



ADMINISTRATIVE PROCEDURE – AP512-1

Student Excursions and/or Exchanges for Educational Purposes

Area: Academic Services
Policy Reference: Student Excursions and/or Exchanges for Educational Purposes (PO512)

Approved: June 20, 1988
Revised: April 13, 1994; February 9, 2015; May 6, 2019; June 22, 2026

1. Purpose

In addition to the Board's Student Excursions and/or Exchanges for Educational Purposes Policy (PO512), this administrative procedure supports educators and principals in the planning, execution, and follow-up of excursions and exchanges, including the completion of all required documentation before, during, and after the excursion and/or exchange.

2. Definitions

Nil

3. Procedures

3.1 Prior to the Excursion

- 3.1.1 All one-day excursions must be approved by the principal. The principal shall ensure that the complete excursion file, including AF512-1A, consent forms, itinerary, and related communications, are retained at the school for two calendar years.
- 3.1.2 For multi-day excursions, the principal shall confirm compliance with this procedure and submit the completed AF512-1A to the family of schools superintendent for approval.
- 3.1.3 All required approvals must be obtained before any contract, or agreement is signed with a carrier, travel agent, tour operator, or third-party service provider. Contracts requiring superintendent review shall be submitted and approved prior to signing.

- 3.1.4 Schools shall plan excursions to promote meaningful participation, signified by a goal of 80% student involvement. No student shall be excluded for any Ontario Human Rights Code protected grounds, including financial or accessibility reasons.
- 3.1.5 Rich and diverse alternate programming and supervision must be provided to students not participating in the excursion with no student penalized academically for non-participation in the excursion.
- 3.1.6 The coordinating staff member shall assess accessibility, and accommodation needs early in the planning process, including medical, mobility, behavioural, feeding, sleeping, and transportation requirements. Meetings with parents/guardians shall be held in advance to confirm supports.
- 3.1.7 Staff shall review the current Ontario Physical Activity Safety Standards in Education (OPASSE)/Ontario Physical Health and Education Association (Ophea) safety standards for each activity and document the required safety elements, including itinerary, curriculum connections, supervision, emergency procedures, transportation, parent communication, and risk controls. Staff must use the most current online safety standards.
- 3.1.8 Weather and environmental conditions must be monitored during planning. Clear thresholds must be established for modifying, postponing, or cancelling the excursion, or transportation to the excursion, when risks increase. This should include review of the Severe Weather Administrative Procedure (AP414-6) consultation with the transportation company, and family of schools superintendent when there is predicted severe weather that may impact the excursion.
- 3.1.9 For overnight excursions, following consultation with the family of schools superintendent for preliminary approval, staff shall hold a parent/guardian meeting and provide a complete information package outlining safety expectations, supervision, itinerary, risks, accommodations, and emergency procedures.
- 3.1.10 The school shall inform the parent(s)/guardian(s) of the details of the trip using the Informed Consent – Parent/Guardian/Caregiver Permission Form for Student Excursions (AF512-1B), providing sufficient notice to obtain written consent for each student to be involved.
- 3.1.11 Waiver of Board Financial Liability for Student Excursion Form (Form 5005), duly signed by the student and parent(s)/guardian(s), is to be submitted to the school prior to the receipt of any deposits or prepayment of funds.
- 3.1.12 When students travel in staff or volunteer vehicles, the Parent/Guardian Consent for Transportation by Staff/Volunteer Drivers form must be collected for each student, and all drivers must be fully authorized.

- 3.1.13 Staff and volunteer drivers shall be authorized only after verification by the principal or designate of an unrestricted G-class licence, valid insurance, a current Police Record Check with Vulnerable Sector Screening, and signed driver/vehicle-owner declarations. Staff/Volunteer – Authorization to Transport Students, Part B: Summary of Insurance shall be provided to the driver.
- 3.1.14 Any excursion hosted by a third-party provider shall require the third-party to provide proof of insurance/liability coverage to the principal or designate. When using third-party providers, the school must obtain written confirmation that OPASSE safety standards are met. For boat tours or cruises, the school shall obtain current marine insurance and a summary of safety and evacuation equipment before approval.
- 3.1.15 International excursions shall be discussed with the family of schools superintendent at least eight months prior to planning. Staff must review Government of Canada travel advisories and use only board-approved vendors. The length of the excursion must be approved by the family of schools superintendent and must not conflict with exam periods and/or trip moratorium periods.
- 3.1.16 Staff must review the Ophea safety guidelines to:
- a) ensure that all physical activities and supervision ratios planned for the excursion comply with the applicable requirements.
 - b) For any water-based activity, such as swimming (indoor or outdoor), canoeing, canoe tripping, dragon boating, flat-water kayaking, paddle rafting, rowing (including Viking boats), or tour boat operations, the principal and coordinating teacher must consult the Elementary and/or Secondary Ophea safety guidelines that outline specific safety expectations for each activity.
 - c) As part of this review, the principal and coordinating staff must confirm the requirements related to equipment, clothing and footwear, facilities, rules and instructions, swim tests, emergency procedures, environmental considerations, supervision, required certifications, first aid, parent/guardian communication, and basic skill expectations for the activity.
- 3.1.17 Fundraising to defray costs incurred shall be consistent with the Board's School Level Fundraising Policy (PO416).
- 3.1.18 In accordance with the Board's Guest (Third Party) Speakers and Presentations in Schools Administrative Procedure (AP508-2), a fourteen (14) day approval period for guest speakers/presenters applies to all excursions involving external presenters.

3.2 During the Student Excursion

3.2.1 Supervision

- a) The school shall ensure that every reasonable precaution is taken to protect student safety while on an excursion. Supervision shall meet or exceed the minimum required ratios and must increase when the level of activity risk warrants it. A teacher shall be designated as the staff member in charge of every excursion.
- b) The minimum supervision ratios below shall be followed for all excursions and shall always include at least one teacher. Staff must refer to OPASSE/Ophea safety standards for activity-specific requirements and adjust supervision upward for higher-risk activities or environments.

Grade Level	1 Day Trip	More Than 1 Day Trip	International Trips
JK & SK	1:6	Not permitted	Not permitted
Grades 1 to 3	1:6	Not permitted	Not permitted
Grades 4 to 6	1:10	1:10	Not permitted
Grades 7 & 8	1:15	1:10	Not permitted
Grades 9 to 12	1:20	1:20	1:10

- c) For overnight excursions, the school must ensure that at least one male and one female staff supervisor are present. Should this gender representation not be attainable, principals are to consult with the family of schools superintendent for approval. Volunteers may assist but shall not replace required staff supervisors. Determination of volunteers shall be at the discretion of school staff.
- d) All non-staff supervisors and volunteers shall provide a current Police Record Check with Vulnerable Sector Screening (issued within the past 6 months) before being approved to accompany an excursion.
- e) Staff and volunteers must follow the approved itinerary and may deviate from it only when necessary for safety or emergency reasons. Any deviation shall be reported to the principal as soon as possible.
- f) All Board policies and procedures, including but not limited to the Code of Conduct Policy (PO610) and the Workplace Harassment Prevention Policy (PO320), remain in full effect throughout the duration of the excursion.

3.2.2 Responsibilities of the Supervising Staff Member

- a) The supervising staff member shall ensure that all supervisors and volunteers receive clear instructions and share a common understanding of their roles and expectations for the excursion.

- b) The school shall maintain accurate and synchronized participant lists at both the school and with supervising staff. Lists shall include student names, emergency contacts, relevant health information, and, when private vehicles are used, per-vehicle rosters with driver names and licence plate numbers. A list of students not attending the excursion shall also be kept at the school, with their assigned plan for the day.
- c) Staff and volunteers shall have immediate access to student identification and emergency contact information at all times. An emergency contact number for the supervising staff shall be left with the school.
- d) An emergency plan must be established and followed throughout the excursion. When a facility's emergency procedures exceed board requirements, the stricter protocol shall apply.
- e) A first-aid kit must be accessible at all times. All medications and medical devices shall be stored and managed according to board procedures, including the requirements of the Board's Administration of Oral Medication Administrative Procedure (AP804-1) and the respective students' Plan of Care. Staff and volunteers shall be informed of students with medical needs such as epinephrine auto-injectors, insulin pumps, or inhalers, or notification of risk of injury. Students who normally carry such devices at school must do so during the excursion.
- f) Where applicable, the notification of risk of injury must be reviewed by supervisors.
- g) All significant injuries or incidents involving students or staff shall be reported to the principal as soon as possible.

3.3 After the Excursion

- 3.3.1 The supervising teacher must provide the principal with a written report outlining any significant or serious incidents that occurred during the excursion within 24 hours.

4. Sources

- 4.1 [Education Act](#)
- 4.2 [Health Protection and Promotion Act](#)
- 4.3 [Occupational Health and Safety Act](#)
- 4.4 [Ontario Highway Traffic Act](#)
- 4.5 [Ontario Physical Activity Safety Standards in Education \(OPASSE\)](#)
- 4.6 [Ontario Physical Education \(Ophea\) Safety Guidelines, ophea.net](#)
- 4.7 [Ontario Regulation 503/17: Recreational Camps](#)
- 4.8 [Ontario Regulation 565: Public Pools](#)
- 4.9 [Professional Standards \(Ontario College of Teachers\)](#)
- 4.10 [Student Protection Act](#)

5. Appendices

- 5.1 [Application for Student Excursion \(One Day/More Than One Day\) Form \(AF512-1A\)](#)
- 5.2 [Informed Consent – Parent/Guardian Permission Form for Student Excursions \(AF512-1B\)](#)
- 5.3 [Waiver of Board Financial Liability for Student Excursions Form \(Form 5005\)](#)
- 5.4 [Checklist for Student Excursions of More Than One Day Form \(Form 5006\)](#)
- 5.5 [Parent/Guardian Consent Form for Transportation of Students by Staff-Volunteer Drivers](#)
- 5.6 [Volunteer Driver Form](#)

6. Related Policies and Administrative Procedures

- 6.1 [Volunteers in Schools Policy \(PO413\)](#)
- 6.2 [School Level Fundraising Policy \(PO416\)](#)
- 6.3 [School Level Fundraising Administrative Procedure \(AP416-1\)](#)
- 6.4 [Supporting Children and Students with Prevalent Medical Conditions \(Anaphylaxis, Asthma, Diabetes, and/or Epilepsy\) in Schools Policy \(PO601\)](#)
- 6.5 [Anaphylactic Students \(Protection of\) Administrative Procedure \(AP601-1\)](#)
- 6.6 [Asthma Friendly Schools Administrative Procedure \(AP601-2\)](#)
- 6.7 [Code of Conduct Policy \(PO610\)](#)
- 6.8 [Code of Conduct Administrative Procedure \(AP610-1\)](#)
- 6.9 [Student Discipline Policy \(PO611\)](#)
- 6.10 [Student Discipline Administrative Procedure \(AP611-1\)](#)
- 6.11 [Administration of Oral Medication Administrative Procedure \(AP804-1\)](#)