

ADMINISTRATIVE PROCEDURE

Students

Field Trips

STU #06

Revised: August 2026

Background

The Board's [Field Trips Policy](#) delegates to the Superintendent the responsibility of developing and implementing administrative procedures regarding offsite trips, excursions, and activities.

The Board of Trustees of Christ The Redeemer (CTR) Catholic Schools recognizes that learning experiences gained outside the school can complement and enhance classroom instruction and can provide a supplementary means for accomplishing both general and specific curriculum objectives. Field trips are an extension of the learning community and are planned in recognition of each student's inherent dignity as a child created in the image and likeness of God. Christ The Redeemer (CTR) Catholic Schools is committed to the careful supervision of students and the responsible stewardship of entrusted resources in support of meaningful, equitable learning experiences. This procedure is to ensure that these learning experiences are provided to students in a safe and secure manner, while following the Education Act and Alberta Learning Regulations and the recommendations of our legal advisor and our insurance carrier.

Procedures

1. These procedures apply to all school sanctioned activities of a co-curricular or extra-curricular nature in which students are off the school site.
2. Off-site activities must relate to the educational process, be connected to the Guide to Education, program of study, curriculum and learning outcomes and must take place within a context of attention to the safety and security of students, to risk assessment of the activities, and to protection of students, staff, parents, other volunteers and CTR Catholic.
3. The principal shall ensure adequate preparation and supervision for all off-site activities. Such supervision shall always include teachers, or a qualified staff member. A principal may authorize persons other than teachers to provide additional supervision or instruction when warranted by the nature of the specific activity.
 - 3.1. A teacher-in-charge, or a qualified staff member, must always be in place to provide oversight and planning. The teacher-in-charge, or a qualified staff member, must ensure that the activity is conducted in accordance with the approved plan and that supervision is available at all times and that assistant supervisors are prepared to deal with any emergencies that may arise.
 - 3.2. The supervisory arrangements will depend on the age, maturity, needs and ability levels of the students; the inherent risk of the activity and the circumstances of the particular activity.
 - 3.3. For high-risk/amber activities, competent instruction and supervision in these activities are mandatory. Competence may be established by virtue of a certificate from a governing body for an activity, or where certificates are not issued, competence may be recognized by virtue of experience and demonstrated expertise in the activity. The instructors must have liability insurance, as required by [SPHERes – School Physical Activity, Health & Education Resource for Safety](#).

- 3.4. The teacher-in-charge or a qualified staff member is responsible for acquiring sufficient awareness of and information about the proposed site(s) of the activity to make a risk assessment for the activity as detailed in the [Risk Assessment Form](#).
- 3.5. The teacher-in-charge, or a qualified staff member, shall ensure that training, preparation, orientation and expectations of all student participants and supervisors are provided.
- 3.6. An appropriately equipped portable first aid kit must be available to students when hosting events at the school and when traveling to other locations.
- 3.7. When necessary and whenever overnight accommodation is involved, activities involving students of both genders shall have supervisors of both genders.
- 3.8. Contingency plans must be in place in the event of cancellation, adverse weather and road conditions, or other conditions that may require a change to the original itinerary.
- 3.9. The teacher-in-charge, or a qualified staff member, shall ensure, when appropriate, that a list of student participants including telephone contact numbers, Alberta Health Care numbers, medication and medi-alert needs is accessible.
4. The principal must give or secure approval for all off-site activities in accordance with the procedures established by this administrative procedure. The principal has authority to approve all off-site activities within Alberta, whereas the Superintendent must approve activities outside Alberta, but within Canada. All international off-site activities must be approved by the Board.
5. Parent permission must be obtained for off-site activities, and in seeking this permission parents or guardians must be informed in writing of the following information about the activity:
 - 5.1. The purpose and educational objectives of the activity.
 - 5.2. The name of the teacher-in-charge and a contact telephone number.
 - 5.3. The name(s) of other supervisor(s).
 - 5.4. The date(s).
 - 5.5. The destination and, where necessary, a map of the area.
 - 5.6. A detailed itinerary, setting out the general nature and number of activities and dates and times and venues of each.
 - 5.7. Departure and return times.
 - 5.8. Mode(s) of transportation.
 - 5.9. Financial arrangements.
 - 5.10. Safety precautions.
 - 5.11. Level of direct supervision.
 - 5.12. The date of a parent information meeting about the activity, if planned.
 - 5.13. Any unusual factors such as rigorous physical activity, water-related activities or water sports.
 - 5.14. Any inherent risks and consequences associated with the activity ("inherent risk" refers to the hazard, danger, chance of injury, damage or loss that exists in something as a natural and inseparable quality or characteristic of that thing.)
 - 5.15. Safety precautions for dealing with risk situations.
 - 5.16. The need for any special equipment, clothing, food or personal items.
 - 5.17. A reminder that parents or guardians must inform the teacher-in-charge about any relevant medical conditions of the student.
 - 5.18. Emergency procedures to be followed in the event of injury, illness or unusual circumstances
 - 5.19. The need for additional medical insurance coverage, if applicable.
 - 5.20. Any other relevant information about the activity which may influence the parent or guardian's decision to withhold permission (e.g. a controversial museum exhibit).
6. Each student participating in an off-site activity must comply with the school's code of conduct and remain subject to the discipline policies of the school and CTR Catholic.

7. Where transportation is required for an off-site activity this shall be arranged in compliance with CTR Catholic's procedures on student transportation.
8. Off-site activities are not permitted that require travel time too long for the age of the students involved, that require inordinate expense or excessive absence from school, or that are prohibited/red activities as listed in Appendix I.
9. Off-site activities, which are not directly sanctioned by a school or CTR Catholic for instructional purposes, are the total and full responsibility of the planners, tour agencies and transportation agencies involved. They may not purport to be school-sanctioned activities and if any school personnel are involved; this must be made clear to the participants at the commencement of planning for such activities.
10. The use of alcohol, all forms of cannabis, tobacco, vapes, or restricted and/or illegal drugs by all participants, including staff members and volunteers is strictly prohibited during off-site activities, and applies to all off-site activities regardless of the circumstances, the age of the participants or local laws, customs and culture.
11. All supervisors should have access to immediate means of communication (e.g. cellular phone or two-way radio) in case of emergencies if circumstances warrant.
12. Schools should develop a comprehensive field trip schedule that supports the curricular objectives for each grade level.
13. The following criteria will be used in determining the approval of a proposed activity:
 - 13.1. Expressed educational value of the activity.
 - 13.2. Evidence of good planning, detailed itinerary and appropriateness of activities.
 - 13.3. Evidence that appropriate insurance is in place or arranged.
 - 13.4. Suitability of proposed supervision.
 - 13.5. Suitability of proposed travel and accommodation arrangements.
 - 13.6. Appropriate financial plan identifying proposed sources of funding.
 - 13.7. Appropriateness of plans for non-participants.
 - 13.8. Impact on the regular program of the school caused by student and staff absences.
 - 13.9. Minimal level of risk to the safety of students and staff.
14. All applications must be submitted to the principal in a timely fashion. Proposed activities that require approval by the Superintendent shall be submitted at least four weeks prior to the date of the activity. All proposed international off-site activities must be submitted at least four months prior to the date of the activity. In exceptional circumstances the Superintendent and/or Board Chair may waive these time requirements.
15. No commitment shall be made to students, parents, transportation authorities, travel agents, etc. until at least approval in principle has been received for the proposed activity from the appropriate approving authority.
16. Parent (or adult student) consent must be obtained for the student to participate in any off-site activity.
17. The principal will keep, for one year, a record of each off-site activity, which will include: activity authorization, parent consents, all information provided to parents, list of participating students, and any injury or unusual reports.
18. The risk assessment for off-site activities shall consider the requirements of [SPHEReS – School Physical Activity, Health & Education Resource for Safety](#). Other safety related considerations are provided in Appendix IV. The standards set out in the relevant guidelines must be met or exceeded for all off-site activities.

19. High-risk/amber activities are those characterized by greater potential for injuries with severe consequences, person-to-person and person-to equipment contact, uniqueness of equipment used, speed of action, protective equipment used, specialized supervision required and training required; and include those activities identified in Appendix II.
20. When an off-site activity includes students from two or more schools the principal of each school involved must jointly approve the participation of their students and all the students are accountable to the teacher-in-charge.
21. A student may not participate in an off-site activity unless the student is enrolled in a sponsoring or participating school, and is part of the class or group taking part in the activity.
22. Field trips sponsored by a school or CTR Catholic should be adequately supervised to ensure acceptable levels of student behavior and safety, according to the following schedule:

SUPERVISION REQUIREMENT SCHEDULE

<u>Grade Level</u>	<u>Min. Adult/Student Ratio (Day Trip)</u>	<u>Min. Adult/Student Ratio (Overnight Trip)</u>
Kindergarten	1/15	1/5
1 – 3	1/15	1/10
4 – 6	1/30	1/15
7 – 9	1/30	1/15
10 – 12	1/30	2/25

- All field trips/excursions must be under the direct supervision of at least one teacher, or a qualified staff member.
- The teacher, or a qualified staff member, is responsible for ensuring that an acceptable level of student discipline is maintained.
- A minimum of one supervisor per school bus must be provided when students are being transported to and from the off-site activity.
- Everyone involved in the trip or excursion must be dressed/equipped in a manner appropriate to the activities to be undertaken.

APPENDIX I

RED OR PROHIBITED ACTIVITIES

Participation in the following activities is prohibited on school board property, as a school-organized activity, and as an off-site activity. Please contact CTR Catholic's insurer regarding any off-site activity not listed to ensure the activity has insurance coverage.

ACTIVITIES	NOTES
Activities in Wilderness or Remote locations including hiking, biking, skiing or camping trips outside Alberta and overnight backcountry trips within Alberta	
Aerial Gymnastics (excluding cheerleading)	A stunt in which the gymnast turns completely over in the air without touching the apparatus with his or her hands.
Aerial Parks	Parks which have various structures or layouts usually with ropes and bridges elevated by manmade structures or in a forested area.
Air Travel other than by commercial airline	
American Gladiator style events	An athletic competition game show where contestants, referred to as "contenders", competed against the show's titular Gladiators in a series of physical games called "events" with the goal to be crowned the Grand Champion.
Axe throwing	
Auto racing	Auto racing is a motorsport involving the racing of automobiles for competition.
Bobsledding	
Boxing	Contact is prohibited.
Bungee jumping	The activity of leaping from a high place while secured by a long nylon-cased rubber band around the ankles.
Canoeing – Water greater than Class 2	Refer to Paddle Canada's Paddling Association Risk Management Requirements – Annex C- International River Classification System.
Caving	Also known as spelunking - the exploration of caves.
Crazy Carpet on a slope of greater than five meters in height or with an incline of greater than 30 degrees	
Demolition derbies	A competition in which typically older cars are driven into each other until only one is left running.
Demolition of derelict vehicles, equipment or buildings	
Diving – High Platform	Diving from a platform of 5m or above.
Diving into or sliding on foam, mud, ice, or snow	Any of these activities irrespective of method used or height of the activity.
Dunk Tanks	An attraction at a carnival or similar event in which contestants throw balls at a target with the aim of triggering a mechanism that causes a seated person to drop into a tank of water.
Drag Racing	A race between two or more cars over a short distance, usually a quarter of a mile, as a test of acceleration.
Excursions to natural disaster areas – i.e. earthquakes, floods, hurricane, tornado zones	Planning an activity or trip in an area where there is a highly likelihood of these events occurring when forecasted or the season for the occurrence of these events.
Excursions to war zones – imminent or existing	
Excursions to regions with political or civil instability	
Extreme Sports (recreational activities perceived as involving a high degree of risk. These activities often involve speed, height, a high level of physical exertion, and highly specialized gear)	General catch-all item, specific activities may be listed below.
Fencing	The sport of fighting with swords, especially foils, épées, or sabres, according to a set of rules, in order to score points

ACTIVITIES	NOTES
	against an opponent.
Fireworks Display/ (No Participation by students)	Viewing Only.
Float rides (example – a parade float)	
Go-Karting	Go-karting, is a type of activity utilizing open-wheel car or Quadra cycle on a closed circuit in a competitive environment. Go-karts come in all shapes and forms, from motorless models to high-powered racing machines.
Hang Gliding	The sport of launching oneself from a cliff or a steep incline and soaring through the air by means of a hang glide.
Hay Rides	
Hiking in hazardous areas	Hiking in areas where the inherent risk of injury is higher due to the difficulty rating or exposure to rapidly changing conditions that increase risks to a level which cannot be adequately managed
Horse jumping	
Hot air balloon rides (tethered and untethered)	
Ice climbing	
In flight air school hours (i.e., flying solo)	
Inflatable Activities (Including Bouncy Castles Sumo Suits and Hamster Balls)	
Kayaking – In moving water greater than Class 2	Refer to Paddle Canada's Paddling Association Risk Management Requirements – Annex C – International River Classification System.
Kick Boxing	
Laser tag	
Luge & Skeleton above the tourist start at Canada Olympic Park	
Martial Arts – Full Contact	Contact is prohibited
Mechanical bull riding or simulated mechanical rodeo events	
Moto-cross (motorized or BMX bicycle)	
Motorcycling of any nature	
Mountain Biking (Trail, Enduro and All-mountain Riding, Freeride and Downhill)	Trail Mountain Biking is more aggressive type of cross-country riding. It generally means riding less fire roads and easy tracks and replacing them with more technical single tracks both up and down. Enduro and all-mountain riding is faster, steeper and more aggressive, involving bigger drops and jumps. Unexpected terrain hazards are involved. Freeride and Downhill: This level of mountain biking is designed for the advanced and extreme riders involving high speed, technical sections and massive drops. Generally held in mountain biking parks.
Mountaineering	
Moving water programs in water than Class 2	Refer to Paddle Canada's Paddling Association Risk Management Requirement. Annex C – International River Classification System
Off road/All-Terrain vehicles	
Orbing/Zorbing (human hamster ball)	An extreme sport in which a person is strapped inside a very large plastic ball and rolled down a hillside.
Parasailing and paragliding	
Paintball	
Parkour	The activity or sport of moving rapidly through an area, typically in an urban environment, negotiating obstacles by running, jumping and climbing.
Performances involving/including open flames	Open flame devices are defined as candles, torches, butane burners or any other flame producing device.

ACTIVITIES	NOTES
Personal watercraft ("Seadoos")	
Pyrotechnics	Pyrotechnics is the science and craft of using self-contained and self-sustained exothermic chemical reactions to make heat, light, gas, smoke and/or sound.
Racing of watercraft	Competition using water vessels or waterborne vessels. Watercraft are vehicles used in water, including boats, ships, hovercraft and jet skis. Watercraft usually have a propulsive capability (whether by sail, oar, paddle or engine) and hence are distinct from a simple device that merely floats, such as a log raft.
Rifle Ranges or other activities involving firearms	A place for practicing shooting with rifles and/or firearms
Rock climbing (wall climbing is permitted)	The sport or activity of climbing rock faces, especially with the aid of ropes and special equipment.
Rocketry	Use model rockets designed to reach low altitudes and be recovered by a variety of means.
Rodeo event participation	American style professional rodeos generally comprise the following events: tie-down roping, team roping, steer wrestling, saddle bronc riding, bareback bronc riding, bull riding and barrel racing.
Scuba diving & Snorkeling in open water	Open water - any natural body of water, rivers, lakes, and oceans.
Ski Jumping	Descending from a specially designed ramp on skis.
Skiing – Cross Country (Back Country)	Remote and no access to communication and health care.
Skydiving	A sport in which a person jumps from an aircraft and falls for as long as possible before opening a parachute.
Sledding – On a slope of greater than five meters in height or with an incline of greater than 30 degrees	
Sleigh Rides	
Slip and Slide Devices	
Snowmobiling	A sport in which a person operates motorized vehicle designed for winter travel and recreation on snow.
Stuntnastics	It combines dance, stunts, gymnastics, and music along with your imagination. It is a floor routine by putting together various creative and physical components, such as pyramid building or other formations. Stuntnastics routines can be created with one or more people.
Swimming – Open Water	Swimming in ocean, large lakes or moving water
Tobogganing, tubing, crazy carpet, and sledding on a slope of greater than five meters in height or with an incline of greater than 30 degrees	
Trampoline	The sport of jumping and tumbling on a trampoline.
Ultra-light plane flight	Ultralight aviation (called microlight aviation in some countries) is the flying of lightweight, 1- or 2-seat fixed-wing aircraft.
War games	
Water skiing	Water skiing is a surface water sport in which an individual is pulled behind a boat or a cable ski installation over a body of water, skimming the surface on two skis or one ski.
Winter biathlon with live ammunition	The biathlon is a winter sport that combines cross-country skiing and rifle shooting. It is treated as a race, with contestants skiing through a cross-country trail whose distance is divided into shooting rounds.
Zip lining	A cable suspended above an incline to which a pulley and harness are attached for a rider

APPENDIX II

AMBER OR HIGH RISK ACTIVITIES

Amber or high-risk activities create a high potential for injury accidents and represent areas of concern to our insurers with respect to potential liability claims. These activities should be given a great deal of thought and planning prior to implementing them. Qualified and/or certified instructors are to be present at all times. Minimum qualifications are achieved by the teacher reading and adhering to [SPHEREs – School Physical Activity, Health & Education Resource for Safety](#).

ACTIVITIES	NOTES
Amusement Park Rides	
Archery – indoor (in school) or as taught in an Archery Facility, under supervision.	The sport or skill of shooting with a bow and arrows, especially at a target indoors with direct supervision.
Bamfield Marine Station	Bamfield Marine Sciences Centre (formerly the Bamfield Marine Station) is a marine research station established in 1972, located in Bamfield, Barkley Sound, British Columbia and run by the University of Victoria, the University of British Columbia, Simon Fraser University, the University of Alberta, and the University of Calgary.
Baseball (Hardball)	A ball game played between two teams of nine on a field with a diamond-shaped circuit of four bases.
Ball Hockey	A form of hockey played in a gymnasium or arena, or on any outdoor surface without ice, using a hard plastic ball in place of a puck.
Broom Ball	A game similar to ice hockey, usually played on a rink, in which the players, often not wearing skates, use brooms instead of hockey sticks to shoot a volleyball into the opponent's goal.
Canoeing in still waters (based on Paddle Canada's still waters). Cannot exceed Class 2. To qualify for Amber Program, the following must be met: - At least one instructor certified by Paddle Canada or another Provincial Association, which must include First Aid certification - Must have 1 to 5 Boat Ratio (Solo canoeing is 5 participants per instructor; tandem canoeing is 10 participants per instructor) - Additional supervisors must be competent paddlers and known to the certified instructors	Refer to Paddle Canada's Paddling Association Risk Management Requirements . Still Water: a part of a stream or a lake that is level or where the level of inclination is so slight that no current is visible. A certified instructor under the program must be able to assess the risk level of the water.
Cheerleading (aerobatic)	A sport involving the performance of organized cheering, chanting, and dancing in support of a sports team at games.
Cycling (see SPHEREs – School Physical Activity, Health & Education Resource for Safety)	Cycling activities which follow the SPHEREs – School Physical Activity, Health & Education Resource for Safety
Diving	Cannot exceed 5M or above. Cannot dive into foam, mud, ice, or snow.
European Handball	A game played between two teams of seven players each, the object being to throw the ball into a hockey like goal at either end of the rectangular court. The ball is moved by dribbling and passing with the hands.
Farming field trips (Including feeding livestock)	As Allowed by the Alberta Guide to Education
Field Hockey	A game played between two teams of eleven players who use hooked sticks to drive a small hard ball toward goals at opposite ends of a field.
Floor Hockey	Same rules as ice hockey below but played on a regular floor or gymnasium (no ice).
Firearms Courses (No Live ammunition)	
Football	A ball used in football, either oval (as in American football) or round (as in soccer), typically made of leather or plastic and filled with compressed air.
Gymnastics	Exercises developing or displaying physical agility and coordination. The modern sport of gymnastics typically involves exercises on uneven bars, balance beam, floor, and vaulting horse (for women), and horizontal and parallel bars, rings, floor, and pommel horse (for men).
Horseback Riding (Vetted and Accredited Facility – example	The sport or activity of riding horses.

ACTIVITIES	NOTES
trail riding)	
Hunter Training	Capturing of wildlife using traps, crossbows. (Firearms are listed as red activity).
Ice Fishing	Fish through holes in the ice on a lake or river.
Ice Hockey	A fast contact sport played on an ice rink between two teams of six skaters, who attempt to drive a small rubber disk (the puck) into the opposing goal with hooked or angled sticks.
Ice Skating (Due Diligence)	
Kayaking	Greater than Class 2 is prohibited. Refer to Paddle Canada's Paddling Association Risk Management Requirements – Annex C – International River Classification System.
Lacrosse (Field, box)	A team game, originally played by North American Indians, in which the ball is thrown, caught, and carried with a long-handled stick having a curved L-shaped or triangular frame at one end with a piece of shallow netting in the angle.
Martial Arts Training (No Contact Involved/No Weapons)	Various sports or skills, mainly of Japanese origin, that originated as forms of self-defense or attack, such as judo, karate, and kendo (refer to SPHEREs – School Physical Activity, Health & Education Resource for Safety).
Mountain Biking (Cross Country) (Except if guided tour)	Cross-country courses and trails consist of a mix of rough forest paths and single track (also referred to as double track depending on width), smooth fire roads, and even paved paths connecting other trails. Prohibited if location has no access to communication and/or health care.
Orienteering	A competitive sport in which participants find their way to various checkpoints across rough country with the aid of a map and compass, the winner being the one with the lowest elapsed time.
Ringette (Ice)	A game resembling ice hockey, played (especially by women and girls) with a straight stick and a rubber ring, and in which no intentional body contact is allowed.
Roller blading	A boot with a single row of small wheels on the bottom that you wear in order to travel along quickly for enjoyment.
Mountain skating	Skating on ice surfaces that are not controlled or in an environment that where one can break through the ice. Such as lakes, rivers, where there is a risk of penetrating the ice and individual can drown and risk hypothermia.
Self Defense (No Weapons)	The defense of one's person or interests, especially through the use of physical force, which is permitted in certain cases as an answer to a charge of violent crime.
Ropes courses	A ropes course is a challenging outdoor personal development and team building activity. Low elements take place on the ground or above the ground. Courses can only be 12-18 inches above the ground and can be strung between tress or poles.
Rugby	
Sailing	
Scuba diving in a swimming pool (Minimum Standards)	
Skateboarding/Skate boarding parks	
Downhill Skiing, Cross Country Skiing & Snowboarding (Not Self-Evaluated must be trained by ski hill)	Backcountry is prohibited. Backcountry refers to remote, undeveloped, rural areas or sparsely inhabited rural areas; wilderness.
Softball	A sport similar to baseball played on a small diamond with a ball that is larger than a baseball and that is pitched underhand.
Swimming (Synchronized)	A sport in which members of a team of swimmers perform coordinated or identical movements in time to music.
Swimming (in pool with certified Lifeguard present)	
Track and Field- in field events: Include discuss, javelin, shot put, pole vault and high jump	
Tobogganing, tubing, crazy carpet, and sledding on a slope of less than five meters in height or with an incline of less than 30 degrees	

ACTIVITIES	NOTES
Wall Climbing (In licensed facilities)	A wall at a sports center or in a gymnasium fitted with attachments to simulate a rock face for climbing practice.
Water Polo	A seven-a-side game played by swimmers in a pool, with a ball like a volleyball that is thrown into the opponent's net.
Water Slides/Water Park (Parks need to be vetted)	Water Slide - a slide into a swimming pool, typically flowing with water and incorporating a number of twists and turns. Water Parks - a large outdoor area with swimming pools, water slides, and similar attractions. Lifeguard must be present.
Weightlifting	The sport or activity of lifting barbells or other heavy weights.
Winter and Summer Camping outs	Camping is an outdoor activity involving overnight stays away from home in a shelter, such as a tent or a recreational vehicle.
Wrestling	The sport or activity of grappling with an opponent and trying to throw or hold them down on the ground, typically according to a code of rules.

APPENDIX III

GREEN OR APPROVED ACTIVITIES

ACTIVITIES		NOTES
Bowling		
Court Sports		
Cross Country (excluding Back Country)		Definition of Back Country: remote undeveloped rural area or sparsely inhabited rural areas; wilderness.
Curling		
Fishing		
Golf		
Gymnasium Program (see SPHEReS – School Physical Activity, Health & Education Resource for Safety)		
Hiking on Trails		
Low Risk Physical Injury Activities		
Sports Field Programs (see SPHEReS – School Physical Activity, Health & Education Resource for Safety)		
Virtual reality experiences		

APPENDIX IV

SAFETY CONSIDERATIONS

1. Severe/Inclement Weather:
 - 1.1. Outdoor activities shall not be held during inclement weather.
 - 1.2. During severe weather or poor driving conditions principals must ensure that weather and road conditions are conducive to travel before students leave for an off-site activity trip.
 - 1.3. On return trips, the teacher-in-charge must verify weather and road conditions.
 - 1.4. Students must be appropriately clothed for travel by road during the winter, as determined by the teacher-in-charge.
2. Water Activities:
 - 2.1. All participants involved in sailing or boating activities must:
 - 2.1.1. have swimming skills commensurate with the activity, and
 - 2.1.2. wear a Transport Canada approved lifejacket or Personal Flotation Device, unless otherwise specified in the procedures manuals.
 - 2.2. For activities involving canoeing, sailing and power craft, the activity must meet or exceed the [SPHEREs – School Physical Activity, Health & Education Resource for Safety](#).
 - 2.3. When canoe trips take place on lakes or rivers, the teacher-in-charge must have visited the site prior to the trip, and be familiar with the proposed route and the seasonal conditions at the time of the trip.
 - 2.4. Adequate instruction and demonstration must be given to all participants involved before allowing the participants to undertake any water-related activity.
3. Swimming Pools:
 - 3.1. Students may not use swimming pools on off-site activities unless a certified lifeguard is present.
4. Remote or Wilderness Areas:
 - 4.1. In a remote or wilderness area, the teacher-in-charge must:
 - 4.1.1. acquire sufficient awareness of and information about the proposed site(s) of the activity to make a safety assessment for the activity as detailed in Appendix IV;
 - 4.1.2. use professional guides when appropriate or as directed by trip approving authority (principal or superintendent as applicable);
 - 4.1.3. establish and communicate class safety and emergency procedures to all participants;
 - 4.1.4. ensure that appropriate communication devices are taken on the trip;
 - 4.1.5. ensure constant communication within the group and access to external communication as needed;
 - 4.1.6. be familiar with the nearest accessible medical station and telephone service;
 - 4.1.7. notify local area authorities, such as RCMP, forestry or park officials about the proposed activity and location or route to be used;
 - 4.1.8. establish procedures so that contact can be made with the school principal via RCMP, forestry or park officials, or other persons in the area; and
 - 4.1.9. obtain fire permits, fishing and other licenses and area use permission where required.
 - 4.2. In a remote or wilderness area, if a group splits into two or more independent traveling groups, each group must have a teacher-in-charge. Independent traveling groups do not include groups of two or more high school students conducting course related field studies in an area designed by the teacher-in-charge provided prior, specific instruction has been given to the students on the area of study, re-assembly procedures and timelines, and emergency procedures applicable to the situation.

5. Mountain Biking:
 - 5.1. Mountain biking is permitted within urban and suburban areas on designed roadways, quiet residential streets near the school, bicycle pathways and trails at established parks.
 - 5.2. Backcountry mountain biking is not permitted unless professional guides are employed.
6. Skiing and Snowboarding:
 - 6.1. Downhill skiing and snowboarding are acceptable activities for students as long as all the following conditions have been met:
 - 6.1.1. conditioning activities have occurred in physical education classes, or as part of a fitness program leading up to the skiing or snowboarding activity;
 - 6.1.2. skiing or snowboarding are part of a well-balanced yearly program, and reflect the school's commitment to a quality physical education program, and;
 - 6.1.3. for novices the activity includes, at a minimum, one mandatory lesson at the beginning of each day on a ski hill.
 - 6.2. Downhill skiing and snowboarding activities must be conducted in accordance with the applicable guidelines found in [SPHEREs – School Physical Activity, Health & Education Resource for Safety](#).
 - 6.3. School sponsored downhill and snowboarding activities shall be restricted to venues located within CTR Catholic's boundaries unless the following procedures are met for other locations:
 - 6.3.1. Participation restricted to secondary (Grades 7 to 12) students who are known to the teacher-in-charge to possess a skill level sufficient for safe use of the planned venue.

APPENDIX V

SAFETY ASSESSMENT

The Safety Assessment of an activity is to consider the following questions:

1. Is an informed consent form required?
2. Is the activity consistent with SPHEReS – School Physical Activity, Health & Education Resource for Safety?
Are there safer alternatives that would achieve the same educational benefit?
3. Is the activity prohibited by CTR Catholic's insurance providers?
4. Is the school board the most appropriate host or sponsor of the activity?
5. Does the activity have a demonstrable educational benefit? Is the activity specifically mentioned in the Alberta Education curriculum?
6. Is the activity suitable to the age, mental and physical condition of the participant(s)?
7. Have the participants been progressively taught and coached to perform the activity properly to avoid the dangers inherent in the activity? Do daybook and lesson plans indicate this? Have risk mitigation strategies been identified.
8. Is First Aid and CPR support available?
9. Is the activity compliant with the standards that have been established for it, and where applicable is the equipment adequate and suitably arranged? Has the equipment been inspected?
10. Is transportation required? Is safe transportation available?
11. Is the activity being supervised properly for the inherent risk involved?
12. Has an Emergency Action Plan been developed?

A negative determination with respect to any of these questions should be considered by the teacher-in-charge and/or the approving authority as grounds to modify or forego the proposed activity.