

## STUDENT TRAVEL - SUPERVISION

### Policy

The Board in support of the Field Trip program and extra curricular competition conducted and organized as part of the total school program will provide supervision by teaching staff as is required in accordance with regulations.

### Regulations

1. Teachers doing supervision duty while on Field Trips or Athletic Team travel during school hours as referred to in policy will do so with pay.
2. Teachers granted leave to travel as coach or supervisor of a group of students whose activity is not sponsored and organized through a school program will do so on the basis of leave without pay.
3. Teachers traveling as coach or supervisor are required to exercise supervision on a full-time basis and must take whatever precautions are necessary to ensure the conduct, behaviour and safety of the students in their charge is that which would be expected in normal circumstances.
  - a) It is expected that supervisors will err on the side of caution in any accident.
  - b) All injuries should be considered as requiring direct attention.
  - c) When an injury has occurred it is expected that the Principal will be informed at the earliest opportunity so that he/she can become directly involved with teacher/student/parents.
  - d) Accident reports must be completed as soon as possible
  - e) If medical attention is required it is expected that the teacher will convey all necessary information on the injury to medical personnel.
4. Teachers traveling as coach or supervisor may do so only with the approval of their Principal.
5. Teachers taking field trips into areas where there is a possibility of students getting lost or where injuries cannot be treated expeditiously by professionals must ensure that:
  - a) All students carry whistles;
  - b) At least one portable VHF radio is taken with the group;
  - c) An emergency first aid kit is taken with the group and appropriate first aid expertise is available;
  - d) Students are not allowed to separate from the group without appropriate adult supervision;
  - e) An appropriate level of adult supervision is provided, in no case less than two responsible adults; and,
  - f) Vehicles must not leave a field trip site until all students are accounted for.