

# Outdoor Education (General Procedures)

## ELEMENTARY - CURRICULAR 2024

- Consult [Disability-Centred Safety](#) if your groups of students include students with disabilities.
- Consult [Risk Management](#).
- The safety standards for this activity must be presented to the activity provider prior to the activity taking place. The activity provider must meet the minimum requirements listed in the safety standards. For more information on planning trips using outside providers, consult [Outside Activity Providers](#).

## Special Rules/Instructions

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- All outdoor education excursions must be approved by the Principal or Designate.
- Approval must include consideration of itinerary, suitability of excursion activities to the curriculum, travel time, safety factors, supervision arrangements, age appropriateness (consult the school board's field excursion policy).
- Consult the school board policy related to maximum number of days allowed for outdoor education excursions. A Teacher must be designated as the one in charge of the excursion.
- Parental/guardian consent forms must be on file prior to any student going on camping/swimming/canoeing/back-packing excursion.
- Information on parent/guardian consent forms must include itinerary including dates, routes, locations, contacts, relationship of excursion activities to curriculum, supervision arrangements, cost per student, behavioural expectations, inherent risks, and where applicable, parent/guardian information meeting.
- In an emergency situation (for example, lightning, severe weather, medical emergency) the Teacher in charge of the excursion must follow the school board protocol. If the excursion takes place at an

outdoor education facility and the emergency protocol is more stringent than the school board protocol, then the outdoor education facility protocol must be followed.

- For all excursions requiring transportation, a list of students in each vehicle as well as a list of the drivers and license plate numbers of the vehicles will be left at the school; the list will also accompany the Teachers/Monitors on the excursion.
- For overnight excursions, students must provide medical information to the Teachers/Monitors.
- Refer to your school board policies regarding student medical/dietary conditions and student medications.
- Teachers and Trip Guides/Qualified Instructors must:
  - be aware of and respond to changing weather and water conditions prior to and during the trip;
  - cancel, postpone or alter the excursion if conditions put students' safety at an elevated level of risk. (for example, wind, temperature, lightning storms, fog).
- Teachers/Monitors must monitor weather conditions and postpone or modify the excursion to enhance safety of all individuals.
- Teachers/Monitors on excursions must have a list of parent/guardian contact/emergency numbers. Prior to the excursion, Teachers/Monitors must plan how they will access emergency medical care.
- Students must be provided with a list of recommended clothing and personal items suitable for the specific activity.
- When combining two activities, consult the activity page for each activity.

## First Aid

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- Follow the school's first aid emergency response (consult [First Aid Plan and First Aid Emergency Response](#)) and the school board's concussion protocol (consult [Concussions](#)).
- An emergency action plan and response to deal with evacuations and lock downs must be followed and communicated to students.

# Definitions

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- **Assistant Trip Guide:**

- An individual who has the required certifications, knowledge, and skills to assist the Trip Guide during a trip. The Assistant Trip Guide may be responsible to lead and monitor a sub-group during parts of the trip. This role could be fulfilled by a teacher, volunteer, or an Outside Activity Provider and must be approved by the school/school board.

- **In-charge Person:**

- Some activities refer to an “In-Charge” person. While the teacher is in-charge and responsible for the overall safety and well-being of students under their care, sometimes there are other personnel who must be identified as “In-Charge” related to specific situations (for example, a pool lifeguard). In activities where an “In-Charge” person is designated, that person, in consultation with the teacher, must make final decisions regarding safety of the students

- **Lifeguard, Assistant Lifeguard and Aquatic Instructor:**

- Refer to the Qualification section.

- **Lifejacket:**

- Canadian-approved lifejackets are designed to turn an unconscious or incapacitated person face-up in the water. Lifejackets are available with varying amounts of flotation and turning ability. Canadian approved Lifejackets are stamped or labelled indicating that they are approved by Transport Canada, the Canadian Coast Guard or the Department of Fisheries and Oceans.

- **Monitor:**

- An individual who assists the Teacher with a group of students, (e.g., Volunteer, Qualified Instructor) and has a responsibility to monitor student behaviors for the duration of the activity.

- **Monitoring:**

- The role of monitoring is to observe, identify, act, and report:

- Observe: Observe with attention to detail the actions of the students.
- Identify: Identify the student and the unsafe behaviour.
- Act: Take appropriate actions to safeguard students and others (e.g., stop the activity).
- Report: Provide the name of the student and the unsafe behaviour to the teacher for management and direction.

- **Outside Activity Provider:**

- A commercial company, volunteer organization, or individual, not associated with the school board, who possess the required qualifications to provide safety and initial skill instruction, and monitoring for the duration of an activity.

- **Personal Flotation Device (P.F.D.):**

- Canadian-approved P.F.D.'s are designed for use in recreational boating and are generally smaller, less bulky and more comfortable than lifejackets. They may have less flotation than lifejackets and may have no or little self-turning ability (the ability to turn an unconscious or incapacitated person face-up in the water). Canadian approved P.F.D.'s are stamped or labelled indicating that they are approved by Transport Canada, the Canadian Coast Guard or the Department of Fisheries and Oceans.

- **Qualified Instructor:**

- An individual who provides safety and skill instruction, and monitoring for an activity, and possesses the required qualifications (e.g., experience, certifications). This role could be fulfilled by a teacher, volunteer, or an employee of an outside provider. An instructor does not have the authority to supervise.

- **Supervision:**

- The vigilant overseeing of an activity for management or direction. Activities, facilities, and equipment have inherent risks, but the more effectively they are supervised, the safer they become.

- The Ontario Physical Activity Safety Standards in Education includes three Types of supervision, Direct Supervision, On-Site Supervision, and In-the-Area Supervision. These types of supervision take into consideration the level of risk, which is related to the number of participants, the skill level of the participants, the type of equipment used, the environmental conditions, the age, and developmental stage.
- The three types of supervision described are not hierarchical but represent the type of supervision that activities require and the type of supervision that is inherently possible.
- Some activities in OPASSE transition from one type of supervision to another type of supervision (e.g., Direct Supervision to On-Site Supervision OR On-Site Supervision to In-the-Area Supervision).

- **Teacher:**

- A person with a current certification from the Ontario College of Teachers and under contract by the school/school board (i.e., teacher, vice-principal, principal). This person is legally responsible for the students and has the authority and responsibility to supervise.

- **Trip Guide:**

- An individual who has the required certifications and/or knowledge/skills of the route and activity. This role could be fulfilled by a Teacher, a Volunteer, or an employee of an Outside Activity Provider and must be approved by the school/school board. Trip Guides have been instructed on their monitoring responsibilities.

- **Types of Supervision:**

- **Direct Supervision:**

- Direct Supervision requires that the Teacher is physically present at the activity, providing visual and verbal oversight for management and direction of both, the activity and student safety.

- Provisos:

- No other activity can occur when part of the activity or the entire activity is under Direct Supervision when there is only one Teacher supervising.
- The Supervision section of the relevant activity safety standards page in the Ontario Physical Activity Safety Standards in Education describes when parts of an activity are under Direct Supervision.
- Where a Qualified Instructor(s) is providing the safety and initial skill instruction and monitoring for one activity and requires the Teacher to be present at that activity for management and direction.
- An activity may be under Direct Supervision:
  - During the entire duration of the activity;
  - During the set up and take down of equipment; .
  - During the safety and initial skill instruction;
  - During the performance/practice of the activity skill; and
  - When the activities transition from Direct Supervision to On-Site Supervision.
- **In-the-Area Supervision:**
  - The Teacher is located in proximity to a combination of locations where the student activities take place, is circulating, and is accessible for providing management and direction of the physical activity and student safety.
  - **Provisos:**
    - The Teacher is circulating between the activities occurring at separate locations, and is readily accessible, or the location of the Teacher is communicated to the student.
    - Where a Qualified Instructor(s) is providing the safety and skill and instruction and is monitoring at a combination of locations, the Teacher is located in proximity to where the student activities take place, is circulating between the

activity locations, and is accessible for management and direction.

- Students may be out of sight for periods of time.
- An activity or a component of the activity is under In-the-Area Supervision:
  - Where the same activity is located in separate locations (e.g., Fitness activities);
  - Where two or more activities under In-the-Area Supervision occur in separate locations (e.g., Badminton, Table Tennis, Handball (Wall));
  - Where the skill application of the activity takes place at a separate location from the teacher (e.g., Cross Country Running, Skiing (Alpine), Cycling, hiking on trails);
  - When the activities occur in double or triple gymnasiums; and
  - Where more than one Qualified Instructor is providing activities at a combination of locations.

○ **On-Site Supervision:**

- The Teacher is present at one location where the student activity takes place (e.g., gymnasium, sports field, climbing wall at an Outside Activity Provider's facility, campsite) and is accessible for providing management and direction of the physical activity and student safety.
  - **Provisos:**
    - Where more than one activity occurs in one location, the Teacher is circulating between the activities and is accessible for management and direction.
    - Momentary presence in adjoining rooms (e.g., equipment room, outdoor storage shed, boathouse, staff tent) is considered to be On-Site Supervision.
    - Where a Qualified Instructor(s) is providing the safety and initial skill instruction and monitoring for an activity or a combination of activities at one

location and the Teacher is present and is circulating and accessible for management and direction.

- An activity may be under On-Site Supervision:
  - During the entire duration of the activity;
  - During the safety and initial skill instruction;
  - With activities using multiple stations while the Teacher is circulating;
  - When combining two or more activities at one location while the Teacher is circulating; and
  - When activities transition from On-Site Supervision to In-the-Area Supervision.

- **Volunteer:**

- A responsible adult (e.g., Educational Assistants, Retired Teachers, Co-op Students, Parents/Guardians, Teacher Candidates) approved by the Principal/Designate who is under the direction of a Teacher and has been instructed on their monitoring responsibilities. Refer to your school board's policy on volunteers assisting with student's physical activities.

- **Water Safety Supervisor:**

- Refer to the Qualifications section.

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