

Off-Site Activities

BACKGROUND

Fusion Education Association (FEA), in keeping with its charter mandate, recognizes that learning extends beyond the school building. Off-site activities provide meaningful opportunities for students to connect learning with the community, post-secondary institutions, industry, culture, recreation and other authentic experiences.

FEA is committed to providing off-site learning opportunities that have a clear educational purpose and are planned with appropriate consideration for student safety, accessibility, supervision and risk.

The Superintendent is responsible for the implementation of this administrative procedure.

PURPOSE

The purpose of this administrative procedure is to:

1. support meaningful learning experiences beyond the school;
2. establish consistent expectations for the approval and supervision of off-site activities;
3. ensure risks are appropriately identified and managed;
4. ensure students and parents/guardians receive appropriate information before participation; and
5. support safe and responsible participation by students, employees and volunteers.

DEFINITIONS

Off-Site Activity means an FEA-approved educational, curricular, co-curricular or extracurricular activity that takes place away from the school site.

Off-Campus Education placements, including work experience, Registered Apprenticeship Program placements and other workplace-based learning governed by provincial Off-Campus Education requirements, are addressed through the applicable Off-Campus Education administrative procedure.

RESPONSIBILITIES

The Superintendent will:

1. establish requirements for the approval of off-site activities;
2. approve overnight, out-of-province and international activities; and
3. support the Principal in assessing activities involving significant or unusual risk.

Off-Site Activities

The Principal will:

1. approve off-site activities within Alberta;
2. ensure each activity has an appropriate educational purpose;
3. ensure appropriate risk assessment, supervision, emergency planning and parent/guardian communication are in place;
4. ensure employees and volunteers have the qualifications or training appropriate to their responsibilities; and
5. consult with the Superintendent, insurer or other appropriate expertise where an activity presents significant or unusual risk.

A designated teacher-in-charge will:

1. plan and supervise the activity in accordance with this administrative procedure;
2. complete required approvals and risk assessments;
3. ensure students, supervisors and parents/guardians receive appropriate information;
4. ensure emergency information, communication and first aid arrangements are in place; and
5. report significant incidents or changes to the approved activity to the Principal.

PROCEDURES

1. Approval and Planning - All off-site activities require approval before commitments are made to students, families or service providers. Approval will consider:
 - a. Approval will consider:
 - i. the educational purpose and value of the activity;
 - ii. the age, maturity, abilities and needs of participating students
 - iii. the location, duration and nature of the activity;
 - iv. identified hazards and the measures available to manage risk;
 - v. supervision, transportation and emergency arrangements;
 - vi. accessibility and student health or support needs; and
 - vii. insurance and other applicable requirements.
 - b. Activities presenting significant or unusual risk may require additional review, specialized instruction, qualified service providers or confirmation of insurance coverage.
 - c. An approved activity may be modified, postponed or cancelled where conditions create an unreasonable risk to participants.

Off-Site Activities

2. Parent/Guardian Information and Consent
 - a. Parents/guardians will receive sufficient information to make an informed decision about student participation, including:
 - i. the purpose, location and nature of the activity;
dates and relevant itinerary information;
transportation and supervision arrangements;
 - ii. significant or unusual risks associated with the activity;
 - iii. costs, where applicable; and
 - iv. any specific clothing, equipment, health or other requirements.
 - b. Parent/guardian consent will be obtained where required before a student participates.
 - c. The level of information and consent required will reflect the nature and risk of the activity.
 - d. Students who do not participate will be provided with an appropriate educational alternative where the activity occurs during instructional time.
3. Supervision and Safety - Supervision will be appropriate to the activity and will consider student age, maturity and needs; the number of participants; environmental conditions; and the nature and level of risk.
4. The teacher-in-charge and supervisors will:
 - a. maintain appropriate supervision throughout the activity;
 - b. communicate behavioural and safety expectations to students;
 - c. take reasonable precautions to protect the health and safety of participants; and
 - d. be prepared to respond to foreseeable emergencies.
5. First aid resources and appropriately trained personnel will be available consistent with the nature and location of the activity.
6. Relevant Student Health Plans will apply during off-site activities.
7. Student Participation and Conduct
 - a. Students participating in off-site activities remain subject to the Student Code of Conduct and applicable school expectations.
 - b. Participation may be limited where, after consideration of reasonable supports, a student's participation would present an unreasonable safety risk that cannot be appropriately managed.
 - c. A student may be removed from or required to discontinue an off-site activity where their behaviour poses a risk to the safety or well-being of others, the host organization or its operations, or the integrity of the off-site experience.
 - d. Decisions regarding participation or removal will consider student safety, individual circumstances and applicable student discipline procedures.
8. Transportation
 - a. Transportation will be arranged in accordance with applicable legislation, FEA administrative procedures and insurance requirements.

Off-Site Activities

- b. Transportation arrangements will be communicated to parents/guardians as part of the activity information.
- 9. Overnight, Out-of-Province and International Activities - Overnight, out-of-province and international activities require the prior approval of the Superintendent. Planning will include additional consideration of:
 - a. travel and accommodation arrangements;
 - b. emergency medical access and insurance;
 - c. destination-specific health, safety and security risks;
 - d. emergency communication and contingency plans; and
 - e. cancellation or interruption arrangements.
 - f. current Government of Canada travel advice and other relevant health or security information.
- 10. Incidents and Records
 - a. Significant injuries, illnesses, behavioural concerns or other incidents will be reported in accordance with applicable FEA administrative procedures.
 - b. The school will maintain appropriate records of approvals, consent, risk assessment and significant incidents.

LEGAL REFERENCES: *Education Act, Occupational Health and Safety Act, Protection of Privacy Act*

RELATED FEA ADMINISTRATIVE PROCEDURES AND POLICIES: Student Health and Safety #211, Student Health Plans and Administration of Medication #211, Student Code of Conduct #202, Student Discipline #203, Off-Campus Education #601