

Student Field Trips Policy

- Purpose** To recognize the need for approved field trips as an essential part of some programs or courses and to ensure that adequate preparation is in place.
- Policy**
- Vancouver Community College permits field trips which add value and relevant learning experience or which are an integral part of a program or course.
 - A risk assessment must be completed and approved prior to field trip.
 - Field trips must be pre-approved by the Department Head./Dean.
 - A record of all participants will be provided to the Department Head.
 - Public transportation will be used whenever possible.
- Applies to** VCC faculty and students, including international students.
- Definition** Field Trips are defined as special activities within the scope of the instructional program, which occur off campus.
- Procedures**
1. The instructor will conduct a risk assessment (*Appendix A*) for any field trip activity. Evaluation of the risk of a trip by the Department Head should include consideration of:
 - Experience/ability level of the students against the conditions – necessity for special instruction as part of or prior to the activity, special clothing requirements etc.
 - Weather conditions
 - Means of transportation
 - Adequate supervision
 - Accessibility to emergency personnel and facilities
 - Risk prevention/reduction

Students must complete the Participation in Field Trip – Student Waiver of Liability Form (Appendix C) or (Plain language version) Participation in Field Trip - Student Waiver of Liability Form (Appendix D).

2. An instructor must complete a Field Trip Authorization Form (Appendix B) and submit, together with the risk assessment checklist, to the Department Head/Dean for approval.
3. The instructor will fully advise participating students of special requirements for the trip e.g. special equipment needed, attire, environmental hazards etc.
4. The instructor will advise students of potential risk and rules of conduct expected of each participant.
5. The instructor will prepare a list of all participants and a contact number for each. The instructor will submit the list, with the signed student waiver forms, to the Department Head.
6. If there is an indication of an injury on the trip, a full incident report must be documented and sent to the office of the Vice President, Finance & Administration.

Replaces:

1.1.0.2	Transporting Students
1.2.0.1	K.E.C – Field Trips
1.4.0.1	V.V.I – Field Trips

References:

D.4.3	Standards of Student Conduct Policy
C.3.8	Transportation of Students Policy

Risk Assessment Guidelines for VCC Field Trips

All field trip activities involve some level of risk. Some factors that may affect or influence the risk level of the activity are identified below. Any new activity should be reviewed for additional risk factors specific to the activity.

RISK IDENTIFICATION:

Factors that affect /influence risk:

1. LOCATION:
 - Accessibility of emergency medical services
 - Transportation
 - Accessibility of communication (e.g.cell phone)
 - Length of time activity will take place
 - Food preparation and storage (e.g. barbeque)

2. EQUIPMENT:
 - The required or appropriate safety and rescue equipment
 - Misuse of equipment
 - Use of specialized equipment that requires specific instructions and/or certification /expertise for use
 - Equipment failure
 - Activity poses significant risk or potential for injury

3. ENVIRONMENT/FACILITIES:
 - Environmental factors e.g. bodies of water
 - Extreme weather conditions
 - Facility hazards and maintenance of facility

4. PEOPLE INVOLVED:
 - Age and experience
 - Skills, knowledge, health and fitness
 - Number of participants
 - English proficiency

RISK LEVEL ASSESSMENT:

Risk level is assessed at levels 1,2,3 or 4, level one being the lowest risk and level 4 the highest risk. If any part of the activity is assessed at the higher level, the whole activity is considered at that level of risk.

Activities assessed by the instructor at levels 1 and 2 require Department Head level approval only.

Activities assessed at levels 3 and 4 require approval by the Dean of the area, or delegate.

Factors to be considered, although not an exhaustive list, include:

Level One

- Community EMS is available
- Local activity
- Public transportation
- Phone available within five minutes
- Equipment that is ordinarily used, needing only basic instruction

Level Two

- Activity is more than three hours in duration
- Private transportation
- Travel in Canada is 72 hours or less
- Supervision required during use of equipment
- Food involved is prepared and brought or purchased by the participants for own use
- Swimming in a pool or established waterfront is part of the activity
- Commercial boating is used for transportation

Level Three

- EMS is available but requires between 30 minutes and one hour response time
- Travel in Canada 72 hours or more
- Cooking is done with open fire or barbeque
- Participants involved in food preparation
- Activity poses a significant element of risk and or potential for injury
- Overnight activity
- Large number of participants (over 25)
- Swimming at an unestablished waterfront
- Boating e.g. canoeing, kayaking
- International travel (72 hours or less)

Level Four

- Communication and EMS are available but with up to four hours response time
- Communication, search and rescue or EMS require more than four hours response time
- Remote access with no permanent shelter or building available
- Extreme weather conditions
- International travel (over 72 hours)

Considerations for management of risk include:

Level One: no special preparation required.

Level Two:

- a) Pre-field trip orientation by instructor to include:
- Appropriate clothing
 - Physical fitness requirements
 - Safe equipment use
 - Travel plan/itinerary
 - *Any life threatening health issues (e.g. severe allergies) to be kept confidential between instructor and student - an emergency plan of action must be agreed upon.
 - *Sufficient drinking water and snacks

Level Three:

- a) Pre-field trip orientation to include:
- appropriate clothing and other kit required
 - clear communication procedure in case of emergency
 - practice using specialized equipment
 - * see asterisked items under Level Two
- b) Instructor must carry a first aid kit. One person in group with emergency first aid and CPR training is highly recommended.

Level Four:

- a) As Level Three, *PLUS*
- b) Activity leader/instructor must have previous experience in the same activity, geographic location or terrain.
- c) One person in the group **MUST** have wilderness first aid training.

In addition, for International Travel:

- a) Instructor must have identified available medical assistance in country of destination
- b) Instructor must ensure all participants have adequate health insurance, vaccinations
- c) Instructor must ensure all participants have valid passports with at least six months left before expiry.

VANCOUVER COMMUNITY COLLEGE
Field Trip Authorization Form

Course Title: _____
Course Number: _____
Number participating: (including all students and faculty) _____
Date of trip: _____ Time: from _____ to _____
Method of Transportation: _____
Destination: _____
Nature of Trip: _____

Risk Assessment Level: _____

Faculty Member making the request:

Name: _____

Phone: _____

Instructor Responsibility:

- Complete Risk Assessment Checklist.
The Field Trip Authorization Form and checklist should be submitted to, and approved by the Department Head/Dean at least two days prior to field trips assessed at levels one and two, and at least one week before a proposed field trip assessed at levels 3 and 4. Copies of the form and checklist are held by instructor and Department Head.
A copy of the participants list with emergency telephone numbers is held on file in the department.
On the day of the field trip, please have all participants sign in and out. The instructor will return the list to the Department Head. (See College Common Drive: Forms)

APPROVED _____
Department Head

DATE _____

Dean (Levels 3 & 4 approval)

DATE _____

VANCOUVER COMMUNITY COLLEGE
Participation in Field Trip - Student Waiver of Liability

I, _____, acknowledge that I am a student at Vancouver Community College enrolled in the course:

Course Title: _____

Course Number: _____

I wish to participate in the course field trip to _____ location for the purpose of _____

In consideration of my being permitted to participate in this activity, I acknowledge that I am fully aware that risks and hazards may be directly or indirectly involved in this activity. I hereby assume all responsibility and risk from my participation in this activity, including all risk of property damage, injury, and other hazards to me.

I hereby assure officials of VCC that I have adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury to me from my participation in this activity.

I hereby further assure officials at VCC that there are no health related reasons or problems which preclude or restrict my participation in this activity.

I agree to adhere to the Standards of Student Conduct Policy when participating in off campus college activities.

Signed _____ *Date* _____

Print Name _____

For student under 19 years of age, parent/guardian will sign authorization

Parent/Guardian _____ *Date* _____

Print Name _____

Emergency Contact Telephone Number: _____

1. Policy Sponsor Vice President, Finance & Administration

2. Approvals:

President _____ Date: _____

Education Council Chair _____ N/A _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ N/A _____ Date: _____

3. Amendments

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

4. Review Date