



System Review Notice

Background Information

Board policy BP 5602-D “Field Trips” was reviewed by the Policy Standing Committee at their October 18, 2022, meeting and approved for system review as part of the cyclical review process.

Revisions include those for clarification and also those that are housekeeping in intent.

Board policy BP 5602-D is attached and can also be found on the board website (www.bwdsb.on.ca → About Us → Policies and Procedures → [Policies Under Review](#)).

Please note the following as it pertains to edits within documents for review:

- information that is being added is **highlighted in yellow**
- information that is being removed is **highlighted in yellow with a strike-out**

Feedback

Feedback must be forwarded to Corporate Services **to the attention of Crystal Myles** (crystal_myles@bwdsb.on.ca) **by December 23, 2022**. Your attention to this timeline is appreciated and will ensure that your feedback is included when the policy is referred back to the Policy Standing Committee for final review.

Questions to Consider

When you are preparing your feedback, please consider the following questions:

- Are there any obstacles that might be encountered due to this policy?
- Would you be able to easily follow the processes outlined in this policy?
- Can you identify any gaps in the information provided?

Thank You.

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Policy Title	Field Trips		
Date of Issue	September 22, 1998	Related Procedure	AP 5602-D
Revision Dates	September 17, 2002; June 16, 2009; March 20, 2012; October 17, 2017	Related Forms	AF5601; AF5602; AF5603; AF 6813
Review Date	October 1, 2022	Originator	Board of Trustees
References			
BP 4655-D “Fundraising in Schools”; Ontario Safety Guidelines (OPHEA); Ontario School Boards’ Insurance Exchange (OSBIE) Risk Management Guidelines; AP 6822-D “Code of Conduct”			

1.0 RATIONALE

- 1.1 Bluewater District School Board policies will support and provide the direction necessary to achieve the board’s Vision, Mission, and Strategic Plan priorities.
- 1.2 Bluewater District School Board believes that well-planned and well-organized field trips promote learning and are of significant educational value to students.
- 1.3 When planned in accordance with this policy and related procedure AP 5602-D “Field Trips – Approval Process”, field trips enhance the instructional and co-instructional opportunities for students, and support the mission, vision, and strategic plan priorities of the board.
- 1.4 Bluewater District School Board acknowledges that there is an inherent level of risk involved anytime that a student leaves school property to participate in a field trip, and that there is an extra burden of risk associated with Level 2, 3, or 4 field trips, as defined by AP 5602-D “Field Trips – Approval Process”. **The board Bluewater District School Board staff endeavours to ensure that parents/guardians and/or students are made aware of possible elements of risk through the use of informed consent for all field trips.**

2.0 POLICY

- 2.1 Bluewater District School Board values and supports field trips for students and equity of access to these out-of-school experiences.
- 2.2 A field trip is defined as an out-of-school experience which directly enhances and is in support of instructional and co-instructional programs.

3.0 SYSTEM EXPECTATIONS

- 3.1 Where field trips are planned as a whole class activity, all students will be included regardless of ability to pay.
- 3.2 All efforts will be made to ensure that field trips will be accessible to all eligible students.
- 3.3 Bluewater District School Board recognizes that the Ontario School Boards’ Insurance Exchange (OSBIE) Risk Management Guidelines and the Ontario **Physical and Health Education Association** (OPHEA) Safety Guidelines outline the standards which must be adhered to for field trips involving physical activities. All field trips must be carried out with strict attention to student safety.
- 3.4 **All field trips will have an educational purpose with direct curricular relevance that is clearly identified by staff will have a direct link to program expectations.**

3.5 Field trips will align with the board's approved purchasing requirements.

3.6 Field trips which must be approved by the Board of Trustees are those that:

- i. are greater than five (5) calendar days in duration;
- ii. involve international border crossings;
- iii. involve wilderness trips anywhere in Canada; and/or
- iv. involve circumstances, which, in the opinion of the supervisory officer, require further approval.

3.7 All field trip participants shall act, at all times, according to school code(s) of conduct, and administrative procedure AP 6822-D "Code of Conduct".