



SO15 Out of Classroom Field Trips
and Excursions

Water Package
Manual

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Water Package Category II

Please refer to the inherent risk chart for approved student activities. In-province, departing and returning on the same day, involving activities of increased inherent risk.

Wave Pools, white water canoeing, kayaking and water slides (facilities that are primarily water slides) are not an approved board activity. For all approved water activities please follow all Category II requirements.

Category II	Approval	Timeline
Swimming Activities including but limited to: Hotel Pools, Public Pools, Lazy River, Camp/Campsites, Open Water	Principal, and Superintendent of Schools	One month Prior to Trip
Canoeing and Kayaking	Principal, and Superintendent of Schools	One month Prior to Trip

1. Supervision Ratio

- 1.1 Educational activities such as swimming and water sports involve increased elements of risk. On-site supervision is required for all water activities. Please refer to the OPHEA Safety Guidelines.

2. Responsibilities

- 2.1 Residential pools must not be used for any form of aquatic program.
- 2.2 Swimming in hotel pools is not permitted.
- 2.3 Emergency procedures must be outlined to students prior to entering the water.
- 2.4 For natural sites please refer to OPHEA Safety Guidelines for Outdoor Education-Swimming. For canoeing and/kayaking please refer to OPHEA Safety Guidelines for Outdoor Education-Canoeing/Kayaking.
- 2.5 It is the responsibility of the teacher to ensure that the supervision ratio and qualifications for lifeguards is followed as outlined in the OPHEA Safety Guidelines.
- 2.6 Standard safety equipment must be accessible at pool or water sited, e.g., signaling devices, reaching poles, spinal boards, throwing line(s), first aid kit.
- 2.7 For Extra-Curricular activities please refer to AM-08. (Swim teams)

3. Swim Test

- 3.1 The Principal must call the Public Pool Facility in advance to understand what the Facility's Swim Admission Standards are.
- 3.2 The Principal or Teacher must refer to the OPHEA Safety Guidelines to select the appropriate activity specific OPHEA swim test requirements for their trip/excursion.
- 3.3 The teacher must provide the activity specific OPHEA swim test requirements to the Head Guard conducting the test, along with the attendance sheet to record Pass/Fail status for each student. Swim Test results must be provided to the Principal or teacher in charge.
- 3.4 **For Excursions**, students must complete the OPHEA swim test upon arrival for their scheduled swim. Students who do not pass the OPHEA swim test must follow the Facility Swim Admission Standards.
- 3.5 **For Category II or III school trips** that include swimming, it is required that swim tests are conducted in advance; the only exception to this is for overnight camps where swim tests are conducted on site. Overnight camps where the swim test is performed on site must

provide a supervised alternative program in the event that there are students that do not successfully complete the test. Programming should be offered by the camp staff and information on the alternative programming is to be provided to the teacher in advance of the trip. Students who do not pass the OPHEA swim test will not participate in the Category II or III school trip.

- 3.6 The Head Instructor/Guard must be informed of any student having life-threatening allergies, a history of diabetes, asthma, heart conditions, convulsions, epilepsy, frequent ear infections, or a medical condition that may affect the student's safety in the water.

4. Multiple Event Trips and Short Excursions

- 4.1 For short excursions within normal school hours, a 'multiple-event' Informed Consent Form may be obtained at the beginning of the school year or semester (ie. neighbourhood walks, skating programs, or health and physical education programs, construction projects). (Appendix B)
- 4.2 For short excursions within regular school hours, trip supervisors must: follow classroom supervision ratios; have parental permission; consider age, ability and any required special supervision; consider transportation and number of students.

5. Insurance

- 5.1 For all water activities, please follow Category II Insurance requirements.

Water Package Category II Checklist			
Trip Destination: _____		Date of Trip: _____	
			✓
1.	Appendix A	Trip Approval Form	
2.	Appendix B	Student Informed Consent and Indemnification Form Completed	
1.	Appendix C	Release and Indemnification Form (18+ years of age) Completed	
3.	Appendix D	Volunteer Supervisor Release and Indemnification Forms Sent Home	
4.	Appendix D	Volunteer Supervisor Release and Indemnification Form Returned	
5.	Appendix E	If private vehicles will be used for transportation	
6.		Transportation arranged and outlined in Appendix A	
7.		Print off Insurance Declaration via PowerSchool and ensure all parents/guardians have completed the declaration.	
8.		Principal Approval & Signature Obtained	
9.		Money Collected	
10.		Coverage arranged for teacher's and supervision duties	
11.		Swimming Test is completed prior to water activity	
12.		Swimming Test Results are handed in to the Principal	
13.		Students who do not pass the test cannot take part in the trip; parents will be informed by the Teacher	
14.		Emergency Procedures outlined to students	
15.		OPHEA guidelines are met for all water activities	
16.		Plan in place for early return of a student and supervisor	
17.		Post-trip activities planned	
18.		Detailed Program Itinerary Provided to Principal	
19.		Provision for emergency first aid	
20.		Components of SO30 Management of Potential Life Threatening Conditions in Schools are planned for	

Teacher's Signature _____ Date _____

Submit to Principal prior to departure

*Please use Category II Forms