

Administrative Procedures Manual	Administrative Procedure 260 Appendix A
	Field Trip Approval Requirements
	APPROVED: September, 2013
Page 1 of 2	AMENDED/REVIEWED: October 2023; September 2019, May 2019 February 2019, October 2016, August 2016, January 2015
LEGAL REFERENCE:	Section 1, 11, 31, 52, 53, 196, 197, 222 Education Act Guide to Education ECS to Grade 12 Safety Guidelines for Physical Activity in Alberta Schools Safety Guidelines for Secondary Inter-School Athletics in Alberta Physical Education Safety Guidelines YouthSafe Outdoor Field Trip Safety for Alberta Schools

	Category 1 (Local)	Category 2		Category 3 (International)
		(Provincial)	(National)	
Trip Approval	Principal	Superintendent		Board
Trip Cancellation Authority	Principal	Superintendent		Board or Superintendent
Advanced Approval Notice	3 days	2 months		12 months
Parent / Guardian Consent	General Consent Notice – Form 260-2	General Consent Notice – Form 260-2		International Travel Consent Notice – Form 260-3
Detailed Itinerary	From Teacher to Principal	From Teacher to Principal to Superintendent		From Principal to Superintendent to Board
Parent / Guardian Meeting	No	If required based on the nature of the trip, at the discretion of the Superintendent		Yes
Grade Restriction	No	Grade 4 – 12 only		Grade 7 – 12 only International Travel Club – Grade 10 – 12 only
Medical/Health Insurance	Alberta Health Care Number (AHCN) on file	AHCN on file	AHCN on file, and Division Intrepid 24/7 Insurance	Division Intrepid 24/7 Insurance
Destination Risk Assessment	Yes – General	Yes – Detailed		Yes - Comprehensive
Emergency Response Plan	Yes – General	Yes – Detailed		Yes – Comprehensive
Trip Cancellation Insurance	No	No	Yes - through Division Intrepid 24/7 Insurance	Yes – through Division Intrepid 24/7 Insurance
Minimum Number of Supervisors	1	2		2

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Supervision

It is expected that an appropriate level of supervision is in place for all field trips off school property. The site must consider that there is an expected minimum level for in-town and out of town trips.

This may increase depending on the following factors:

- Increased risks (determined through a risk assessment i.e. trip takes place near a river or lake);
- larger number of students on the trip;
- participation of students with special needs on the trip;
- crowded venues; and/or
- trips that are new or unique for the school or the student population.

This is not an exhaustive list however please take these into account, as well as taking into consideration both the student age range and the nature of the activity.

MINIMUM STUDENT TO SUPERVISOR RATIO				
	Category 1 (Local day trip during School Hours)		Category 2 (Provincial/National) OVERNIGHT	Category 3 (International)
In-City Trips:				
ECS to Grade 3		12:1	N/A	N/A
Grade 4 to 6		12:1	N/A	N/A
Grade 7 to 8		15:1	N/A	N/A
Grade 9 to 12		25:1	N/A	N/A
Out-of-City Trips:	Low-Risk Activity	High-Risk Activity		
ECS to Grade 3	10:1	4:1	N/A	N/A
Grade 4 to 6	12:1	7:1	5:1	N/A
Grade 7 to 8	15:1	10:1	6:1	6:1
Grade 9 to 12	20:1	12:1	8:1	8:1