

POLICY AND PROCEDURES

POLICY NAME: Student Field Trips	POLICY NUMBER: 1.1.3	CATEGORY: Administration and Operations
RESPONSIBLE EXECUTIVE: President	APPROVAL AUTHORITY: Senior Leadership Team	EFFECTIVE DATE: February 9, 2021
NEXT FULL REVIEW DATE: February 8, 2026	REVISED: December 18, 2023	REPLACES:

Purpose

This policy establishes the process for the planning, organizing and supervision of student field trips approved by Coquitlam College (the College).

Scope

This policy applies to all employees and students at the College, and to all activities led, supervised, and approved by the College.

This policy is informed by all current relevant regulations and legislation.

Policy Statements

1. The College supports student field trips and other off-campus activities that provide relevant learning and experiences.
2. The College provides resources and support for the adequate planning, approval and administration that minimizes risk and promotes preparedness, safety and the well-being of all participants while on a field trip.
3. All participants in a field trip have a responsibility to familiarize themselves with the risks of the activity and to make informed decisions concerning their participation.
4. All participants, including guardian and parents for students under 19 years of age, have a responsibility to prepare themselves in advance of a field trip, and to conduct themselves in a safe manner.
5. Student field trips should be designed with accessibility and inclusivity in mind.
6. Student field trips should be consistent with curriculum and other learning outcomes.
7. An off-campus activity will not be approved if risks to students and/or employee safety have not been satisfactorily addressed.
8. An off-campus activity may be cancelled at any time if the Instructor, Activity Coordinator or President believes that risks to student and/or employee safety are, or have become, unacceptable.
9. All participants must adhere to the College policies whether the curricular or extra-curricular field trip is on campus or off campus.

10. The College will have semi-annual bus inspections on the College bus and qualified drivers will have a Class 2 driver's license.

Procedures

Planning:

11. All on-campus and off-campus activities must be confirmed at the beginning of the semester to allow planning by the Activity Coordinator and teaching staff.
12. Trips should be planned at least two weeks in advance. In the event of trips being cancelled due to unforeseen circumstances, instructors may reschedule with three days notice.
13. Curricular or extra-curricular field trips should not be scheduled to conflict with midterm or final exam dates.

Expenses:

14. Prior to taking students on curricular or extra-curricular field trips, instructors must receive authorization and clearance of expenses from either the Department Head, or the Activity Coordinator, or the President or Principal.
15. Generally, the College does not charge fees to students for curricular field trips. Any fees for field trips must be paid through the office.

Medical Insurance:

16. Current medical coverage is **mandatory** for all who take part in **any field trip**.
17. For the designated Senior Secondary and English Studies Field Trip Day, students who do not have medical coverage must be encouraged to purchase insurance; otherwise, an assignment must be given to be completed in class on the day of the trip.

Medical Provisions:

18. Student medical alerts are in the college health binder in the first aid room and will contain all medical requirements for students with a known medical condition.
19. Any prescribed medicine or over the counter medication must be supplied by the student/parent/guardian.
20. Instructors must be aware of the emergency treatment.
21. Emergency contact names and cell numbers will be provided at the time of field trips for after hour field trips.

Waiver Forms:

22. All participating students must complete and sign a Student Waiver Form for Off-campus Activity Form before embarking on an off-campus activity. The instructor in charge is responsible for collecting and submitting all signed student waiver forms to the Registrar's Office.

23. Other activities considered to be of some risk have waiver forms which **all** participants must sign.

Notification:

24. During the week of the curricular or extra-curricular field trip, instructors must post a list of students attending on the bulletin board in the staff room and may also send one by e-mail.
25. Students should be encouraged to advise other instructors that they will be away so that they may receive missed work.
26. The instructor in charge of the curricular or extra-curricular field trip must submit the Field Trip Form to the Registrar's Office before leaving the college.
27. Instructors are required to cross-reference with the office of any serious health issues related to students attending.

Class Coverage:

28. Senior Secondary and English Studies instructors are required to arrange coverage of missed classes and to provide class work / lesson plans for time away for extra-curricular trips.
29. Instructors should not miss more than two sessions of the same class per semester for extra-curricular trips.

Curricular Trips:

30. Field trips should be designed to be an extension/practical application of what is being covered in class. Although participation in these field trips is important, it should not be the deciding factor in whether a student passes/fails a course.
31. All Senior Secondary and English Studies students participating in curricular school activities which require them to leave Coquitlam College campus must sign a waiver form.

Risk Management

Before the trip:

Contact Information:

32. Instructors should leave their cell phone number with the office or use the College cell phone on the trip.
33. Students should also be advised of emergency contact phone numbers and the Coquitlam College number.
34. Instructors are strongly advised to get cell phone numbers of students attending and give their cell contact number to these students (to be used in emergencies / problem situations only).
35. For overnight or longer activities, if appropriate, addresses and phone number of any hotels or accommodations being used must be provided to all participants, the Activity Coordinator and the Registrar's Office.

Safety Assessment

36. Instructors must assess any potential risks involved in the trip and review risk management and safety procedures (avoidance / reduction of).
37. Instructors must advise students of responsibility, safety, contingency plans (if separated, lost, sick), student conduct and what to wear and bring.
38. In the event of emergencies/bad weather, instructors should have a plan B.
39. A supervision ratio of 12:1 is recommended; however, the nature of the activity and age of the students should be taken into consideration.
40. Any safety concern instructors may have, they should discuss them with the Activity Coordinator or President or Principal or designate.
41. All participants are responsible to assess their fitness to participate in off-campus activities and considerations that could affect their ability to participate in the activities and/or their ability to endure the potential physical demands of the activity.
42. All participants must adhere to all regulations stated by the College and the establishment.

Transportation:

43. If travel is arranged by or on behalf of the College, all participants must utilize that method of travel.
44. Students who drive a car on a curricular or extra-curricular field trip when they have been expressly told not to by their instructor/the trip organizer risk suspension or expulsion from their class or classes.
 - a. **For extra-curricular trips:** With the trip organizer's permission, students who are 19 years of age and over (with an "N") may drive themselves only to field trips. If they have a full licence, they may drive one other student 19 years or over if they have adequate insurance coverage. Nevertheless, student drivers of any category are not a preferred option. Instructors who wish to use this option should check with the Activity Coordinator or President or Principal or designate.
 - b. **For curricular trips:** All students must meet at the College at the start of the trip unless the student has received permission the instructor or the trip organizer. Students 19 years and over may be dismissed at a designated meeting place and time at the end of the trip. **Students should not be allowed to leave the trip early.**
45. There may be instances where transportation is not provided by the College in the post-secondary programs. In these instances, students are responsible for their own transportation to and from the off-campus activity site as well as ensuring that they adequate insurance coverage in the event of accident or mishap travelling to and from the off-campus activity site.
46. Staff members who drive students for any field trip or event must have at least \$3 million liability insurance coverage for their vehicle.

On the trip:

Attendance:

47. Field trip organizers will apply the ASTSBC Executive Summary of Mass Casualty Incident Best Practices and Recommendations in the College's policies and practices.
48. Instructors must have a list of all students present on the curricular or extra-curricular field trip with them. At the end of a trip, staff must ensure that all students are accounted for before they are dismissed.
49. If students who have not been attending class show up unexpectedly for a **curricular** field trip, they should be allowed to participate in the trip provided there is enough space for them on the bus or at the venue. However, when it is an **extra-curricular** trip involving risk (eg. skiing, hiking, ice skating), they may not take part in the trip and should be sent home/ back to the College.
50. Only students who are registered at Coquitlam College may participate in curricular field trips.
51. In general, if a situation arises when instructors are not sure how to deal with the student(s), the office should be contacted.

Bus procedures:

52. Organizers and/or bus driver will discuss bus safety and emergency exiting procedures with students. The following will be reviewed:
 - a. What safety measures are in place
 - b. Emergency exits
 - c. Always remain seated
 - d. No smoking or vaping
 - e. No hanging out of the windows
 - f. No luggage in overhead bins
53. On-going assessment of the trip and students should be carried throughout the trip to reduce risks.
54. A first aid kit is provided, and safety procedures are to be followed throughout the trip.
55. Employees who drive a bus for the College will meet the College's Safety Committee each semester to discuss any safety concerns or potential incidents that may arise.

Definitions

Curricular field trip: a related activity that takes place as an extension of the classroom learning condition and involves a trip that is away from the College.

Expenses: The cost required for something.

Extra-curricular field trip: an activity that is not linked to the educational programs and intended for students to participate to enhance their overall cultural, physical, and social experiences.

Waiver Form: A form signed by the participant releasing the owners of an event from liability if the person was injured while at the event.

Related Documents

[2.2.2 Student Non-Academic Conduct](#)

[ASTSBC Executive Summary of Mass Casualty Incident Best Practices and Recommendations in the College's Policies and Practices](#)

Appendix A: Field Trip Participation Report

Appendix B: Student Waiver Form

Appendix C: Coquitlam College Emergency Response Plan and Communications Protocol

Appendix D: Instructor-in-Charge Contact Information Form

A-1.1 Anaphylaxis Departmental Guideline

A-1.3 Epileptic Seizure