murder
- First or second degree kidnapping
- First, second, or third degree assault of a child
- First, second, or third degree rape of a child
- First degree arson
- First or second degree manslaughter
- Indecent liberties
- Vehicular homicide
- Communication with a minor
- Simple assault
- First or second degree criminal mistreatment
- First or second degree custodial interference
- Malicious harassment
- Criminal abandonment
- First or second degree sexual misconduct with a minor
- Violation of child abuse restraining order
- Selling or distributing erotic material to a minor
- First or second degree murder
- First, second, or third degree assault
- First, second, or third degree rape
- First or second degree robbery
- First degree burglary
- First or second degree extortion
- Incest
- Prostitution
- Felony indecent exposure
- First degree promoting prostitution
- Unlawful imprisonment
- Sexual exploitation of minors
- Child abuse or neglect as defined in RCW 26.44.020
- First or second degree custodial sexual misconduct
- First, second, or third degree child molestation
- Patronizing a juvenile prostitute
- Child buying or selling
- Promoting pornography
- Custodial assault
- Child abandonment

or any of these crimes as they may be renamed in the future.

YES () NO ()

b. Have you ever been convicted of crimes or found by a court in a protection proceeding under chapter 74.34 RCW to have abused or financially exploited a vulnerable adult?

"Crimes relating to financial exploitation" means a conviction for first, second, or third degree extortion; first, second, or third degree theft; first or second degree robbery;

SCHOOL VOLUNTEER DISCLOSURE FORM

forgery; or any of these crimes as they may be renamed in the future. Abuse to include (mental, physical, sexual, neglect, and abandonment)

YES () NO ()

c. Have you ever been convicted of crimes related to drugs?

"Crimes relating to drugs" means a conviction of a crime to manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

YES () NO ()

d. Have you ever been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor?

YES () NO ()

e. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?

YES () NO ()

f. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person?

YES () NO ()

If your answer is YES to any of the above, please describe and provide the case number(s), date(s) of the conviction(s) or finding(s), jurisdiction(s), and the sentence(s) and/or penalty(ies) imposed. If a conviction has been the subject of an expungement, pardon, annulment, or certificate of rehabilitation, please specify. (Use the rear of this sheet, and attach additional sheets if necessary).

INFORMATION PROVIDED: YES () NO () N/A ()

Under penalty of perjury, I certify that the above information is true, correct and complete. I understand that my service to the school district may be terminated for any misrepresentations or omission in the above statements.

Signature: _____ Date: _____

Printed Name: _____

Address: _____

SCHOOL DISTRICT VOLUNTEER DRIVER CHECKLIST

TRIP INFORMATION

DATE: _____ SCHOOL: _____

PURPOSE OF TRIP: _____

DATE OF TRIP: _____

TRIP IS TO: _____

TRIP IS FROM: _____

MAXIMUM # OF STUDENTS TO BE TRANSPORTED IN VOLUNTEER'S VEHICLE: _____

DRIVER SCREENING/INSURANCE REQUIREMENTS

NAME OF DRIVER: _____

VEHICLE YEAR/MAKE/MODEL: _____ LIC #: _____

Please respond to each item with a "YES" or "NO" answer:

YES/NO

_____ I am older than 21 years of age.

_____ I have a valid Washington State driver's license.

License #: _____ Expiration Date: _____

_____ I have had no vehicle moving violations or at-fault accidents within the last three years. If you have had any, please list: _____

_____ I carry minimum auto liability limits of \$100,000 per occurrence and \$300,000 aggregate combined single limits of liability (or \$100,000/\$300,000 Bodily Injury; \$50,000 Property Damage) and uninsured motorist coverage.

Company: _____ Policy #: _____ Exp. Date: _____

_____ I am aware that, in the event of an accident while on a school-related activity, any claims will be tendered to my personal automobile insurance company, and my insurance is primary.

(Continued)

SCHOOL DISTRICT VOLUNTEER DRIVER CHECKLIST

VEHICLE INSPECTION

Please respond to each item with a "YES" or "NO" answer:

YES/NO

- _____ There is a working seat belt for the driver and each passenger, and I enforce the wearing of seat belts by all.
- _____ My vehicle's brakes, including the emergency brake, are in good working order.
- _____ My vehicle's tires have a legal tread depth (at least 3/32").
- _____ My vehicle's brake lights, turn indicators, and headlights are in good working order.
- _____ My vehicle's windows are clear and provide an unobstructed view for the driver.
- _____ My vehicle has functioning rear view mirrors (center and left side).
- _____ My vehicle has no other physical defects that would interfere with the safety of the driver and passengers.
- _____ My vehicle has a rated capacity of ten passengers or less.
- _____ If my vehicle has dual airbags, I will not seat children under 12 years old or small persons in the front passenger seat.

The above information is true and accurate to the best of my knowledge. I hereby give my permission for a copy of my personal Motor Vehicle Report to be ordered and used in consideration of my transporting students during field trips.

Signature of Volunteer Driver

Date



ADMINISTRATIVE REVIEW

- _____ If the volunteer will drive for more than one day, the district has obtained the information to order a motor vehicle abstract (three-year comprehensive record) from the Department of Licensing.
- _____ If the volunteer will drive for more than one day and will have unsupervised student contact, the district has obtained the information to order a Washington State Patrol background information check.
- _____ All students have parental permission to ride with a volunteer driver.
- _____ All "NO" responses have been addressed satisfactorily.

I have reviewed the above information and this driver and vehicle are approved for this trip.

Signature of Administrator/Designee

Date

Guidelines for Volunteer Field Trip Chaperones

Thank You for Your Support!

This School District believes that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones like you, many field trips would not be possible. We thank you very much for giving your time and support to these important activities.

In order to help ensure that District-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone

Because student safety is paramount concern, Washington State law requires the District to conduct a criminal record background check of school volunteers with unsupervised access to children. To accomplish this, all volunteers must complete the following forms yearly:

- School Volunteer Disclosure Form
- Washington State Patrol Request for Criminal History Information

The District also requires that volunteer chaperones be at least 21 years old.

Guidelines for Volunteer Chaperones

Prior to your field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member or the building principal/program manager.

1. All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with District policy, during District sponsored events, chaperones:
 - may not use, sell, provide, possess, or be under the influence of drugs or alcohol
 - may not use tobacco in the presence of, or within the sight of, students
 - may not possess any weapon
 - may not administer any medications, prescription or nonprescription, to students
3. Students must be supervised at all times while at District-sponsored events. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.

Guidelines for Volunteer Field Trip Chaperones

4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in extra activities not pre-approved by administrators and parents.
5. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.
6. Family members or friends of a chaperone may not participate in a District-sponsored field trip or event unless prior approval has been obtained from the building principal. Additional small children can distract you from your duties as a chaperone.
7. Chaperones who transport students in their personal vehicle must complete the District Private Transportation for School Activities form. You are expected to comply with all District and State student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.
8. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

In the event that I have a personal emergency, please contact:

<i>Printed Name</i>	<i>Relationship</i>	<i>Daytime Phone</i>
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I acknowledge that I have received the copy of the "Guidelines for Volunteer Field Trip" Chaperones," have read these guidelines, and agree to comply with the guidelines as a school volunteer.

Name _____ Date _____

Printed Name

Name _____

Signature

FIELD TRIP STUDENT ROSTER FORM

DATE OF TRIP: _____

RETURN DATE: _____

EDUCATIONAL OBJECTIVE: _____

LOCATION: _____

SCHOOL/CLASS: _____

TIME OF DEPARTURE: _____

TIME OF RETURN: _____

1.

15.

2.

16.

3.

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28.

Approved: _____

Date: _____

Principal

FIELD TRIP TRANSPORTATION RELEASE

I, _____ hereby accept my

(Parent's name)

son/daughter _____ into my care. This

(Child's name)

releases the _____ School District from any duty or liability with

respect to the transportation of my son/daughter to and/or from the today's field trip.

Date of Field Trip: _____

Initial one or both:

_____ I will transport my student **to** the field trip.

_____ I will transport my student **from the field trip**.

Parent/Guardian Signature

Date

Note: It is recommended that all students be transported via school/site arrangements. It is the principal's discretion whether or not to allow students to be transported via another means of transportation. If the student is transported via means other than arranged by the school, the parent releases the School District from any and all liability that may arise as a result of this alternate means of transportation.