

# FIELD TRIP POLICY

## 1. Policy

Field trips as an important component of the educational process and are supported and encouraged by Hanson International Academy ('Hanson'). While field trips can provide real life contact with instructional subjects, thereby increasing the value of the learning experience overall, these activities may also present unique risks and hazards to participants. Those who supervise and lead field trips should conduct appropriate risk management assessments and put in place measures to ensure the safety and accessibility for all field trip participants, such as conducting 'pre-trip briefing sessions' prior to any field trip.

If a course involves Hanson International Academy sanctioned field trips, the following information, if available, should be clearly stated in the course outline:

- Location(s);
- Timing;
- Duration; and
- Cost (if any).

The Campus Director must approve plans for these field trips in writing. Hanson International Academy insurance is only available to participants if Hanson International Academy sanctions the field trip. The Campus Director's signature on the field trip plan is evidence of sanction for the field trip. Students participating in voluntary or non-sanctioned activities/field trips are not covered by Hanson insurance and must sign the appropriate liability waiver (if above 18 years old) or have their parent/legal guardian sign the liability waiver.

## 2. Definition of 'Field Trip'

- 2.1.** *'Field trips'* are defined as any work/research/study/activity approved by Hanson International Academy as a sanctioned component of a program and undertaken by staff and students at an off-campus location.
- 2.2.** A 'field trip' does not include meetings off-campus, attendance at workshops or conferences, or trips to supervise students on work placements as part of their formal program of study.
- 2.3.** Co-op, field placements, other types of placements that are an integral part of the course curriculum, and identified as such in the course outline, are not considered field trips.

### 3. Pre-trip briefing sessions

- 3.1. *'Pre-trip briefing sessions'* are sessions or 'meetings' held well in advance of the field trip. It allows for the distribution of information that should include:
- Objectives of the field trip;
  - Special clothing or equipment needs;
  - Proposed working groups (if appropriate); and
  - Any other organizational information.
- 3.2. Information about legal situations (i.e. trespassing), safety concerns, and potentially hazardous situations can also be shared during pre-trip briefing sessions.
- 3.3. If the nature of the field trip requires such things as child abuse clearance, criminal history requirements, verification of valid immunization, visa requirements, and etc., these should be discussed and clarified in the briefing session. This will also allow participants the opportunity to provide suggestions that can be considered and, if appropriate, acted upon before the trip.
- 3.4. Pre-trip briefing sessions are important so that everyone is aware of what is being planned and what the objectives and expected learning outcomes are for the participants.
- 3.5. These briefing sessions also give students a chance to share their thoughts and ideas about the field trip, to make suggestions or request specific activities, and to identify any concerns they may have.
- 3.6. These briefing sessions will also allow students to identify any special needs they may have so that appropriate measures can be taken to address these needs.

### 4. Pre-trip preparation

- 4.1. As per section 3, 'pre-trip briefing sessions' should be held well in advance of the field trip and should provide students with enough information and chances to identify and reconcile any special needs to prepare themselves for the field trip.
- 4.2. When possible, descriptions of the field trip should be discussed with students prior to registration to ensure that disability-related accommodations are addressed in a timely manner.
- 4.3. The instructor or field trip leader will generally plan field trips of one-day duration or less if they are routine components of the course.
- 4.4. On overnight or longer field trips, students should be given an opportunity to provide input particularly in reference to the logistics of the field trip.
- 4.5. On an overnight or longer field trip, provisions must be made to accommodate individuals in case of an emergency. A list of field trip destinations and, if appropriate, addresses and phone numbers of any hotels or accommodations being used should be provided to the department office and to all participants.

- 4.6. Participants should also provide the name, address, and phone number(s) of a person to be contacted in case of an emergency ('emergency contacts'). These names and addresses should be kept by the field trip leader and by the department office.
- 4.7. For emergency purposes, a cell phone (or in remote locations, a satellite phone) is essential.

#### **4.8. Conduct in the Field Trip**

- 4.8.1. On a field trip, students are expected to conduct themselves in a responsible manner and in accordance with the Hanson International Academy's Code of Conduct policy, Students Rights & Responsibilities policy, and Student Misconduct Procedures Guide.
- 4.8.2. All participants must also be made aware that Hanson International Academy will not tolerate harassment or any form of discrimination covered under the Ontario Human Rights Code. Disciplinary action will be taken and/or charges laid against individuals found guilty of an offence.
- 4.8.3. It is important to remember that all participants, by their participation in the field trip, are representing Hanson International Academy.
- 4.8.4. Whenever possible, field trip participants should not work alone, but with another group member or members, for safety reasons.
- 4.8.5. All participants are normally expected to take part in all planned curricular activities of a field trip. An exception will be made where an individual believes the activity to be unsafe under the circumstances. Other exceptions will be considered and accommodated according to the Ontario Human Rights Code.
- 4.8.6. If a field trip participant negatively impacts the participation of others (i.e. harassment, threatening, etc), the field trip leader has the right to have the participant cease all field trip activity and, if feasible, to send the individual home or back to Hanson International Academy at the student's own expense. The student's emergency contact person should also be notified.

#### **4.9. Travel and Transportation**

- 4.9.1. If travel arrangements are rented/provided by or on behalf of Hanson International Academy, all participants must utilize them.
- 4.9.2. Participants not willing to use arranged or provided transportation must sign an 'Alternate Transportation Waiver'.
- 4.9.3. Field trips should begin and end on campus.
- 4.9.4. There may be instances where transportation is not provided by Hanson International Academy. In these instances, students are responsible for their own transportation to and from the field trip site, as well as ensuring that they have

adequate insurance coverage in the event of an accident of mishap on route to and from the field trip site.

#### **4.10. Physical, Psychological, Medical, or Dietary Accommodations**

- 4.10.1.** Hanson International Academy's learning environment, including mandatory field trips, will be made fully accessible for students with disabilities on a case-by-case basis.
- 4.10.2.** Hanson will work with the program staff and the student to ensure the venue is accessible specific to the student needs.
- 4.10.3.** When a particular venue cannot be made accessible for an individual student for reasons allowed under the Ontario Human Rights Code, specifically undue hardship or health and safety, an alternate field trip will be arranged to meet the requirements of a student with a disability while meeting the objectives of the field trip experience.
- 4.10.4.** Where voluntary experiences are suggested, program staff should ensure that there are accessible venues suggested.
- 4.10.5.** Field trip participants must inform the field trip lead in advance of any physical, psychological, medical, or dietary considerations that could affect their ability to participate in the field trip activities and/or their ability to endure the potential physical demands of the field trip.
- 4.10.6.** The field trip leader should make reasonable accommodation efforts or provide alternative opportunities.
- 4.10.7.** All participants are expected to be appropriately dressed for the field trip in question. A participant who is not appropriate attired, or does not have the necessary supplies or equipment as identified in the pre-trip briefing session, will not be allowed to participate in the field trip.