

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 260</b>
	<b>Appendix D</b>
	<b>Risk Levels for Student Travel, Field Trips, and Off-Campus Activities</b>
	APPROVED: March 2015
Page 1 of 4	AMENDED/REVIEWED: June 2023, September 2019, August 2016,
LEGAL REFERENCE:	Section 1, 11, 31, 52, 53, 196, 197, 222 Education Act Guide to Education ECS to Grade 12 School Physical Activity, Health & Education Resource for Safety YouthSafe Outdoor Field Trip Safety for Alberta Schools

## Background

Appendix D is adapted from the guide used by the Urban School Insurance Consortium, of which Grande Prairie Public School Division is a partner. All activities should follow the GPPSD Policies and Procedures, as well as the [School Physical Activity, Health & Education Resource for Safety \(SPHEReS\)](#). Planning for risk-reduction must be documented and plans must be followed. Use [Form 260-5 Field Trip Risk Assessment](#).

## Purpose

Field trips exist to provide safe educational experiences for children that extend learning outside of the classroom. Some higher risk activities, while not prohibited, need to ensure that appropriate risk mitigation occurs to provide for a positive and safe learning experience.

## Definition

**Excluded Activities:** activities that are considered such high risk that they are prohibited.

**High Risk Activities:** are permitted, provided that planning for risk reduction is documented, and explicit permission is given from the Principal. High risk activities are not for every grade or student. Special attention to insurance coverage and liability needs to be undertaken for each of these and the parents/guardians and students must be made aware of the risk, the risk mitigation procedures in place and a signed waiver must be in place for all participants.

**Medium Risk Activities:** are permitted, but require planning for risk reduction.

**Low Risk Activities:** are permitted, provided that established Division policies and procedures are followed.

## Procedures

- 1.1 It is important to remember that more diligence and planning is required for all high risk activities. It is essential that risk planning and risk mitigation is part of any package proposing a high risk activity. It is also essential that informed consent forms fully detailing the activity are made available for all participants.

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 260</b>
	<b>Appendix D</b>
	<b>Risk Levels for Student Travel, Field Trips, and Off-Campus Activities</b>
	APPROVED: March 2015
Page 2 of 4	AMENDED/REVIEWED: June 2023, September 2019, August 2016,
LEGAL REFERENCE:	Section 1, 11, 31, 52, 53, 196, 197, 222 Education Act Guide to Education ECS to Grade 12 School Physical Activity, Health & Education Resource for Safety YouthSafe Outdoor Field Trip Safety for Alberta Schools

1.2 Risk assessments must consider:

- 1.2.1 the type of activity and level at which it is undertaken;
- 1.2.2 consideration of the location of the activity, i.e. mountainous terrain, outdoor water, isolated setting, etc.
- 1.2.3 qualifications and certifications of the instructors, staff and volunteers including the number and experience of supervisors;
- 1.2.4 the age appropriateness of the activity, the fitness level and experience of the students;
- 1.2.5 availability and appropriateness of the safety equipment;
- 1.2.6 appropriate accident insurance is carried by all participants;
- 1.2.7 reviewing the Safety Guidelines for Physical Activity in Alberta Schools.

1.3 Supervision- Ideally all student excursions should have teachers to provide adequate supervision. Additional supervision by certificated staff and/or volunteers from the school sponsoring the trip must be considered for student excursions involving:

- 1.3.1 increased risks;
- 1.3.2 large numbers of students;
- 1.3.3 participation of students with special needs or considerations; and
- 1.3.4 crowded venues.

**1. Excluded Activities – activities that are considered such high risk that they are prohibited**

Any form of demolition of derelict vehicles, equipment, etc. Aviation or aircraft related activities Bungee Jumping Diving into or sliding into foam, mud, ice or snow Excursions requiring the use of non-commercial aircraft (i.e. private planes) Excursions to areas that have recently experienced or likely to experience a natural disaster. Such as earthquakes, floods, hurricanes, etc.	Hot air balloon rides Ice climbing/Mountain Climbing Mechanical Bulls Parasailing Sky-Diving Use of fireworks
--	--

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 260</b>
	<b>Appendix D</b>
	<b>Risk Levels for Student Travel, Field Trips, and Off-Campus Activities</b>
	APPROVED: March 2015
Page 3 of 4	AMENDED/REVIEWED: June 2023, September 2019, August 2016,
LEGAL REFERENCE:	Section 1, 11, 31, 52, 53, 196, 197, 222 Education Act Guide to Education ECS to Grade 12 School Physical Activity, Health & Education Resource for Safety YouthSafe Outdoor Field Trip Safety for Alberta Schools

## 2. High Risk Activities – Requires review and approval to ensure risk mitigation.

<p>Activities in Wilderness or Remote locations including hiking, biking, or camping trips outside Alberta and overnight backcountry.</p> <p>Aerial gymnastics (excluding cheerleading)</p> <p>Air travel other than by commercial airline</p> <p>American gladiator style events</p> <p>Archery</p> <p>Auto racing</p> <p>Back country mountain biking</p> <p>Boxing</p> <p>Bungee jumping</p> <p>Canoeing in moving water, greater than grade 1 rapids</p> <p>Caving</p> <p>Climbing Walls</p> <p>Demolition derbies</p> <p>Drag racing</p> <p>Dunk Tanks</p> <p>Downhill Skiing</p> <p>Excursions to regions that are not considered to be safe according to the Canadian government travel site. The basic definition of safe is considered to be a rating or statement of “Exercise normal security precautions”.</p> <p>Gymnastics</p> <p>High platform diving</p> <p>Hiking in hazardous areas</p> <p>Horse jumping</p> <p>Hot air balloon rides (tethered and untethered)</p>	<p>Ice Hockey</p> <p>Ice Skating</p> <p>In-Line Skating</p> <p>Martial Arts training involving contact</p> <p>Motocross (motorized or BMX racing)</p> <p>Motorcycling of any nature</p> <p>Mountain climbing (but not including hiking in the mountains)</p> <p>Mountain Biking</p> <p>Open water swimming</p> <p>Orbing/zorbing (human hamster ball)</p> <p>Paintball; or war games</p> <p>Personal watercraft (“Sea-doo’s”)</p> <p>Racing of watercraft</p> <p>Rifle ranges or other activities involving firearms</p> <p>Rock climbing</p> <p>Rodeo event participation</p> <p>Scuba diving in open water</p> <p>Snowboarding/snowblading</p> <p>Snowmobiling or any nature</p> <p>Tackle football</p> <p>Tobogganing</p> <p>Trampolining</p> <p>Water Skiing</p> <p>White water rafting</p> <p>Winter biathlon with live ammunition</p> <p>Winter camping</p> <p>Zip-lining</p>
---	---

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 260</b>
	<b>Appendix D</b>
	<b>Risk Levels for Student Travel, Field Trips, and Off-Campus Activities</b>
	APPROVED: March 2015
Page 4 of 4	AMENDED/REVIEWED: June 2023, September 2019, August 2016,
LEGAL REFERENCE:	Section 1, 11, 31, 52, 53, 196, 197, 222 Education Act Guide to Education ECS to Grade 12 School Physical Activity, Health & Education Resource for Safety YouthSafe Outdoor Field Trip Safety for Alberta Schools

### 3. Medium Risk Activities

Amusement Parks Astrojump Canoeing in moving water of 1 grade or less Cheerleading (aerobatic) Diving Fencing Field Hockey Firearms courses Fireworks display Football Go-karting Gymnastics Hunter training Ice fishing Karate Lacrosse (field, box) Laser Tag Off road (All terrain vehicles) Orienteering Ringette (ice)	Rope courses (high and low) Rugby Sailing Scuba diving in swimming pool Skateboarding/skateboard parks Slip-n-slide Summer camp-outs Swimming (synchronized) Tubing, crazy carpet, bobsledding, and sledding on a slope of greater than five meters height or with an incline of greater than 35 degrees Track and Field only in events include discus, javelin, shot put, pole vault and high jump Use of air filled fun structures Wall-climbing Water polo Water slides/ Water parks Weightlifting Wrestling
--	--

### 4. Low Risk Activities

Court sports Cross country skiing (excluding backcountry) Curling Cycling Fishing Golf Gymnasium programs (common) Hay rides Hiking on trails Horseback riding (trail riding)	Low-risk of physical injury activities Sleigh rides Sports field programs (common) Swimming (in-pool with lifeguard present) Swimming (in hotel pool with direct supervision of Division staff) Tobogganing, tubing, crazy carpet, and sledding on a slope of less than five metres in height or with an incline of less than 35 degrees
--	---