CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO
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BOARD ADMINISTRATIVE PROCEDURE
ADMINISTRATIVE PROCEDURE **201 Out of School Activities**
DIRECTIONAL POLICY **Nurturing and Protecting Catholic Education**

Title of Administrative Procedure:

Out of School Activities

Date Approved:

June 2026

Projected Review Date:

June 2031

Directional Policy Alignment:

CDSBEO recognizes the educational value for students to participate in Out of School Activities. Any approved school or CDSBEO organized educational activities involving students that takes place off school or CDSBEO property, should be seen as an extension of the curriculum and will be linked to the Ontario Catholic School Graduate Expectations (OCGE's). Out of School Activities provide students with experiential learning opportunities to discover diverse educational and natural environments, cultures, faiths, workplaces, and global perspectives.

Alignment with Multi-Year Strategic Plan:

The Out of School Activities Administrative Procedure supports our vision of creating welcoming, Christ-centered communities that foster safe, loving, and inclusive learning for all members of our Catholic school families and aligns with our Protecting and Nurturing tenets of our Multi-Year Strategic Plan. Well-planned Out of School Activities help students develop intellectual, spiritual, mental, physical, and emotional well-being in safe, diverse, respectful, and faith-filled learning environments.

CDSBEO Strategic Plan

Category Descriptions

Category 1 - One Day Out of School Activity

In addition to the following, refer to Section 1, "Planning".

- The school Principal has the authority to approve all excursions under Category 1.

The principal is responsible for determining the suitability of, and for approving, the proposed activity by namely considering:

- the relationship of the field trip to program objectives;
- class activities before and after the activity;
- the appropriateness of safety for the duration of the activity, given the students' age and development;
- the appropriate timing of the activity during the school year;
- the safety and supervision of students during the activity;
- the impact of the absence of the accompanying school staff (teachers, support staff, etc.) on the functioning of the school.

Category 2 - Overnight Out of School Activity

In addition to the following, refer to Section 1, "Planning".

- Approval of the Principal and Superintendent will be required.
- A detailed itinerary of the trip and a list of all members (students, staff, adult supervisors) of the group will be prepared with one copy to be kept at the school and another to accompany the group.
- The person in charge will have a list of all the names and telephone numbers (home and work) of the parents/guardians as well as that of the emergency contact person.
- School supervisors shall conduct room checks according to a schedule provided to the principal or have an external agency provide security.

Category 3 - Travel outside Canada or Travel Requiring Commercial Flights

In addition to the following, refer to Section 1, "Planning".

- The approval of the Executive Committee will be required for all travel outside Canada or travel requiring commercial flights.
- The principal will approve the activity and submit a copy of the form and all related documents to the School Superintendent for approval at least **one year** before travel.
- Staff organizers are to use CDSBEO approved providers, and they are encouraged to get multiple quotes for the desired itinerary.

- Cancellation insurance is mandatory for trips outside Canda, and all students must purchase the provider's insurance package to ensure consistency of coverage and to simplify staff support should there be a need for medical intervention. All participants must provide proof of medical insurance to participate in an international trip.
- Given that some countries may have different safety standards than Ontario, extreme caution should be exercised before planning any High Care Activities on an international excursion.

Action Required

1. Planning Requirements:

- Out-of-school activities must have a clearly defined Catholic educational purpose aligned with the Ontario Curriculum and the Board's vision. Teachers must obtain principal approval for the activity **prior to distributing parent permission forms**.
- Some activities are not permitted or require additional precautions. See **Appendix A** (High Care Activities, Activities Not Recommended, Activities Not Allowed).
- Fees must be calculated on a cost recovery basis. Financial support and alternative arrangements must be available for students with financial need and fundraising should be coordinated to support those who are unable to afford the trip.
- Planning must ensure appropriate accommodation for students with religious, medical, or accessibility needs.
- When planning and supervising all Out of School Activities, staff must refer to Ontario Physical and Health Educators Association (OPHEA) Ontario Physical Education Safety Guidelines. Some level of injury risk is inherent in any activity. High Care Activities involve increased risk and require additional safety considerations; safety equipment as listed in the OPHEA Safety Guidelines or require special certifications or qualifications for supervision.
- Where winter sports education activities and programs are planned, teachers are to follow the OSBIE Safety Guidelines for Winter Sports Education Programs for Winter Sports Education Programs which complement the Ontario Physical Activity Safety Standards in Education.
- Water-related activities require strict adherence to safety protocols (see Section 1.2).
- Medical information forms must accompany staff; however, health card numbers must not be collected. A contingency plan must be established for emergencies and medical needs.
- The principal will ensure that a contingency plan providing all medical and emergency measures is established (e.g., medical information form, first aid coverage, first aid kit, and medication for students with life-threatening allergies).
- Regular attendance checks are to be made to ensure that all members of the party are accounted for:
  - ✓ at the beginning and closing of each activity;

- ✓ at each gathering point; and
- ✓ each time students board/disembark.

- The CDSBEO Administrative Procedure - 416 Code of Conduct (416-Code of Conduct); must be followed by all students and staff on a field trip and ensure it is communicated to the student, parent/guardian, and school staff.
- Attendance at Sunday Mass on all weekend field trips is required.

1.2 Water and Swimming Requirements

- A swim test is required **before** the Out of School Activity and must be completed within the same school year. Tests must be conducted by a qualified lifeguard.
- Results must be communicated to parents and retained on file.
- Students with Bronze Medallion or higher certification may use this in place of a swim test.
- Swimming is permitted only in designated areas between sunrise and sunset.
- Hotel pool swimming requires:
  - a qualified lifeguard on duty
  - prior completion of a swim test
  - teacher supervision
- Non-swimmers must wear a properly fastened PFD during recreational swims.

1.3 Permission and Consent Forms

Parents/guardians must receive a full information package including:

- **Activity Information:** Students and parents must be informed of all details of the Out of School Activity. Parents must also be provided with details of the expenses associated with said activity. Expenses should include total costs and other expenses that might be incurred while attending, such as lunches, souvenirs, and snacks.
- **Permission Form / Informed Consent:** The Board requires that principals have the written consent of a parent or legal guardian prior to any student being granted permission to participate in any Out of School Activity. Schools should attempt to use this form (Appendix E, F or G) as an alternative to any Third-Party Liability Waiver. ***If the vendor insists on using their third-party liability waiver, please submit this waiver to your Superintendent at least one month in advance of when the waiver is required to be sent home to parents.***

If applicable, parents are also provided with the following:

- **Alpine Ski/Snowboarding Excursion**: Schools must use the Alpine Skiing/Snowboarding Form (Appendix I) for these purposes. This specific form, with both the signature of the parent/guardian and participating student, is to be retained

in duplicate: one copy for school file and one copy for the ski resort.

1.4 Staff Requirements

- All staff participating in Category 2 or 3 activities must submit an Informed Consent/Permission Form (Appendix G). Completed forms are to be held on file at the school.
- Staff must have appropriate qualifications and certifications.
- A designated "Supervisor in Charge" must be appointed for every activity.
- Staff must not share personal student information with volunteers except when necessary for safety.
- Family members of staff **may not** participate in overnight excursions.

1.5 Transportation

- Approved carriers include school buses, coach buses, and public transportation such as trains, airplanes, and subways. Large (12-15) passenger commuter vans **shall not be used** for any type of travel for students.
- In the event of school bus and special vehicle cancellations on any given school day for reasons such as, but not limited to inclement weather, transportation to the Out of School Activity will be cancelled, and the Out of School Activity must be postponed.
- Private vehicles may be used only with an approved **Volunteer Driver Authorization Form** (Appendix H).
- Students must **never** transport other students.
- Students choosing to drive themselves to an Out of School Activity are not considered to be doing so under the direction of any agent of the Board.

1.6 Supervision Requirements

- Supervision ratios must meet or exceed those in **Appendix B**. Safety of pupils during any Out of School Activity is the first priority to consider planning.
- Supervisors must include at least one male and one female should the trip include both male and female students.
- Supervisors must hold appropriate qualifications for the activities which they are supervising. At least one supervisor should know of emergency first aid procedures for all Out of School Activities. High Care Out of School Activity must have an appropriately qualified supervisor with first aid certification.
- Where there are two or more supervisors, one supervisor who shall be an employee of the Board, will be designated by the principal as "in charge." This individual will have responsibility for making decisions in the event of adverse conditions or emergencies. In some circumstances, the staff person in charge will be given authority, by the principal or superintendent, to dismiss the student and so inform the student's parents, who will be responsible to meet their child at a location determined by the principal or

supervising teacher. A written report of the incident will be prepared by the staff member in charge of submission to the principal.

- Volunteer supervisors must have valid criminal background checks (VCS) submitted to the office prior to supervising any students. The supervisor in charge is responsible for ensuring that this has occurred and that all volunteers are familiar with the itinerary, CDSBEO Code of Conduct, and any potential safety concerns.
- Staff are not permitted to share personal student information with any volunteers except when necessary for student safety. Volunteers should never be asked to take on duties for which they are not qualified to perform.
- Family members of CDSBEO staff supervising Category 2 and/or 3 Out of School Activity are not eligible to participate in the excursion.
- Overnight supervision/security is required for all overnight stays. A supervision schedule for hallway monitoring and designated emergency contact throughout the night must be submitted to the principal prior to departure, unless supervision throughout the night is being provided by a security company acquired by the tour operator or the school.
- When lodged in overnight accommodations, the supervisor in charge should review with the participants the evacuation plans and procedures to be followed in case of fire or other emergencies.

1.7 Emergency Plans

- For all Category 2 and 3 Out of School Activities, an Emergency Plan will be developed by the in-charge supervisor that will address medical, personal, weather, and disciplinary emergencies. And reviewed by the principal.
- The plan will establish a clear and precise communication procedure for informing parents in a timely and appropriate fashion in the event of an emergency. In case of an accident or student injury, First Aid, medical attention, and/or Emergency Medical Services must be engaged immediately.
- A sample Emergency Plan can be found within the OPHEA Safety Guidelines, as an appendix (https://safety.ophea.net/tools-resources); however, in the event of an emergency once the principal and parents/guardians have been contacted, the Family of Schools Superintendent must be contacted immediately if the accident is deemed serious and requiring medical attention. Within 24 hours of a serious accident, an Incident Report Form should be submitted as per OSBIE regulations. If a student is ill and/or injured, they must NOT be sent home or to the hospital unaccompanied.
- Emergency contact information for each student must be in the possession of the supervisor in charge at all times, with a copy left for the principal and the supervisor in charge must report all injuries (staff or student) to the principal within 24 hours of the incident.

1.8 Insurance & Contractual Agreements

- All Category 2 and/or 3 Out of School Activities will ensure the trip includes mandatory travel insurance. **Day trips to Quebec** are not included in this requirement.
- Any Out of School Activity hosted by a third-party provider should require the third party to provide the School Board with Evidence/Proof of Insurance.
- Any Out of School Activity where the third-party provider has requested from the School Board a) or b) specified below, must follow the process specified under this section.

a) Evidence/Proof of Insurance or
b) Certificate of Insurance & Additional Named Insured

a) Evidence/Proof of Insurance:

This is a document that validates the School Board has a valid insurance policy in effect. It may be requested from the third party when a school activity is;

- Taking place at a public premise or
- To ensure the insurance policy meets a contractual obligation (i.e. a clause in a contract that stipulates a minimum of $2 million Liability coverage be carried by the Board, etc.).
- The premise owner will indicate the School Board must show proof of a specific amount of insurance ($2 or $5 Million Liability coverage).
- To obtain Evidence/Proof of Insurance, please visit the **"OSBIE Proof of Insurance"** app on mycdsbeo.com.

b) Certificates of Insurance & Additional Insured:

A third party will request to be added temporarily as an Additional Insured to the School Board's insurance policy when;

- A School Board activity is on the third-party premises.
- By adding the third party as an Additional Insured to the School Board's insurance policy, the School Board is "lending" their insurance to that outside party and accepting legal liability for actions of the third-party.
- The need for a Certificate of Insurance & Additional Insured, should be demonstrated through a Contractual Agreement (i.e. permit, agreement, contract, etc.) between the third party and the School Board. The contract must be issued in the name of the Catholic District School Board of Eastern Ontario, 2755 Highway 43, Kemptville, ON K0G 1J0.
- To obtain a Certificate of Insurance, please complete the **"Request for OSBIE Certificate of Insurance"** app on mycdsbeo.com. This form must be submitted one month in advance of the Out of School Activity.
- Contractual Agreements should be sent to your superintendent at least one month

prior to the Out of School Activity. Where a Contractual Agreement stipulates a Certificate of Insurance & Additional Insured is required, the Contractual Agreement must be uploaded to the Request for Certificate of Insurance on mycdsbeo.com. Contractual Agreement between the third party and the School Board must be issued in the name of the Catholic District School Board of Eastern Ontario, 2755 Highway 43, Kemptville, ON K0G 1J0. The agreement should not be in the school's name. **Upon approval, all Contractual Agreements will only be signed by the Director of Education/Superintendent of Business & Treasurer.**

1.9 Hospitality and Gifts Guideline

- No excursion planners, organizers or supervisors shall accept monetary gifts, and/or travel credits or travel benefits from tour operators, with the exception of travel, accommodation and meals included in the tour package for those individuals leading the excursion and designated supervisors required to satisfy the supervision ratio.

Responsibilities

The Board of Trustees is responsible for:

- ensuring that this Administrative Procedure is in alignment with the Directional Policy: Nurturing and Protecting Catholic Education;
- reviewing this Administrative Procedure to ensure compliance.

The Director of Education is responsible for:

- ensuring that this Administrative Procedure is in alignment with the Directional Policy: Nurturing and Protecting Catholic Education;
- reviewing this Administrative Procedure to ensure compliance;
- Reviewing and approving all Out of School Activity Approval Forms for Category 3 - Travel outside Canada or Travel Requiring Commercial Flights.

Superintendents of Schools are responsible for:

- Ensuring principals are consistent with the application of this Administrative Procedure;
- Reviewing and approving all Out of School Activity Approval Forms for Categories 2 - Overnight Out of School Activity and/or Category 3 - Travel outside Canada or Travel Requiring Commercial Flights.

Principals are responsible for:

- Ensuring that all elements of this Administrative Procedure have been addressed;
- Reviewing and approving all Category 1 - One Day Out of School Activity requests,

- Ensure the following for all Category 2 - Overnight Out of School Activity that require additional approval are submitted to the Superintendent's office **one month** prior to the activity:
  - ✓ Appropriate Category Approval form;
  - ✓ Copy of the proposed communication to parents seeking permission for their child to participate in the trip;
  - ✓ Copy of Emergency Response Plan;
  - ✓ External waivers or releases from external organizations, if any;
  - ✓ Contractual Agreements where third-party providers are requesting Board to sign.
- Ensure the following for all Category 3 - Travel outside Canada or Travel Requiring Commercial Flights are submitted to the Superintendent's office **one year** prior to the activity:
  - ✓ Appropriate Category Approval form;
  - ✓ Copy of the proposed communication to parents seeking permission for their child to participate in the trip;
  - ✓ Copy of Emergency Response Plan;
  - ✓ External waivers or releases from external organizations, if any;
  - ✓ Contractual Agreements where third-party providers are requesting Board to sign.

<u>Prior to the Out of School Activity</u>

- Ensuring that the appropriate swim test is conducted, and all students and parents/guardians informed of the results prior to the Out of School Activity;
- Maintaining emergency contact information for all staff and students participating;
- Shortening, cancelling, or terminating at any time if the activity cannot proceed or be completed in a safe or satisfactory manner, due to weather or other circumstances;
- Ensure that the Family of Schools Superintendent is provided with the following:
  - ✓ the list of students and adults participating in trips over holiday periods
  - ✓ emergency contact information

<u>After the Out of School Activity</u>

- Maintaining a file of each field trip taken by any group in the school, for a minimum of two calendar years. Each file shall contain the details of the trip, including copies of consent forms, and be available for review by senior administration.

Teachers and Staff are responsible for:

- Planning Out of School Activities in accordance with the guidelines in this Administrative Procedure;
- Reading the appropriate sections of this Administrative Procedure, completing all necessary forms to ensure that the requirements for supervision and safety are followed;
- Submit a School Planning Checklist to the principal.

<u>Prior to the Out of School Activity</u>

- Ensuring that all students participating in an Out of School Activity have the appropriate forms signed by parent/guardian prior to departure;
- Ensuring all supervisors, volunteers and participating students have a common understanding of what is expected during the Out of School Activity, in alignment with the Board's Code of Conduct (416-Code of Conduct);
- Submitting a list of all students and adults attending an Out of School Activity to the school office. The list should include medical and emergency contact information for each student;
- Providing the office with an alternate plan and assigned classroom location for students not attending the Out of School Activity;
- Ensuring all staff members and volunteers are aware of special medical considerations of students, and the corollary necessity for medications, dietary restrictions and/or other health devices required to be brought on the Out of School Activity (e.g., epi-pens, insulin pump, inhaler, etc.);
- Ensuring supervisors have the required, current qualifications and certification and valid vulnerable sector checks (if volunteer);
- Arranging for the appropriate swim test to be conducted by a qualified lifeguard, if water activities are involved, prior to the Out of School Activity;
- Sharing swim test results with the student and parents/guardians and principal; and ensuring test results are kept on file at the school;
- Ensuring students who do not pass the swim test are not allowed to participate in activities in, on or in close proximity to water and that they are provided with alternative supervised activities.

During the Out of School Activity

- Ensuring supervision requirements are followed according to the approved Out of Schools Activity form;
- Informing the principal of alternative plans, or any changes to the itinerary, at any time during the Out of School Activity;
- Bringing copies of the emergency procedures and emergency contact information on the Out of School Activity;
- Checking road and weather conditions daily and being prepared to alter plans if necessary;
- Ensuring that when lodged in overnight accommodations, they review with the participants the evacuation plans and procedures to be followed in case of fire or other emergencies;
- Conduct room checks according to a schedule provided to the principal or have an external agency provide security.
- Refraining from smoking, using alcohol, or using drugs for the duration of the Out of School activity.

Parents are responsible for:

- Signing and submitting to the school office, applicable forms prior to any student participating in an Out of School Activity;
- Informing the school principal if there is any medical reason their child should not participate in the activity or if their child requires special attention during the activity;
- Reviewing the expectations of the Board's Code of Conduct (416-Code of Conduct) and of all Out of School Activities with their children;
- Any applicable losses or costs should their child engage in misconduct, including a breach of the Board's Safe School Policy and Code of Conduct.

Students are responsible for:

- Following all school rules, safety and behaviour expectations, and the Board's Code of Conduct (416-Code of Conduct) while participating in Out of School Activities;
- Listening to and following the directions of their teacher or supervisor including adhering to room assignments for overnight trips.
- Refraining from smoking, using alcohol, or using drugs for the duration of the Out of School Activity.

Volunteers are responsible for:

- Completing and submitting a valid Vulnerable Sector/Criminal Reference check;
- Understanding the supervision expectations of the Out of School Activity, as well as the Board's Code of Conduct (416-Code of Conduct);
- Modelling appropriate behaviour and dress; refraining from smoking, using alcohol, or using drugs for the duration of the Out of School Activity.

Progress Indicators

- Schools are providing well-planned, interesting Out of School Activities to enhance the learning of students.
- All Out of School Activities are planned according to the parameters and guidelines of this Administrative Procedure and are explicitly linked to and aligned with course/grade curriculum expectations.

Definitions

High Care Activities – are activities that involve increased risk and require additional specific safety considerations or require special certifications or qualifications for supervision.

Instructor – An individual who provides instruction on skills and possesses the required certifications. This role could be fulfilled by a teacher, parent/guardian/volunteer, or employee of an outside provider.

Lifeguard - An individual who is at least 18 years of age; who has the required certification; and who is responsible for the overseeing of swimmer safety.

Out of School Activities - are Out of School Activities organized by school personnel and are directed by a teacher/educator team. Out of School Activities involve leaving the school property and are for educational purposes, and may also include spiritual, recreational, and other components.

OPHEA - Ontario Physical and Health Educators Association. OPHEA has established The Ontario Physical Education Safety Guidelines, managed by OPHEA, which represents the minimum standards for risk management practice for school boards. They focus the attention of teachers, supervisors, and coaches on safe practices, in every activity, in order to minimize the element of risk. Safety Guidelines are available at www.ophea.net.

Risk Managed Activities - Some level of injury risk is inherent to any activity. The Ontario School Board Insurance Exchange (OSBIE) has developed guidelines to assist members of the Ontario School Boards' Insurance Exchange in identifying and managing the risks of school approved field trips or Out of School Activities. Information on Risk Managed Activities can be found in the OSBIE's Field Trip Risk Management Guidelines (OSBIE Field Trip Risk Management Guidelines (osbie.on.ca). School boards should only undertake to organize Out of School Activities in accordance with board policies/procedures and after careful assessment of the risk factors and their ability to manage those risks.

Related Documents

- School Planning Checklist - Out of School Activity
- Appendix A – High Care Activities, Activities Not Recommended, Activities Not Allowed
- Appendix B – Supervision Ratios
- Appendix C – Category 1 - Out of School Activity
- Appendix D – Category 2 - Overnight Out of School Activity and/or Category 3 - Travel outside Canada or Travel Requiring Commercial Flights
- Appendix E - Out of School Parental Permission/Informed Consent Form, Category 1
- Appendix F - Out of School Parental Permission/Informed Consent Form, Category 2 and/or 3
- Appendix G – Informed Consent/Permission Form for Education Trips, Categories 2-3 (over 18 years of age)
- Appendix H - Volunteer Driver – Authorization to Transport Students
- Appendix I – Alpine Skiing/Snowboarding Form

References

- OPHEA Safety Guidelines
- OPHEA – Elementary Skiing/Snowblading/Snowboarding Guidelines
- OPHEA – Secondary Skiing/Snowblading/Snowboarding Guidelines
- OPHEA – Secondary Outdoor Education Guidelines – Canoe Tripping
- OSBIE Safety Guidelines for Winter Sports Education Programs
- AP 1109 Purchasing Administrative Procedure
- Travel Industry Guidelines for School Trips