



**POLICY 8600**  
**FIELD TRIPS**

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**BACKGROUND**

The District is bound by legislation and policy to ensure a safe and healthy work environment.

In accordance with the *Workers Compensation Act*, it is the duty of the District, as the employer, to ensure the health and safety of all workers (<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/workers-compensation-act/part-2-occupational-health-and-safety#SectionNumber:Part2Div4Sec21>)

Policy 10000, Occupational Health and Safety, states,

The Board of Education (“Board”) is committed to providing a safe and healthy environment for its workers. To achieve this, our District has established and will maintain an occupational health and safety program designed to prevent injuries and disease. It is also a belief of the Board that the focus on health and safety will also benefit students and the general public by providing a safe and healthy environment for all.

Under the *Workers Compensation Act*, any field trip location is considered the “workplace”. Workplace is defined as “any place where a worker is or is likely to be engaged in any work and includes any vessel, vehicle or mobile equipment used by a worker in work” (*Workers Compensation Act* Part 2 Division 1 s. 13).

Given that field trip locations are workplaces, the employer, supervisors, and workers must be made aware of all known or reasonably foreseeable health and safety hazards to which they are likely to be exposed. The field trip proposal form identifies potential health and safety hazards for staff and students, and provides assurance to staff and families that all reasonable foreseeable hazards have been assessed and risks have been mitigated.

This policy, district practice, and accompanying forms demonstrates [due diligence](#).

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REFERENCES: [Youth Safe Outdoors](#)

DISTRICT PRACTICE 8600 FIELD TRIPS  
FORM 8600.1 ANNUAL PARENT GUARDIAN INFORMED CONSENT FOR OUTDOOR CLASSROOM ACTIVITIES  
FORM 8600.2 PARENT GUARDIAN INFORMED CONSENT AND ACKNOWLEDGMENT OF RISK FOR LOW RISK FIELD TRIPS  
FORM 8600.3 PARENT GUARDIAN INFORMED CONSENT AND ACKNOWLEDGMENT OF RISK FOR HIGHER CARE OUTDOOR, OPEN WATER ACTIVITIES, AND TRAVEL EXCURSIONS  
FORM 8600.4 PROPOSAL FOR LCOAL LOW RISK OFF-SITE ACTIVITIES  
FORM 8600.5 HIGHER CARE OUTDOOR AND AQUATIC ACTIVITIES, AND TRAVEL EXCURSIONS PROPOSAL

ADOPTED: February 1999

Amended: June 2003, February 2005, October 2008, June 2011, June 2013, November 2013, December 2017, October 11, 2022, September 12, 2023



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**POLICY:**

The Board of Education “Board” affirms the educational value of well-planned and supervised outdoor classroom activities, curricular, and extra-curricular field trips. The primary purpose of these trips should be to enhance the educational experiences of the participants. These experiences enrich the curriculum and provide opportunities for young people to develop their academic, intellectual, social and physical capabilities. Such trips will supplement the curricular and extra-curricular programs in schools.

In utilizing time from the instructional day, the public must be assured that the activities undertaken:

- (a) are, or can be, directly related to the tasks the public school is expected to perform in a relatively short school year;
- (b) cannot be more appropriately undertaken in out-of-school time;
- (c) have been planned to achieve specific curricular outcomes or educational aims.

For field trips to be of educational benefit to all students, it is necessary to ensure that all students demonstrate the ability to participate safely and abide by the expectations set out in the School and District Codes of Student Conduct.

The Board of Education supports outdoor classroom activities, low risk and higher care field trips and travel excursions.

**FIELD TRIP COMMITTEE OF THE BOARD**

The Field Trip Committee is made up of one trustee from each community. The committee meets once per month to review higher risk field trip applications and applications for travel excursions (international travel).

**The field trip committee is committed to supporting student experiences outside of the classroom. The review process is rigorous to always ensure student and staff safety in all locations.**

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