

# Cornerstone Christian Academy

## **Safety of Outdoor Education and Field Trips Policy**

The following Safety Guidelines have been put in place to ensure the safe participation of students and staff in all outdoor education and field trip activities. Alberta Education has given direction that each Private School develop specific appropriate guidelines to allow each school to participate in outdoor education and field trips in a manner that ensures staff and students are safe when they are involved in such excursions. The objective of this school policy is to ensure the safety of the Academy's Outdoor Education and Field Trips and have an appropriate template that will minimize risk and ensure safe participation for all concerned.

Outdoor education comprises the multitude of student activities that occur outside the school building. The playgrounds and sports fields, where the students regularly play, should be consistently safe and comply with CSA standards.

Field trips are an integral part of student education, and take place for various reasons, and at various locations throughout the Province.

1. All off campus field trips require parent written consent, knowledge, and understanding of all risks involved, and that every reasonable effort will be made by staff and supervisors to minimize these risk factors, and keep Students safe under all circumstances, during the entire duration of their field trip.
2. Guidelines for supervising staff's attitude and behaviours for each field trip will be consistent with established staff expectations and be reviewed with all trip supervisors and volunteers.
3. Guidelines for all students' attitudes and behaviours as they commit to being involved in School field trips, and represent themselves, their families and the Academy in a very public manner will be consistent with the expectations laid out in the student handbook.

### Reference

- Private School Regulations, Section 9(3) (a)
- CCA Student Handbook
- CCA Activity/Field Trip Request Form
- Sample Permission Form

# Cornerstone Christian Academy

## ACTIVITY / FIELDTRIP REQUEST FORM

1. If your trip requires the use of a bus a bus requisition form must be included with this request.
2. If your trip is High-Risk or Overnight it requires Board approval therefore request well in advance.
3. A copy of your consent/information letter must be attached to this form.

Teacher's Name: (PLEASE PRINT) \_\_\_\_\_

Date of proposed activity / fieldtrip: \_\_\_\_\_

Description of the activity / fieldtrip:  
\_\_\_\_\_  
\_\_\_\_\_

Expected learning result and alignment with curriculum:  
\_\_\_\_\_  
\_\_\_\_\_

Destination: \_\_\_\_\_

Address: \_\_\_\_\_

Time at destination: From: \_\_\_\_\_ To: \_\_\_\_\_

Departure time from school: \_\_\_\_\_

Departure time from destination: \_\_\_\_\_

Time of arrival back at school: \_\_\_\_\_

Number of students: \_\_\_\_\_ Class:# \_\_\_\_\_

Number of parents/adults: \_\_\_\_\_

Names of other staff attending: \_\_\_\_\_

Students need to bring a lunch: Yes \_\_\_\_\_ No \_\_\_\_\_

In charge of clean-up if necessary: \_\_\_\_\_

Students need to bring: \_\_\_\_\_

Cost per student for admission: \_\_\_\_\_

Cost for bus service: \_\_\_\_\_

Other costs: \_\_\_\_\_

Cost to School: \_\_\_\_\_

Total cost per student: \_\_\_\_\_

Request is hereby made for approval of the above activity / fieldtrip.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Administrator's Signature:

Approved

Not Approved

CCA SAFETY OF OUTDOOR EDUCATION AND FIELD TRIPS POLICY

Approval Date: July 2018

Revised: March 2022

Review Date: March 2022

# CORNERSTONE CHRISTIAN ACADEMY

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## Student Permission Form for <Title of Event> <Date>

Purpose of Trip: \_\_\_\_\_

Associated Risks: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ AB Health #: \_\_\_\_\_

By signing this form you grant permission for student to participate in the aforementioned activity and accept all associated risks.

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Parent/Guardian Name \_\_\_\_\_ Date: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_