



A-01 Off-Site Activities

ALBERTA EDUCATION POLICY

CEO Approval:	July 1, 2019
Last Review Date:	April 30, 2026
Next Review Date	April 30, 2030

PURPOSE

Calgary Academy supports Off-Site activities for Students when such activities have educational value and are part of curricular or extra-curricular programs.

DEFINITIONS

Assistant Principal - a member of the School Leadership Team (SLT), a person who may act as a designate in place of the Principal

Chief Executive Officer (CEO) - the head of operations of each of the three entities of HLG

Contractor - a person or company hired under a contract to provide specific services for HLG

Employee - an individual who is working under an employment relationship within an entity of HLG

Lead Teacher - a teacher who is not necessarily in a formal leadership role and is acting in a leading capacity for one or more activities

Off-Site Activities - activities, whether curricular or extra-curricular, which take Students and Employees off campus

Principal - the head of school operations

Responsible Adult - an individual 18 years of age or older, who demonstrates the necessary characteristics to be able to supervise one or more students and who is screened and approved by CA to act in a supervisory capacity. This may include HLG staff, other than teachers and volunteers

Risk Assessment - identification of hazards faced by Students and/or Employees as part of approved activities on or off campus

Site Assessment - part of Risk Assessment, undertaken to assess risk at a specific off-site location

Student - student enrolled at Calgary Academy

Supervisor - someone who is responsible for leading one or more Employees, a department(s), and/or the operations of the HLG worksite

Volunteer - a person approved to perform a service on behalf of HLG

GUIDELINES

1. The Principal, Assistant Principals, and instructional Employees are to be familiar with this procedure and trained accordingly in the requirements for taking Students off Calgary Academy property for Off-Site Activities. Specific training shall include:
 - a) planning for Off-Site Activities;
 - b) assessing risk for Off-Site Activities;
 - c) eliminating or mitigating risk for Off-Site Activities;

- d) responding to incidents and emergencies during Off-Site Activities; and
 - e) incident reporting.
2. All Volunteers participating in Off-Site Activities must complete an approved Volunteer application and provide a current criminal record check, inclusive of the vulnerable sector.
 3. A minimum of one Supervisor who is supervising the Off-Site Activity must have current and valid Standard/Intermediate First Aid and CPR training. Additional Responsible Adults holding valid first aid training may be required, depending on the size of the group. All decisions regarding first aid must consider the size of the group and the hazard level. Off-site Activities held in remote areas, or which involve activities with greater identified risks, may require additional Wilderness and/or Remote First Aid training. All questions regarding first aid requirements are to be directed to the Assistant Principal overseeing the Off-Site Activity.
 4. All approved Off-Site Activities must meet the requirements outlined in School Physical Activity, Health, and Education Resource for Safety (SPHEReS).
 5. Alberta-based Off-Site Activities require pre-approval a minimum of four weeks ahead of departure by the Principal or designate, and shall be subject to the following conditions:
 - a) completion of Off-Site Activity forms, inclusive of a detailed itinerary, curriculum fit assessment, emergency action plan, transportation arrangements, parental permission letter and Risk Assessment review;
 6. designation of a teacher, to act as a Lead Teacher responsible for the Off-Site Activity's planning and execution; in most circumstances the Lead Teacher would be present at the Off-Site Activity;
 7. provision of adequate teacher and adult supervision. Minimum supervision ratios are outlined in Appendix A: Supervisor / Student Off-Site Ratios;
 - a) before departure for an Off-Site Activity, the Lead Teacher must submit an Off-Site Departure Checklist to the Principal or designate; and
 - b) Off-Site Activities that do not meet the four-week approval deadline will be considered on a case-by-case basis.
 8. The following steps must be undertaken as part of the planning and approval process:
 - a) Once the field trip form has been submitted, both the transportation coordinator and school-based Supervisor need to approve. All school-based Supervisors review and approve trip requests collectively on a semi-monthly cadence.
 - b) Lead Teachers must alert their Supervisor and Finance of any trips with fees.
 - c) After approval is complete, Supervisors will update the Staff and Community Calendar with the trip details upon approval and permission forms are distributed to families.
 - d) The Lead Teacher will regularly review the permission form completion status as outlined in the Off-Site Activity Manual.
 9. When groups are composed of Students of multiple ages (e.g. Grades 7-11), Supervisor to Student ratios shall be determined based on the lowest ratio applicable (e.g. In the example of grades 7-11, the ratios of 1 adult to 12 Students shall be used). Supervisor to Student ratios must also consider the following:
 - a) In addition to the Lead Teacher, there are to be enough Supervisors to respond effectively in the case of an emergency;
 - b) Off-Site Activities held in remote areas, or which involve activities with greater identified risks may require greater supervision levels;
 - c) Overnight Off-Site Activities require a minimum of two Supervisors; and

- d) Gender of Supervisors will reflect, as much as is possible, the genders of participants. Having one Employee and another Responsible Adult/Volunteer is a reasonable alternative.
 - e) Supervisors should be unrelated to each other. Having one Employee and another Responsible Adult/Volunteer is a reasonable alternative.
10. All Supervisors are required to exercise supervision on a full-time basis, and take whatever precautions are necessary to ensure the proper conduct, appropriate behavior and safety of Students. Supervisors are required to understand and follow three categories of supervision which are based on the principles of general and specific supervision, taking into consideration the risk level of the activity, skill level of the Student(s), maturity of the Student(s), and the Student's ability to monitor the risk themselves. The three categories of supervision include:
 - a) Constant Visual, meaning the Supervisor is physically present and watching the specific activity in question;
 - b) On Site, meaning the Supervisor is present, but not necessarily constantly viewing one activity; and
 - c) In the Area, meaning the Supervisor is in the general area of student activity, but not necessarily within sight.
 11. At any time, the Lead Teacher may, in consultation with the Principal, shorten, cancel, or terminate an Off-Site Activity if, in the opinion of the Lead Supervisor, the Off-Site Activity cannot proceed or be completed in a safe or satisfactory manner.
 12. Out of province Off-Site Activities shall be reported to the CEO.
 13. The maximum duration any Off-Site Activity may take students away from learning is five (5) instructional days.
 14. Any deviation from the activities and schedule outlined in the approved itinerary must receive additional approval, prior to the commencement of the activity, from the Principal or designate. The only exception to this is in the case of an emergency.
 15. Calgary Academy carries comprehensive out of province and out of country travel insurance for all Off-Site Activity participants.
 16. All Off-Site Activities involving travel outside of the country must include ongoing review of the Government of Canada Travel Advice and Advisory (<https://travel.gc.ca/travelling/advisories>) and must follow travel advisories as applicable. Should a destination country be subject to a travel advisory, ongoing communication between Calgary Academy and a Student's parent(s)/guardian(s) shall clearly indicate the nature of the advisory, the ongoing status of the advisory and that Calgary Academy retains the right to alter or cancel any out of country trip.
 17. Off-Site Activities occurring outside of Alberta, and within Canada require a minimum of three months' pre-approval. Out of Canada Off-Site Activities require a minimum of six months pre-approval. Additionally, out of Canada Off-Site Activities require initial approval in the school year preceding the planned travel date. For example, if an Off-Site Activity is being planned for April 2027, initial approval must be sought and received no later than June 2026. Exceptions to this timeline can be approved only by the CEO.
 18. All Off-Site Activities involving travel outside of the province or country must receive initial approval from the CEO. This approval must be received prior to commencement of formal planning.

Supervisor Competence

19. The Lead Teacher shall possess qualifications, skills, knowledge, experience, and expertise to a defensible standard if the Lead Supervisor is instructing any activity while Off-Site. Should the Lead Teacher not possess the necessary qualifications to instruct any activity during an Off-Site activity, they shall consult with the Principal and choose to:
 - a) select one or more qualified Employees to instruct Students during the Off-Site Activity; or
 - b) engage a certified Contractor to provide instruction to Students during the Off-Site Activity.

20. The Lead Teacher shall select appropriate Responsible Adults for the activity and provide the Responsible Adults with direction as to the requirements of the Off-Site Activity and their responsibilities, prior to the departure of the Off-Site Activity.

Risk Assessment

21. A Risk Assessment must be completed for all Off-Site Activities. Risk levels must be assessed, and risk control measures must be identified. Risk Assessment is required from Contractors, when engaged for the purpose of delivering instruction to Students during Off-Site Activities. Risk Assessment is included in the Off-Site Activity Field Trip – Teacher Approval Form. A Site Assessment is required for all Off-Site Activities. If a physical Site Assessment is not possible, every effort to assess the site by using appropriate sources is to be utilized.

Parental Permission

22. Written parental permission must be obtained for each Student to participate in the Off-site Activity. Supervisors must ensure the Parent is authorized to sign for the Student and that Supervisors are available to answer parents' questions before they sign forms. Parents must be informed in writing of the following information about Off-Site Activities:
- a) the purpose and educational objectives of the Off-Site Activity;
 - b) the name of the Lead Teacher;
 - c) the date of the Off-Site Activity;
 - d) the destination and, where necessary, a map of the area;
 - e) a detailed itinerary, setting out the general nature and number of activities;
 - f) departure and return times;
 - g) mode(s) of transportation;
 - h) financial arrangements;
 - i) level of supervision;
 - j) a list of the most likely risks associated with the Off-Site Activity;
 - k) safety precautions;
 - l) any unusual factors such as rigorous physical activity, water-related activities, or water sports;
23. a reminder that parents must inform the homeroom teacher or Lead Teacher about any relevant medical conditions of the Student;
- a) emergency procedures to be followed in the event of injury, illness or unusual circumstance;
 - b) any other relevant information about the trip which may influence the parent's/guardian's decision to withhold permission, such as a controversial exhibit;
 - c) an Acknowledgement of Risk and Informed Consent form to be signed by parent(s)/guardian(s); and
24. Parents are asked to inform the school in writing if they do not want their child to participate in an Off-Site Activity.

Transportation

25. Where transportation is necessary, the Principal or designate may authorize the use of:
- a) Calgary Academy school-owned bus operated by a properly licensed and authorized driver;
 - b) a leased vehicle subject to availability of a properly licensed and authorized driver;

- c) a leased school bus or coach bus and professional driver from an authorized bus contractor; and
- d) an authorized driver approved by the third-party travel Contractor; or the use of a public carrier.

26. Parent/guardian permission must be provided for all students being transported.

REFERENCES

Child, Youth and Family Enhancement Act, RSA 2000 c C-12

Code of Professional Conduct for Teachers and Teacher Leaders (Alberta)

Commit To Kids: Step-By-Step Program – Canadian Centre For Child Protection

Calgary Academy Off-site Activities Manual

Education Act, SA 2012, c E-0.3

Government of Canada Travel Advice and Advisory

Hour Zero Training Program

Respect in School Training Program

Risk Management For Outdoor Programs: A Guide To Safety In Outdoor Education, Recreation and Aventure - Jeff A. Baierlein (Viristar)

School Physical Activity, Health & Education Resource For Safety (SPHEREs)

CROSS REFERENCES

Board Policy – Learning

Board Policy - Respectful Learning and Working Environments

A-04 Life Threatening Allergies Procedure

A-08 Care and Safety of Students Procedure

A-09 Child Abuse Procedure

B-01 Teaching and Learning Procedure

F-06 Emergency Preparedness Procedure

F-07 Emergency Response Procedure

F-08 Incident Reporting and Investigating Procedure

International Travel Studies Staff Handbook

REVIEW HISTORY

Amendment Date: n/a

Review Dates: September 1, 2019
April 30, 2026

APPENDIX A

Supervisor/Student Off-Site Activity Ratios

Age	Within Alberta	Outside Alberta	Out of Country
Kindergarten	1 adult to 5 students	Not allowed	Not allowed
Grade 1-4	1 adult to 8 students	Not allowed	Not allowed
Grade 5-6	1 adult to 10 students	1 adult to 6 students	Not allowed
Grade 7-9	1 adult to 12 students	1 adult to 8 students	1 adult to 6 students
Grade 10-12	1 adult to 15 students	1 adult to 8 students	1 adult to 8 students