

FIELD TRIP POLICY APPENDICES

Quick Check List	2
Local and/or Reoccurring Trips	2
Sporting Event	2
Wilderness Experience.....	2
International Trips.....	2
Culture Camps	3
Appendix 1 Use of Private Vehicles for Transporting Students.....	4
Appendix 2 Billeting Roles and Responsibilities	6
Appendix 3 Trip Contingency Plan	8
Appendix 4 Incident Report.....	9
Appendix 5 Volunteer Registrations Form.....	12
Appendix 6 Consent Forms	14
Local Trip Consent Form.....	14
Medical Form.....	16
Overnight Trip Consent Form.....	18
Appendix 7 Emergency Plan and Search Protocol	20
Appendix 9 Kayak Standards.....	23
Appendix 10 Outdoor Cooking Standards.....	26
Appendix 11 Life Area Skiing and Snowboarding Standards.....	29
Appendix 12 Canoeing Standards.....	31
Appendix 13 Hiking and Backpacking Standards	34
Appendix 14 Camping Standards	37
Summer Camping Standards.....	37
Winter Camping Standards	40
Appendix 15 Cycling Standards	45
Appendix 15 Cycling Standards	48
Appendix 16 Daily Trip Log.....	51
Appendix 17 Risk Analysis	54
Appendix 18 Firearms Safety Standards.....	56
Appendix 19 Final Checklist	57

Quick Check List

Local and/or Reoccurring Trips

- Using private vehicles to transport students? If yes.....Appendix 1
- Temperatures likely to drop below -25C? If yes.....Appendix 3
- Are volunteers required as supervisors or playing a major role?..... Appendix 5
- Parental consent required to go off school grounds? If yes.....Appendix 6
- Any student with significant allergies or health issues? If yes..... Medical Form
- Administrator sign-off unless significant risks identified
- Significant risks to be mitigated? If yes.....Appendix 17

Sporting Event

- Using private vehicles to transport students? If yes.....Appendix 1
- Using private billets to house students? If yes,Appendix 2
- Temperatures likely to drop below -25c? If yes.....Appendix 3
- Are volunteers required as supervisors or playing a major role?..... Appendix 5
- Overnight stay? If yes, overnight consent form required.....Appendix 6
- If yes, Director of Learning approval required..... Appendix 6
- Any student with significant allergies or health issues? If yes... Medical Form*

Wilderness Experience

- Using private vehicles to transport students? If yes.....Appendix 1
- Detailed Itinerary Required as part of Trip Consent FormAppendix 6
- Contingency Plan (required) to plan possible changes to trip.....Appendix 3
- Are volunteers required as supervisors, for certification or other role?.... Appendix 5
- Overnight stay? If yes, overnight consent form required.....Appendix 6
- If yes, Director of Learning approval required.....Appendix 6
- Offsite Review Committee Review desirable?
- Travel in Avalanche areas? Offsite Review Committee Required.
- Parent Guardian meeting held and documented?.....Appendix 6
- Wilderness First Aid Capacity Required.....
- Any student with significant allergies or health issues? If yes..... Medical Form
- Camping? Canoeing? Kayaking? Hiking? Cycling?.Cooking?Appendices 9-15
- Firearms to be available for use, or used?Appendix 18
- Hazard Inventor, Risk Analysis and Mitigation Strategies.....Appendix 17

International Trips

- Using private billets to house students? If yes,Appendix 2
- Contingency Plan to deal with early terminationsAppendix 3
- Are volunteers required as supervisors, for certification or other role?.... Appendix 5
- Overnight stay? If yes, Overnight Consent form required.....Appendix 6

If yes, Director of Learning approval required.....	Appendix 6
Any student with significant allergies or health issues? If yes.....	Medical Form
Risk Analysis to identify ways to mitigate risks required	Appendix 17
Medical Insurance Required	
Commercial Service Provider Agreement completed and on file.....	Appendix 8

Culture Camps

First Nations Perspectives Review Committee review required.	
Using private vehicles to transport students? If yes.....	Appendix 1
Are volunteers required as supervisors, for certification or other role?.....	Appendix 5
Overnight stay? If yes, Overnight Consent form required.....	Appendix 6
If yes, Director of Learning approval required.....	Appendix 6
Travel in Avalanche areas?.....	Offsite Review Committee Required
First Aid Capacity required.	
Any student with significant allergies or health issues? If yes.....	Medical Form
Camping? Canoeing? Kayaking? Hiking? Cycling? Cooking?	Appendices 9-15
Firearms to be available for use or planned to be used?	Appendix 18
Hazard Inventor, Risk Analysis and Mitigation Measures Identified.....	Appendix 17
Medical Forms required.....	Appendix 6
Risk Analysis and Mitigation assessment done?	Appendix 17

Appendix 1 Use of Private Vehicles for Transporting Students

School Name: _____	School Year: _____	
Driver's Name: _____	Phone Number: _____	
Driver's Address: _____		
Driver's License Number: _____	Class: _____	Expiry Date: _____

Insurance Related Considerations:

1. The Yukon Department of Education requires that the vehicle owner maintain, at all times, insurance in an amount of not less than (e.g. \$1,000,000) with respect to liability for any passengers in the vehicle the volunteer driver is operating.
2. The owner of the vehicle is expected to inform his/her insurance agent of the intention to use the vehicle and to act as a volunteer driver for school activities, and to obtain, where necessary, a passenger endorsement.

Vehicle: _____ Make / Model / Seating Capacity (inc. driver)
Owner's Name: _____
Owner's Address: _____
Owner's Phone: _____
Insurance On Vehicle - Company: _____
Insurance Agent: _____ (Or Copy of Pink Slip Attached)

COMMITMENTS

By submitting this application to become a volunteer driver for the Yukon Department of Education:

1. I undertake to ensure that the vehicle used to transport students is in safe operating condition.
2. I agree to operate the automobile referred to herein in a safe manner, to abide by all

applicable laws at all times while I am transporting students, to limit the number of passengers to the number of useable seat belts, to require proper use of occupant restraint systems (i.e., seatbelts, head restraints, airbags, seat position), and to comply with the directions of teachers or agents of the Yukon Department of Education.

3. I undertake to report to the school principal all accidents and any suspension of my license or change in my insurance status which may occur after the date of this authorization while it remains in force (i.e., this school year).
4. I have advised my insurance company that I have applied to serve as a volunteer driver and inquired whether a passenger endorsement is necessary.
5. I undertake to maintain, at all times, personal liability and indemnity insurance equal to or greater than the minimum noted above.
6. I accept the foregoing undertakings and certify that the information contained in this application is correct to the best of my knowledge:

Signature of Driver: _____

Signature of Vehicle Owner: _____

Date: _____

The above-named driver is authorized to assist the school during the current school year. The assistance is appreciated.

Signature of School Administrator: _____

Date: _____

Appendix 2 Billeting Roles and Responsibilities

What is billeting?

Billeting is defined as any situation in which an accommodation is provided for a student by a host family.

In general, billeting situations occur when a student is placed in a private home during a field trip activity for a period of two or more days. The billet host is expected to provide for the student food, transportation, sleeping arrangements and a comfortable home environment.

Billeting is common to many school based activities. Students generally travel together, building strong team relationships and a spirit of unity. Billeting is an economical way to enable learning outside the school environment. Billeting can be a confidence booster for students encouraging them to take on new responsibilities in new family arrangements. As a host, billeting helps build new relationships that may lead to new and lasting friendships.

The Department of Education appreciates the efforts of all families and students who participate in billeting.

Name/s of Parent/Guardian in billeting family

1. _____

2. _____

Billeting Family Contact Information:

Phone numbers

Daytime: () _____ - _____

Evening: () _____ - _____

Email: _____

Start and Finish Dates of Billeting: _____

Roles and Responsibilities to be assumed by the billeting family:

Other Responsibilities/Restrictions:

Student Privileges, Restrictions and Support Offered by Billet Family:

R.C.M.P. Security checks are required for every person wishing to billet students.

I hereby give my consent for an RCMP Criminal Record Check

Note: By consenting to this you must be prepared to submit a RCMP Check and forward, once completed, to the Administrator.

Appendix 3 Trip Contingency Plan

A Contingency Plan outlines a course of action to be followed if a preferred plan fails or an existing situation changes due weather, unforeseen circumstances, an emergency or other events that requires a change of plans.

NOTE: An Incident Report Form (Appendix 4) is to be filed within 7 days of enacting a Contingency Plan.

1. **Alternative Student Arrangements:** (basic outline of alternative activities and arrangements for students who know from the beginning that they are unable to attend the Field Trip Activity)

2. **Travel in Inclement Weather or Conditions:** (basic outline of alternative activities and arrangements for students in the event of inclement weather)

3. **Early Termination of excursions due to behavior;** (basic outline of arrangements and costs to parents for early termination due to behavior,)

4. **Early Termination of excursions due to medical reasons:** (basic outline of arrangements and costs to parents for early termination due to medical reasons:)

- 5: **Other:** (details)

Signature and Name of Teacher/Staff member in Charge:

Date:

Appendix 4 Incident Report

This form is to be completed at the scene in the event of any incident or accident or injury or near miss within 7 calendar days of the incident or the enactment of a Trip Contingency Plan or of an incident or accident. (One form per each injured member of the party)

Name of School _____ School Phone Number: _____

Name of Supervisor/Teacher/Instructor Involved: _____

Date of Incident: _____ Time of Incident: _____ am _____ pm _____

Description of how incident occurred: Relate with detail to approved Field Trip Itinerary:

Witnesses: If more than 2 witnesses, attach an additional sheet

1. Name of Witness: _____

Activity of Witness at time of incident: _____

2. Name of Witness: _____

Activity of Witness at time of incident: _____

____ There were no witnesses to the incident. _____ Signature of Staff member in charge

Location of Incident: Be as specific as possible, linking to the trip itinerary included in an approved Field Trip.:

Name of Person Involved in incident: _____ Age: ____ Grade: ____ Gender ____ F ____ M

Home Address: _____ City _____ Postal Code: _____

Status: Student _____ Volunteer _____ Instructor _____ Other please specify: _____

First Aid Treatment Required: Y ____ N ____ Type of Treatment provided:

By whom? _____ Advised to seek medical treatment? Yes ____ No ____
Was hospital care called or provided for? Yes ____ No ____ If yes, Emergency ____ Admitted ____
How was patient transported: Ambulance ____ Private Vehicle ____ Other ____

Nature of Injury:

Bruise: _____ No information: _____
Burn: _____ Nosebleed: _____
Concussion Suspected: _____ Open wound/laceration: _____
Crushed: _____ Sprain/Sprain suspected: _____
Dental Damage: _____ Winded: _____
Dislocation: _____ Property Damage: _____
Fatality/Death _____ Other:: pls. Explain _____
Fracture: _____
Imbedded Object: _____

Was the risk of this injury/incident identified in the Risk Management and Trip Contingency Forms?
Yes _____ No _____ If no, please explain _____

Body Area Injured:

Arms/Shoulder/Elbow _____ Chest/Abdomen _____
Eyes _____ Face: _____ Feet/Toes _____
Fingers/Hands/Wrists _____ Head/Forehead _____ Legs/Knees/Ankles _____
Multiple Areas (detail) _____ Neck _____ No info _____
Spine _____ Teeth _____ Other _____

Cause of Injury or Damage

Assault-No weapon-Intentional _____ Foreign Body _____
Horseplay-No intent to injure _____ Maintenance Activity _____
Assault-With Weapon-Intentional _____ Motor Vehicle Accident _____
Cooking/Use of stove _____ Poisoning/allergic Reaction/Insect Bite _____
Cooking/Use of campfire _____ Suffocation/Choking _____
Drowning _____ School Bus Accident _____
Exposure to Flame/Electricity/ _____ Sports Injury _____
Hot or Caustic Substance _____ Struck Against Person _____
Fall at Same Height _____ Struck /Crushed by or against object _____
Fall from Different Height _____ Sexual Assault (Allegations included) _____
Fatigue/Over Exertion _____ Other: (detail) _____

Activity at time of incident: (details in accordance with approved Field Trip Itinerary)

Details regarding discharge of a firearm:

Full Name, Position and Signature of Person Completing Report:

Date:

Full Name of Administrator:

Signature:

Date:

Appendix 5 Volunteer Registrations Form

<p>Name/ Address of volunteer: _____</p> <p>_____</p> <p>Brief identification of trip/activity: _____</p> <p>_____</p> <p>Staff Member in Charge: _____</p> <p>School Name: _____ School Year: _____</p>
--

I, _____, agree that:

- I have been fully informed as to all elements of the activity/trip and understand that the role that I am expected to play is as follows:

- I hold the experience and qualification appropriate for this activity.

- I am aware that I expected to exhibit positive behavior and act as an appropriate role model while in my role as a volunteer ,and in accordance with the school code of conduct.

- I have been fully briefed by the Staff Member in Charge of the planned schedule or itinerary.

- I have provided a copy of certificates I hold that are relevant to acting as a leader on this trip to the Staff Member in Charge. (i.e. drivers license, FAC, First Aid)

- I am committed to fulfill my duties as a volunteer for the duration of the activity including evenings and weekends if required.
- I understand the need to dress appropriately for the type of activity that is being planned and that I am participating in.
- I am available to attend parent/legal guardian meetings as required.

I hereby consent to an RCMP criminal record check check, if required:

Signature of Volunteer: _____

Date: _____

Signature of Staff member in Charge: _____

Date: _____

Considerations:

1. The Department of Education recognizes that the contributions played by volunteers are an essential component of the learning experience of students, and that many activities depend upon the willingness and availability of volunteers

2. In accordance with the Field Trip Policy, the Department of Education requires that any volunteer who is in a position of authority over a student must consent an RCMP Security Check..

Appendix 6 Consent Forms

Local Trip Consent Form

Note to parents:

1. The Department of Education is required to seek informed consent from parent/legal guardians or legal guardians for all field trips and offsite activities.
2. Informed consent means that all permission slips sent home requesting parent/legal guardian or guardian approval must provide full details of the trips or activity being planned, identify any risks or dangers associated with the activity and include all measures that are being taken to address those known risks.

Brief Description of the planned activity:

Method of Transportation:

Walking

School owned bus/van

Public Transport

Service Provider

Charter Bus

Rental Val

Volunteer Driver

Other

List of Volunteer Drivers and Vehicle Types (if applicable):

Names and roles /responsibilities of Volunteers:

Staff Member in Charge: (signature)

Date: _____

Medical Form

GENERAL INFORMATION

NAME OF STUDENT: _____

SEX ____F ____M AGE _____ Date of Birth _____

Mailing Address: _____

Home phone: _____

Yukon Medical Insurance Number: _____

IN CASE OF EMERGENCY PLEASE NOTIFY:

Name: _____ Relationship: _____

Mailing Address: _____

Phone: _____

Family Doctor: _____ Phone: _____

Medical History

It is important that the history be as complete and as accurate as possible. Students should check off both previous and current medical problems including all previous surgery as well as any significant injuries, i.e. fractures,.

Record of Illness

- EPILEPSY _____
- DIABETES _____
- INFECTIOUS MONONUCLEOSIS _____
- ASTHMA _____
- THYROID DISORDER _____
- KIDNEY DISEASE _____
- SKIN DISEASE _____
- BLEEDING _____
- HEART PROBLEM _____
- FEMALE ONLY _____
 - MENSTRAL PROBLEMS _____
 - BREAST PROBLEMS _____
- MALES ONLY _____
 - HERNIA _____

Muscular/Skeletal Problems

- CONCUSSION _____
- NECK INJURY PROBLEM _____
- BACK INJURY PROBLEM _____
- CAST _____
- DISLOCATED JOINT _____
- SPRAIN _____
- KNEE INJURY _____
- SHOULDER INJURY _____
- TENDINITIS _____
- METAL PLATE, SCREW, PIN IN THE BODY? _____
 - IF SO, WHERE? _____
- BRACE/ SUPPORT REQD? _____
 - IF SO, WHERE? _____

RECORD OF ILLNESS

VISION

Do you have equal vision in both eyes?_____ Do you wear glasses?_____ Contacts? _____

ALLERGIES: (list symptoms of all drug sensitivities as well as environmental agents)

CURRENT MEDICATIONS (list all medications you presently use)

DOSAGE	FREQUENCY	PRESCRIPTION	CONDITIONS

Significant Family medical history: outline in detail where relevant.

Signature of Parent/Legal Guardian: _____

Date: _____

Overnight Trip Consent Form

Note to parents:

3. The Department of Education is required to seek informed consent from parent/legal guardians or legal guardians for all field trips and offsite activities.
4. Informed consent means that all permission slips sent home requesting parent/legal guardian or guardian approval must provide full details of the trips or activity being planned, identify any risks or dangers associated with the activity and include all measures that are being taken to address those known risks.
5. A completed Medical Form, attached, must be submitted for each student.

Brief Description of the planned activity:

Planned Itinerary : (Detailed description of planned schedule for each day of the trip)

Venue for each of the planned activities:

Method of Transportation:

Walking

School owned bus/van

Public Transport

Service Provider

Charter Bus

Rental Val

Volunteer Driver

Other

List of Volunteer Drivers and Vehicle Types (if applicable):

Method and Levels of Supervision:

Method: Constant Visual In Area

Supervision ratios required for activity as specified in Field Trip Policy:

Is a higher level of supervision required for the planned activity? Yes No

If so, Why?

Names and roles /responsibilities of Volunteers:

Risk Management Strategies (per attached, Per Appendix 18)

The attached Risk Management Strategies have been completed for this trip and the following risks have been identified as being inherent in this trip: (fill in or attach)

The risks will be mitigated in the following ways:

A parent/guardian information meeting is _____ is not _____ deemed to be required for this trip.

Date and Place of Meeting: _____

Staff Member in Charge: (signature)

Date:

Appendix 7 Emergency Plan and Search Protocol

1. ASSESS THE SITUATION

Urban Context

- Where was the student/group member last seen? By whom?
- Where was the student going?
- Did any witnesses see unknown persons in the area of the school?

Information for 911/Police Dispatcher (Urban)

- Provide group leader's contact information to dispatcher so police officers can re-establish contact with school group, if necessary.
- Provide lost student's name and age.
- Name, address and telephone of Parent or Guardian
- Physical description of student including clothing.
- Description of lost person's mental state when last seen.
- A photograph, if possible.
- Any other pertinent information.

- Did any witnesses see unknown persons or wild animals or other potential hazards in the area?

Information for 911/Police Dispatcher (Rural)

- Give group leader's contact information to emergency dispatcher so police officers can re-establish contact if necessary
- Lost student's name and age.
- Name, address and telephone of Parent or Guardian
- Physical description of student including clothing.
- Description of lost person's mental state when last seen.
- A photograph, if possible.
- Any other pertinent information.

2. INTERVENTION RESPONSE

Rural Context

- Where was the student/group member last seen? By whom?
- Where was the student going? For what purpose?

DO	DON'T
<ul style="list-style-type: none"> √ Conduct a thorough site search, unless there are dangers to searchers. √ If lost person is not located, or group is unable to search for safety reasons, call 911 and ask to speak with the RCMP. √ Call the Director of Learning √ Contact lost person's parents/guardians or emergency contact √ Assist investigation in every way possible. √ Co-ordinate all communications with Communications Coordinator, police and parents. √ Prepare for media questions, interviews √ Document all responses to the incident. 	<ul style="list-style-type: none"> ✘ Panic – remain calm. ✘ Create undue concern among other students through school-wide announcements, unless announcements are necessary for safety reasons.

3. FOLLOW-UP ACTIVITIES

- Provide ongoing support and services to others affected by the incident
- Debrief the entire incident and circumstances leading up to it.
- Review Emergency Response Plan
- Bring closure – using the media, where appropriate.
- Communicate with parents as appropriate

Appendix 8 Commercial Service Provider

GREAT NORTHERN SKI SOCIETY - Example

IT IS AGREED, IN THIS COMMERCIAL SERVICE PROVIDER PROTOCOL BETWEEN THE YUKON DEPARTMENT OF EDUCATION AND THE GREAT CANADIAN SKI SOCIETY,

THAT THE PARTIES HAVE AGREED TO THE FOLLOWING:

1. Prior to any school trips to Mt. Sima an educational session shall be provided by the service provider to present an overview to students, teachers and parent volunteers, if available, of the overall geographic layout of the ski hill, prohibited areas and overall rules of conduct and safety.
2. Upon arriving at Mt. Sima all students shall be assessed as to their overall ability (Beginner, Intermediate and Advanced) and shall be issued a coloured bib that will provide visual clarity as to their level of expertise.
3. Students will not be permitted to ski or snowboard in areas beyond their level of expertise, unless accompanied by a ski instructor.
4. No students are permitted to ski or snowboard in the snowboard park.
5. No students are permitted to take jumps.
6. The Staff Member in Charge shall remain on site at all times, with a second teacher or parent volunteer shall be required to stay in the ski chalet at all times.

Appendix 9 Kayak Standards

*Kayaking activities Grades 9-12
Flat-water kayaking only is permitted.
Kayaking on moving water is prohibited at all grade levels.*

General Standards:

Flat-water – kayak activities suggested for grades 9-12; day and multi-day trip activities suggested for grades 9-12. All kayak tripping activities will be scheduled in water terrain designated ‘level 1 or 2’ in the Sea kayak Guide Association of BC guidelines.

A hazard inventory with risk assessment including mitigation documentation must be completed for any overnight kayak trip- reviewed on a three (3) year cycle. All terrain assessment documentation must be available for each kayak tripping area used. Daily trip log documentation and evaluation is required. Trangias Stoves only are to be used. Be aware of Methyl Hydrate Wilderness First-Aid protocol for ingestion treatment. **Consideration of using a commercial service provider to lead open water Kayak trips is recommended.**

EQUIPMENT	INSTRUCTION	SUPERVISION
<ul style="list-style-type: none"> • For group and personal equipment list, refer to Yukon Outdoor Education Resource Manual (#RB0536Y) • Trailer management: securing kayaks for transportation is critical to ensure that both lateral and forward movement is minimized and to ensure that the kayaks are not deformed. • Haul speeds are critical, particularly on wash board surfaces such as South Canol Road, Atlin Road and the Takhini River Road. • All participants must wear properly fitting, federally approved PFD with a 	<ul style="list-style-type: none"> • Pool session(s) to cover water awareness – swimming, treading water, huddle strategies, -wet exits/no spray deck/with spray deck. • Each program must be planned to include contingency plans for inclement weather, behavioral issues and medical evacuations. • Program activities must be grade and skill level appropriate. • Refer to the approval process in the Field Trip Policy material. • Students should demonstrate the 	<p style="text-align: center;">SUPERVISION</p> <ul style="list-style-type: none"> • All kayak activities will have a 6:1 student/leader ratio. Minimum of two leaders are required with three leaders on expeditions. • Fully completed Medical Forms (Appendix 6) are required for all participants. • Current First Aid certification is required, and where appropriate, Wilderness First Aid. <p>Kayak instruction and tripping:</p> <ul style="list-style-type: none"> • One leader with recognized kayak leadership course, or equivalent.

<p>whistle when on the water. PFDs must be red, orange or yellow only!</p> <ul style="list-style-type: none"> • A tested satellite phone in a water-proof case with appropriate emergency phone numbers. • All trip leaders must carry personal survival kits including waterproofed matches/lighter and fire starter • Each kayak must be equipped with a 15 meter throwing line, a bilge pump in each cock-pit, a water-proof flashlight, spray decks and deck lines. • Each leader must have a paddle float. • Each group of 3 double kayaks must have a spare paddle. • Each individual must have a full fresh water bottle, suitable layers of heat retentive and wind resistant clothing, sun hat, toque and gloves, eye and skin protection and sun glasses. Protective foot wear must be worn at all times. Extra water-proofed clothing is also required. 	<p>following skills (clothed and wearing a PFD) swim 25 meters continuously, tread water for 3 minutes, wet exit and kayak with and without a pray skirt attached.</p> <ul style="list-style-type: none"> • Prior to being in a kayak, on water, students should demonstrate competency in the following knowledge and skills: • Kayak history, basic kayak safety, Kayak design and terminology, selection and • Proper use of equipment, cockpit adjustments for proper fit, foot pegs and seat, • Recognition of hypothermia, hyperthermia and hyponatremia. <ul style="list-style-type: none"> • Proper clothing for the conditions. • Emergency signals and procedures <p>Prior kayak trips students must receive instruction on calm, flat-water regarding:</p> <ul style="list-style-type: none"> • Seating position in the cockpit • Paddle selection and use 	<ul style="list-style-type: none"> • Students in double kayaks • Leader(s) in single kayaks • Medical coverage • Communications system <p>Day and multi-day tripping:</p> <ul style="list-style-type: none"> • Ocean and large lake venues such as Haines, Alaska area, Atlin Lake, Lake LaBerge, Tagish, Bennett, Marsh, Aishihik, Sekulmen, Ethel Kluane) need to be assessed by the Offsite Review Committee prior to approval • SKGABC ocean terrain assessment system. • Minimum leadership capacity recognized by SKGABC/ACSKG/CFOKE or equivalent. • One leader with current venue experience and leaders are required in front of, behind and beside groups. • Easy voice communication/space between leader boats. • Night, pre-dawn and pre-dusk paddling prohibited, unless for emergency evacuation. • Daily trip log documentation and evaluation is required.
--	---	--

	<ul style="list-style-type: none">• Entry and exit, dock shoreline and shoreline with wave action• Basic stability for double kayaks• Touching brace, high and low• Turning strokes• Forward and reverse strokes	
--	--	--

Appendix 10 Outdoor Cooking Standards

Outdoor Cooking Standards

Standards for Grades 1- 12

Equipment	Camp layout	Supervision
<p>Grade 1-12 The full responsibility for inspecting any and all cooking gear to be used on a school trip lies with the teacher in charge.</p> <p>This includes ensuring that appropriate equipment is used and that all equipment is inspected to ensure it is good working order and does not pose a safety hazard.</p> <p>A decision must be made in the trip planning phase to use either White gas or Methyl hydrate.</p>	<p>Grades 1-12 Unless using a ventilated cooking shelter, all cooking camps must be done in an open area free of tarps and other covers.</p> <p>Warm up fires, if used, must be set at a distance from the cooking fires.</p> <p>Camp layout and camp boundaries must be established with the group.</p> <p>Eating and cooking areas should be separated from any sleeping by 100 meters where possible.</p> <p>No open flame in or near tents.</p>	<p>Grades 1-3 Constant Visual Supervision required at all times. All cooking and meal preparation is the full responsibility of the Staff member in Charge and/or volunteers.</p> <p>Grades 4-5 Constant visual supervision is required at all times. All cooking is the responsibility of the Staff member in Charge and/or volunteers.</p> <p>Some responsibility for serving, laying out and meal preparation can be done by students provided that clear instruction is provided and students are fully supervised.</p> <p>No filling and/or lighting camp stoves.</p>

Equipment	Camp layout	Supervision
		<p>Grades 6-7 Constant visual supervision is required at all times.</p> <p>Some responsibility for serving, meal preparation and meal layout can be delegated to students provided that the Staff member in Charge and/or volunteer adults are able to provide constant visual supervision at all times.</p> <p>No filling and/or lighting camp stoves</p> <p>Grades 8 – 9 On-site supervision level is required at all times.</p> <p>Grades 9 may be taught kitchen set up and cooking under constant visual supervision.</p> <p>Students filling and lighting camp stoves must be under constant visual supervision</p> <p>Grades 10 – 12 Students may be fully responsible for meal preparation and cooking with on-site</p>

Equipment	Camp layout	Supervision
		supervision provided that the staff member in charge has provided a review of safety procedures and have checked all gear. On-site supervision is required at all times.

Appendix 11 Life Area Skiing and Snowboarding Standards

Suggested for Grades 4 – 12

Equipment	Instruction	Supervision
<ul style="list-style-type: none"> • Parents must be informed (by letter) of their child’s involvement in skiing and be made aware of the importance of suitable clothing and equipment. • A consent form must be signed by the parent/guardian prior to engaging in lift area skiing and/or snowboarding. • A leader must ensure that students have appropriate cold-weather outdoor clothing, especially hand and head wear. • Long hair should be tied back or tucked in. • Wearing of wrist guards when snowboarding is recommended. • The wearing of helmets should be encouraged for both skiing and snowboarding activities. • All equipment must meet current industry standards. • Skis/snowboards must have a runaway device (i.e. ski brakes or snowboard leash). 	<p>Prior to the activity the teacher should:</p> <ul style="list-style-type: none"> • discuss proper clothing • discuss how to recognize and treat frostbite and hypothermia, and • ensure that students are thoroughly familiar with: <ul style="list-style-type: none"> – alpine responsibility code, – slope ratings, and – the role of the ski patrol. <p>Alpine Responsibility Code</p> <ol style="list-style-type: none"> 1. Stay in control. 2. People ahead have the right of way. 3. Stop in a safe place for you and others. 4. When starting downhill or merging, look uphill and yield. 5. If you see an accident, stay close by and offer assistance. 6. Use devices to prevent runaway 	<ul style="list-style-type: none"> • Where available, members of a recognized Ski Patrol must patrol the area. • Also, at least two leaders are required to provide on site supervision. • The following minimum leader/student ratios is recommended: <ul style="list-style-type: none"> • 1:10 (Gr. 4-7) • 1:20 (Gr. 8-12) • Duties of the leaders should be clearly outlined by the teacher. Leaders should circulate to all areas that students are using for skiing and snowboarding as well as the lodge areas. • Designate a leader to accompany any injured student to hospital. This must not be the teacher in charge of the trip. • A buddy system must be used to ensure that students do not ski alone. • Group meeting times, for check in purposes, must be designated prior to commencing free skiing activities. • A vehicle for emergency purposes must be accessible. • Emergency phone must be accessible.

Equipment	Instruction	Supervision
<ul style="list-style-type: none"> The teacher must inform parents of students supplying their own equipment that the equipment must be in good repair and should be checked and/or adjusted by a certified technician. Only community or commercially operated ski facilities with suitable teaching areas (gentle slope) should be used. 	<p>equipment.</p> <ol style="list-style-type: none"> If you have taken any drugs or alcohol, don't ski. Observe signs and warnings, and keep off closed trails. <ul style="list-style-type: none"> The ski area must be defined to the students so they are aware of the boundaries for the activity. <p>As a first activity:</p> <ul style="list-style-type: none"> All students should be tested and grouped appropriately as determined by a certified ski/snowboard instructor. Students must participate in at least one lesson for each activity plan, an activity plan could include several trips to the hill. Only those students identified by the instructor may use snowboards. Students should ski in areas identified as appropriate for them by the qualified ski instructor. 	

Appendix 12 Canoeing Standards

Voyageur Canoeing – Grades 2 – 12

Flat water tandem canoeing – Grades 5 –12

River canoeing and canoe tripping – Grades 7 – 12

NOTE: RUNNING RAPIDS WITH A DIFFICULTY RATING GREATER THAN 2 IS PROHIBITED

Equipment	Instruction	Supervision
<ul style="list-style-type: none"> • All participants must wear a properly fitting, Transport Canada approved life jacket/P.F.D., at all times when on the water or scouting. • All participants must have a whistle. • Each canoe must have: <ul style="list-style-type: none"> – one buoyant heaving line of not less than 15 m in length, – one bailer, and – painters made of floating rope, thick enough to hold comfortably. • Canoes must be free of holes, major creases/dents, and/or broken seats, thwarts or gunwales. • Participants must wear clothing capable of retaining warmth when wet, and offering protection from the wind. • Students must wear protective footwear (e.g. sneakers or light hikers). • Clothing and footwear should not hamper swimming capabilities. 	<p>Prior to canoe activities: Although not always practical to perform, it is recommended that each student be given the opportunity to demonstrate the following skills: In the water fully clothed and wearing a P.F.D. students should swim 25 m continuously, and tread water for 3 minutes.</p> <p>Prior to any open water canoeing: students should be taught:</p> <ul style="list-style-type: none"> • canoe terms, • basic canoe safety, • emergency procedures, and • selection and proper use of paddles and P.F.D.s <p>and in a pool, shallow water or calm flat water setting the student must demonstrate basic competence in:</p> <ul style="list-style-type: none"> • forward stroke, • backward stroke, 	<p>All canoeing activities:</p> <ul style="list-style-type: none"> • there must be a minimum of two leaders, • <i>*effective May 2001 – see note below</i> at least one leader must have completed a CRCA (or equivalent) Canoe Instructor Course. • at least two leaders must have current first aid certificates, and • groups must stay in close proximity and maintain contact. <p>Voyageur canoeing (small lakes):</p> <ul style="list-style-type: none"> • For grades 2-4: minimum 1:5 leader/participant ratio. • 2 tandem canoes occupied by leaders must accompany each voyageur canoe. <p>Flatwater paddling (small lakes):</p> <ul style="list-style-type: none"> • For grades 5-6: minimum 1:7 leader/participant ratio.

<ul style="list-style-type: none"> Ropes used for towing will not be tied directly to canoes or individuals – quick releasing hitches from one canoe to the other will be used. 	<ul style="list-style-type: none"> pry stroke, draw stoke, and proper entry/exit from canoe. 	<ul style="list-style-type: none"> For grades 7-12: minimum 1:9 leader/participant ratio. <p style="text-align: center;">River canoeing and canoe tripping:</p> <ul style="list-style-type: none"> For grades 7-9: minimum 1:5 leader/participant ratio. For grades 10-12: minimum 1:7 leader/participant ratio.
Equipment	Instruction	Supervision
<ul style="list-style-type: none"> Each group must carry a hypothermia kit and a complete first-aid kit (see general standards/guidelines). Each group must have access to an emergency communication device (see general standards/guidelines). <p style="text-align: center;">Additional equipment considerations for canoe tripping:</p> <ul style="list-style-type: none"> A leader should ensure that participants have packed appropriately for the trip and possess any and all equipment and clothing required. A leader should ensure there is adequate food to meet the nutritional needs for the group for the duration of the trip plus one extra days supply. Canoes should be outfitted with appropriate canoe tripping packs. Each group must have a water 	<p style="text-align: center;">Also, prior to any canoe tripping: students should be taught:</p> <ul style="list-style-type: none"> basic first aid including hypothermia treatment, camping skills and safety, wildlife safety, reading the flow of river water, identification of and response to river hazards, self rescue skills, basic portage skills, and how to handle unexpected wind and wave conditions. <p>and in controlled moving water setting the student must demonstrate basic competence in:</p> <ul style="list-style-type: none"> eddie turn, front ferry, 	<ul style="list-style-type: none"> <i>*effective May 2001 – see note below.</i> At least one leader must have completed a CRCA (or equivalent), river tripping or moving water course. <i>*effective May 2001 – see note below.</i> At least one leader must have completed a recognized river rescue course. leaders must be in the lead and sweep canoes on all river trips. at least one leader must have a current St. John’s Wilderness first aid certificate or equivalent. At least one leader must be familiar with the area. At least one leader must have experience with: <ul style="list-style-type: none"> – seasonal considerations, – wilderness survival techniques, and

<p>purification method</p> <ul style="list-style-type: none"> • Each group must have a canoe repair kit. • Each canoe must have at least one spare paddle. • Each participant must have a change of clothing and a sleeping bag in a waterproof bag. 	<ul style="list-style-type: none"> • river “j”, • synchronized strokes, positioning of paddlers, • packing the canoe, and • canoe-over-canoe rescue procedures* <p>*When practicing canoe-over-canoe rescues, no more than two canoes should be capsized at any time.</p>	<ul style="list-style-type: none"> – campcraft waterproofing methods during wet weather.
---	---	---

- *until May 2001* – The canoeing skills of at least one leader must be verified by identified Department of Education canoeing Instructors. To accommodate this policy, canoeing skills in-services (one or two days) and short verification sessions (one hour) will be scheduled. All schools will be notified of the schedule. Additional verification sessions may be arranged, for information contact your Superintendent.

Appendix 13 Hiking and Backpacking Standards

Day trips suggested for Grades K –12
 Extended trips with overnight camping suggested for Grades 4 – 12

Equipment	Instruction	Supervision
<p>For comprehensive outdoor education equipment lists please refer to the <i>Yukon Outdoor Education Resource Book</i> available through the Resource Centre #RB0536Y.</p> <p>For all hikes each participant must have:</p> <ul style="list-style-type: none"> • Aggressive soled, solid and broken-in shoes/boots, • Sun protection, • Whistle or other signaling device, and • Any necessary medication. <p>In addition, for hikes that are greater than 2hrs. All participants must have:</p> <ul style="list-style-type: none"> • Water bottle(s). 	<ul style="list-style-type: none"> • Length and difficulty of trip must be commensurate with age and ability of students. • Teacher should postpone trip if there is indication of threatening weather that could put student safety at risk. • Attention should be given to: <ul style="list-style-type: none"> – Temperature of the day, – Length of time in sun, – Previous training, and – Length of preparation. <p>Prior to any hiking activities students should receive instruction regarding:</p> <ul style="list-style-type: none"> • How to recognize and treat hypothermia/hyperthermia and dehydration, • Foot care, • Proper clothing, • Fire safety, • Bear safety, • Minimal impact hiking methods, and 	<ul style="list-style-type: none"> • At least two leaders must have current first-aid certificates (see <i>Outdoor Education-General Standards/Guidelines</i> for first-aid requirements). • For extended hikes into mountainous areas at least two leaders must be familiar with mountain rescue techniques, avalanche safety and emergency evacuation. • Recommended Leader:Student ratios. Grades 4-9 1:6 (min. 3 leaders) Grades 10-12 1:8 (min. 2 leaders) • Duties of leaders should be clearly outlined by the teacher. • A leader should be assigned to the front and back of each group. • The front and back of the group should be within whistle contact at all times. • Designate regular rendezvous check sites. • Hiking pace should be adjusted to accommodate the least able

Equipment	Instruction	Supervision
<p>In addition for extended trips with overnight camping all participants must have:</p> <ul style="list-style-type: none"> • Waterproofing method for essential items (sleeping bag, change of clothes, medication etc.), • A compass with thorough knowledge of its use, • Comfortable “campsite” shoes with light treads, and • Extra socks (2 pair). • See General Guidelines for full list of equipment required. <p>For all hikes group equipment must include:</p> <ul style="list-style-type: none"> • Map of route (If hike originates from base camp, leave a copy of the map at base camp), and • First aid kit (including moleskin). <p>In addition for all hikes that are</p>	<ul style="list-style-type: none"> • Hiking safety rules (see below). • Drinking water safety and sanitation (e.g. how to treat water for Giardia, etc.) <p>For overnight trips, students must receive instruction in:</p> <ul style="list-style-type: none"> • Navigation, map reading, route selection, use of a compass <p>Prior to the hiking trip students must demonstrate:</p> <ul style="list-style-type: none"> • Their familiarity with the route, • Fitness level adequate for the planned hike, • Their awareness of emergency procedures and signal to assemble, and • Knowledge of the hiking rules outlined below. • How to properly fit and load a pack 	<p>participants.</p> <ul style="list-style-type: none"> • Designate an adult to accompany an injured student to hospital. This must not be the “in charge” leader. • Where appropriate alert First Nations, Wardens, Rangers, and/or other officials that your group is in the area and for how long.

Equipment	Instruction	Supervision
<p>greater than 2 hrs group equipment must include:</p> <ul style="list-style-type: none"> • Adequate and safe water supply, • Repair Kit for backpacks, • Bear spray – leader use only (Minimum number as per leader/student ratios in the Supervision section), and • Matches, stored and waterproofed in 3 different locations. • Communication Equipment (Satellite, radio or cell phone or other system) as appropriate. 	<p>Hiking rules:</p> <ul style="list-style-type: none"> • All students must stay with their group at all times, • Use a buddy system, • Stay on existing trails, and • Do not travel in darkness except in emergency situations. 	

Appendix 14 Camping Standards

Summer Camping Standards

Standards for Grades 4 –12

Equipment	Instruction	Supervision
<p>For comprehensive outdoor education equipment lists please refer to the <i>Yukon Outdoor Education Resource Book</i> available through the Resource Centre #RB0536Y.</p> <p>All participants must have:</p> <ul style="list-style-type: none"> • Aggressive soled, solid and broken-in shoes/boots, • Sun hat and recommend a toque, • Rain gear, • Suitable layers of clothing, • Extra change of clothing, • Suitable sleeping bag, • Sun protection, and 	<ul style="list-style-type: none"> • Program must be planned in detail with contingency plans for inclement weather. Program activities must be age and skill level appropriate. • Refer to the <i>Outdoor Education Planning Kit</i> for other applicable Standards and Guidelines (Hiking and Backpacking, Canoeing, etc.). <p>Prior to the camping trip students should receive instruction regarding:</p> <ul style="list-style-type: none"> • How to recognize and treat hypothermia/hyperthermia, • Fire safety, • Bear safety, • Minimal impact camping methods, • Menu planning, • Proper clothing, and • Camp safety rules (see below) 	<ul style="list-style-type: none"> • At least two leaders must have current first-aid certificates (see <i>Outdoor Education-General Standards/Guidelines</i> for first-aid requirements) • Recommended Leader:Students ratios. Grades 4-9 1:6 (min. 3 leaders) Grades 10-12 1:8 (min. 2 leaders) • Duties of leaders should be clearly outlined by the teacher. • A buddy system should be used to ensure student safety. • Male and female leaders should carry out night checks. • A vehicle for emergency purposes should be accessible at base camp. • Designate an adult to accompany an injured student to hospital. This must not be the “in charge” leader. • Where appropriate alert First Nations,

Equipment	Instruction	Supervision
<ul style="list-style-type: none"> • Personal medication (where necessary) • Communication Equipment (Satellite or Radio phone as appropriate for location) – For more information on communications, refer to General Guidelines for Outdoor Education. <p style="text-align: center;">Group equipment must include:</p> <ul style="list-style-type: none"> • First Aid kit(s) <i>See Outdoor Education Planning Kit for suggested contents.</i> • If cooking on stoves, use propane/liquid gas type stoves, • Matches, waterproofed in 3 places, • Shovel/trowel, • Bear spray - leader use only (Minimum number as per leader/student ratios in Supervision section), • Adequate and safe water supply, • Shelters (tents, tarps etc.), and 	<ul style="list-style-type: none"> • Water Safety • Sanitation including precautions against Giardia • Search Protocol <p style="text-align: center;">Prior to the camping trip students must demonstrate:</p> <ul style="list-style-type: none"> • Proper use of camping equipment (stoves, tents etc.). <p>When group first arrives at site:</p> <ul style="list-style-type: none"> • Assessment and minimization of the likelihood of bear contact. • Camp layout and camp boundaries must be established with the group, • If possible eating and sleeping areas should be separated by 100 meters, • Behavioral expectations, boundaries for activities, and assembly procedures must be established with the group, • A process to account for students and to identify any students who may be missing must be established with the 	<p>Wardens, Rangers, and/or other officials that your group is in the area and for how long.</p> <ul style="list-style-type: none"> • Group Leaders will be knowledgeable of, and skilled in safe camping techniques. • Where appropriate, leaders will be skilled in wilderness survival camping techniques • Refer to attached Appendix 11 Outdoor Cooking Standards

Equipment	Instruction	Supervision
<ul style="list-style-type: none"> • Latrine materials (where required). An equipment check must be done prior to departure. <p>Environmental Concerns (site selection, campfires, soaps, waste disposal etc.)</p> <ul style="list-style-type: none"> • All outdoor education activities should be conducted in a manner that minimizes the impact on the environment. • The <i>Into the Wilderness</i> brochure published by the Department of Renewable Resources, should be followed. A copy is in the <i>Outdoor Education Planning Kit</i> and additional copies can be obtained from the Department of Renewable Resources. • Camping site selection should attempt to minimize the risks associated with leaning (falling) trees, wasp nests, bird nests, bears and other natural hazards. 	<ul style="list-style-type: none"> • group, • Search protocols should be reviewed, • Camp rules must be outlined. <p>Camp rules should include:</p> <ul style="list-style-type: none"> • All food items, gum, sunscreens, repellants and cosmetics must not be taken into tents or kept in tents at night, • At night food must be stored in airtight containers and moved at least 100m away from nearest tent, • Students only use saws or knives under supervision, • Use of axes is an adult responsibility • For grades 4-7 filling and lighting camp stoves is an adult responsibility, • Students filling and lighting camp stoves should be under constant visual supervision, and • No open flame in or near tents. 	

Winter Camping Standards

Standards for Grades 5 –12
Standards for Grade 9 - 12

Equipment	Instruction	Supervision
<p>Individual:</p> <ul style="list-style-type: none"> • Emergency fire starting kit • Weather appropriate clothing and equipment (checklist) • -20C winter sleeping bag or 2 good summer bags with equivalent temp. range • bivy-sacks may extend temperature of sleeping system. They may also accumulate extra moisture. • closed cell sleeping pad (1/2inch) <p>Group:</p> <ul style="list-style-type: none"> • Wall tent • Appropriate frame/rope/support • Wood stove/liquid fueled • stove/propane/fittings • Table(s) • Back/side of stove and floor heat protection • Floor tarp(s)for sleeping tents. • Nail puller for spikes used as wood frame security in windy areas. • Rope lashing, axe(s), saw(s) 	<ul style="list-style-type: none"> • Prior discussion on hypothermia, frostbite and trenchfoot. • LNT camping, waste management and ethics • Students can help in wall tent erection • knot tying and lashing tent frames • If cutting dry trees for the tent frame use saws • managing snow: wall tent base, shelter construction, kitchen area • heat shields behind/beside and beneath wall tent stove • stove pipes screwed and/or wired • bottom of wood tent frames spiked • dress like an onion, in layers • limit cotton in any item of winter clothing • emergency tent evacuation plan and rehearsal • winter diets have elevated calorie needs • plan for regular eating, food consumption and fluid replacement • buddy system, general awareness, shelter construction 	<p style="text-align: center;">Leaders</p> <ul style="list-style-type: none"> • Two experienced adult leaders are required on all overnight camping trips including male /female. <p>Ratios:</p> <ul style="list-style-type: none"> • Grades 5-9 ratios of 1:5 required • Grades 9-12 ratios 1:8 required • First aid certification and kit • seasonal and non-seasonal familiarity with the area of higher risk terrain. • terrain classification-SIMPLE • avalanche course completion if in such terrain provides minimum risk management options. • previous winter camping experience

Equipment	Instruction	Supervision
<p>Snow shelters, igloos, snow caves, quinzhees</p> <ul style="list-style-type: none"> • terrain assessment for shelter construction and avalanche potential. • tough shovels for student use and type of snow • manageable terrain and useable snow conditions are required • snow cave and igloo building snow often occurs adjacent to higher risk avalanche terrain • water-proof outer wear if snow caving or igloo building. 	<ul style="list-style-type: none"> • ensure adequate ventilation in shelters • toques, scarves and tubes for enhanced warmth • no stoves or lanterns in shelters • fuel containers well marked *North American fuel containers serve as water bottles in Europe. • candle and candle lantern used away from sleeping bags • secure equipment for overnight snowfalls • check for leaning and wind-thrown trees • alternate water treatment if not boiling water. 	<ul style="list-style-type: none"> • group travel procedures(see van, activity) • previous camping experience with grade appropriate students • hypothermia, frostbite and trench foot – ongoing checks using buddy system. • check all clothing and equipment prior to trip departure • gender appropriate supervisor in each tent for over-nighting in wall tents and cabins. • wood stoves are restocked under adult supervision when grade appropriate. • emergency escape plans are discussed for tent fires and shelter collapse. • wood and personal gear are well organized, outside, or against inside walls • drying racks are appropriately placed • time and activity boundaries set • snow shelter construction, 1 student inside at a time, buddy helping • personal well-being sunglasses, sun screen, chap stick, fluid replacement • snow shelters are collapsed immediately after use • constant re-hydration reminders

Equipment	Instruction	Supervision
<ul style="list-style-type: none"> • 		<ul style="list-style-type: none"> • axe and/or saw use discussion • check students regularly, provide for contingencies, adequate fluid intake • Camp out of known higher risk areas • Site location and terrain hazard assessment knowledge. • Green tree boughs should not be used for bedding, in high use areas. • Leaders should be aware of ice formation variables and aufeis development in area. • Cook in a central kitchen area to monitor stove fuel use, food consumption and waste management. • For the purpose of accepted field practice use only one stove type and fuel type for the group

Additional Notes for Winter Camping Standards:

Winter Camping most often occurs with van support to cooking shelters, cabins and/or wall tents, snow caves, quinzhees or snow trenches as shelters. It may also include self supported activities such as skiing and snowshoeing as well as mechanical support such as snow machines, to and from these same over

night options. Each of these learning support activities and shelter arrangements has inherent hazards and associated risks which need to be documented and managed. Hazard definition, risk assessment, parent/guardian acknowledgement of risk and documentation of leadership judgment is critical to current outdoor education programming.

Winter environments present many experiential learning opportunities which promote and encourage physical fitness, environmental awareness, traditional First Nations lifestyle learning and a practical application of many curriculum materials that have been defined in a more theoretical manner, in the indoor classroom.

However, outdoor education leadership in the winter requires comprehensive planning because of changeable environmental conditions, the diverse composition of school groups and their numbers, the lack of standard opportunities for teacher/leader qualification, limited documentation of outdoor education protocols and no formal assessment and evaluation processes.

Winter camping qualifications and knowledge most often evolve from personal experience. As a result teacher/leaders need to consider these standards and guidelines carefully, compare personal decision making with other outdoor educators and document agendas, environmental and group conditions and decision making on a daily basis. Daily log book entries must become normal risk management procedure.

Winter activities range from shorter science, social studies, physical education and geography discovery classes in the school yard to snowshoeing, alpine skiing, snowboarding, machine sledding and cross-country skiing adjacent to the school or further away. Winter camping may incorporate any of these activities which may include remaining out overnight for extended periods of time in a variety of venues depending upon programming.

Over-night stays may be facilitated in cabins, wall tents, traditional First Nations shelters, lean-twos, quinzhees, igloos and snow caves or any combination of these shelter options depending upon snow conditions, terrain suitability, weather suitability and group leadership and preparedness.

** Where, when and how outdoor education activities are conducted will determine the authorization and documentation requirements needed.

Class oriented schoolyard activities are a first stage whereas multiple period, day and multi-day activities require different levels of authorization and documentation.

***The temperature and wind chill limits set out in the Outdoor Education Planning kit are specific to school groups when using vans for travel.(Air temperature of -30 C or wind-chill equivalent).When using snowshoes and skis as an activity base for outdoor education expeditions, away from secure sources of shelter and warmth, use -20 C or wind-chill equivalent, as a temperature that requires detailed contingency planning.

Temperature inversions and cold air drains down activity-site valleys may easily decrease local air temperatures significantly from weather report information available, eg. Whitehorse airport.

Appendix 15 Cycling Standards

Suggested for Grades K – 12
Cycling for grades K-3 should be on school grounds only

Equipment	Instruction	Supervision
<p>For more comprehensive outdoor education equipment lists please refer to the Yukon Outdoor Education Resource Book available through the Resource Centre #RB0536Y</p> <p>For all cycling activities each participant must have:</p> <ul style="list-style-type: none"> • An appropriately sized bicycle (The teacher must inform parents that bicycles must be in good repair and should be checked by a bicycle mechanic), • Correctly fitting bicycle helmet approved by CSA, Snell, ANSI, ASTM, British or Australian standard, • Sun protection, • Appropriate clothing, • Closed toed shoes, and • No Walkmans, Discmans etc. 	<ul style="list-style-type: none"> • Length and difficulty of trip must be commensurate with age and ability of students. • Teacher should postpone trip if there is indication of threatening weather that could put student safety at risk. • Attention should be given to: <ul style="list-style-type: none"> – Temperature of the day, – Length of time in sun, – Previous training, and – Length of preparation. – Topography and Wind Direction <p style="text-align: center;">Prior to any off-campus cycling activities the students should receive instruction regarding:</p> <ul style="list-style-type: none"> • <i>The Rules of the Road</i> as laid out in the <i>Yukon Motor Vehicles Act</i> • Part 13 <i>Yukon Motor Vehicles Act</i> • Correct positioning on bicycle • Cycling courtesy: <ul style="list-style-type: none"> – Cycle in the same direction as 	<ul style="list-style-type: none"> • Recommended Leader:Student ratios: <ul style="list-style-type: none"> • 1:7 (min. 2 leaders) • For trips with overnight camping (see Summer Camping guidelines) • Duties of leaders must be clearly outlined by the teacher. • A buddy system should be used to help ensure student safety. • Direct supervision is required for all sites close to the school, e.g., school playground, neighbourhood park. • A designated leader must stay in the front of the pack to set the pace while traveling on roadways and trails. Another leader must stay at the back of the pack. • Regularly scheduled regrouping stops should occur. • Cycling pace should be adjusted to accommodate the least able participants. • Cycling Safety Procedures should be reviewed in case of bicycle breakdown.

Equipment	Instruction	Supervision
<p>For cycling trips that are greater than 2 hrs each participant must have the above equipment as well as the following:</p> <ul style="list-style-type: none"> • Water Bottle(s), and • Route map. <p>For extended cycling trips with overnight camping, in addition to the above see <i>Outdoor Education standards and Guidelines-Summer Camping for additional equipment required.</i></p> <p>As well, each participant must have:</p> <ul style="list-style-type: none"> • Waterproofing method for essential items (sleeping bag, change of clothes, medication etc.). <p>For all cycling activities group equipment must include:</p> <ul style="list-style-type: none"> • First Aid Kit (with extra supplies to treat road rash), • Bicycle tool kit(s) w/pump(s) contents 	<p>others a safe distance from bicycle in front to allow for sudden stops,</p> <ul style="list-style-type: none"> – Cycle in single file, – Cycle on the right, pass on the left, <p>and</p> <ul style="list-style-type: none"> – Announce your intention to pass by saying, “passing on your left”; <p>Before leaving for the activity:</p> <ul style="list-style-type: none"> • An initial riding pre-test (safety emphasized) should be passed before leaving school property, • All participants must be made aware of an emergency procedure in case of an accident, and • Group riding protocol must be reviewed. <p>NOTES: The Department of Community and Transportation Services has cycling safety pamphlets and workbooks available for distribution to students. They also have a lending library of cycling safety videos.</p>	

Equipment	Instruction	Supervision
<p>will vary according to the size of the group and the duration of the trip,</p> <ul style="list-style-type: none"> • Adequate water supply, and • Adequate supply of spare tubes and parts. <p>For cycling activities that are greater than 2 hours long, group equipment must include a satellite, radio or cell phone (or other) as appropriate.</p> <p>Route selection:</p> <ul style="list-style-type: none"> • Choose routes carefully in terms of the length, gravel & paved road surfaces, frequency of traffic, complex intersections and railway crossings. • Prior to initial use of route, teacher should do a safety ride-through to address safety and suitability. 	<p>Upon request the RCMP will come into the classroom and discuss cycle safety. Phone 667-5551.</p>	

Appendix 15 Cycling Standards

Suggested for Grades K – 12
Cycling for grades K-3 should be on school grounds only

Equipment	Instruction	Supervision
<p>For more comprehensive outdoor education equipment lists please refer to the Yukon Outdoor Education Resource Book available through the Resource Centre #RB0536Y</p> <p>For all cycling activities each participant must have:</p> <ul style="list-style-type: none"> • An appropriately sized bicycle (The teacher must inform parents that bicycles must be in good repair and should be checked by a bicycle mechanic), • Correctly fitting bicycle helmet approved by CSA, Snell, ANSI, ASTM, British or Australian standard, • Sun protection, • Appropriate clothing, • Closed toed shoes, and • No Walkmans, Discmans etc. 	<ul style="list-style-type: none"> • Length and difficulty of trip must be commensurate with age and ability of students. • Teacher should postpone trip if there is indication of threatening weather that could put student safety at risk. • Attention should be given to: <ul style="list-style-type: none"> – Temperature of the day, – Length of time in sun, – Previous training, and – Length of preparation. – Topography and Wind Direction <p style="text-align: center;">Prior to any off-campus cycling activities the students should receive instruction regarding:</p> <ul style="list-style-type: none"> • <i>The Rules of the Road</i> as laid out in the <i>Yukon Motor Vehicles Act</i> • Part 13 <i>Yukon Motor Vehicles Act</i> • Correct positioning on bicycle • Cycling courtesy: <ul style="list-style-type: none"> – Cycle in the same direction as 	<ul style="list-style-type: none"> • Recommended Leader:Student ratios: <ul style="list-style-type: none"> • 1:7 (min. 2 leaders) • For trips with overnight camping (see Summer Camping guidelines) • Duties of leaders must be clearly outlined by the teacher. • A buddy system should be used to help ensure student safety. • Direct supervision is required for all sites close to the school, e.g., school playground, neighbourhood park. • A designated leader must stay in the front of the pack to set the pace while traveling on roadways and trails. Another leader must stay at the back of the pack. • Regularly scheduled regrouping stops should occur. • Cycling pace should be adjusted to accommodate the least able participants. • Cycling Safety Procedures should be reviewed in case of bicycle breakdown.

Equipment	Instruction	Supervision
<p>For cycling trips that are greater than 2 hrs each participant must have the above equipment as well as the following:</p> <ul style="list-style-type: none"> • Water Bottle(s), and • Route map. <p>For extended cycling trips with overnight camping, in addition to the above see <i>Outdoor Education standards and Guidelines-Summer Camping</i> for additional equipment required.</p> <p>As well, each participant must have:</p> <ul style="list-style-type: none"> • Waterproofing method for essential items (sleeping bag, change of clothes, medication etc.). <p>For all cycling activities group equipment must include:</p> <ul style="list-style-type: none"> • First Aid Kit (with extra supplies to treat road rash), • Bicycle tool kit(s) w/pump(s) contents 	<p>others a safe distance from bicycle in front to allow for sudden stops,</p> <ul style="list-style-type: none"> – Cycle in single file, – Cycle on the right, pass on the left, <p>and</p> <ul style="list-style-type: none"> – Announce your intention to pass by saying, “passing on your left”; <p>Before leaving for the activity:</p> <ul style="list-style-type: none"> • An initial riding pre-test (safety emphasized) should be passed before leaving school property, • All participants must be made aware of an emergency procedure in case of an accident, and • Group riding protocol must be reviewed. <p>NOTES: The Department of Community and Transportation Services has cycling safety pamphlets and workbooks available for distribution to students. They also have a lending library of cycling safety videos.</p>	

Equipment	Instruction	Supervision
<p>will vary according to the size of the group and the duration of the trip,</p> <ul style="list-style-type: none"> • Adequate water supply, and • Adequate supply of spare tubes and parts. <p>For cycling activities that are greater than 2 hours long, group equipment must include a satellite, radio or cell phone (or other) as appropriate.</p> <p>Route selection:</p> <ul style="list-style-type: none"> • Choose routes carefully in terms of the length, gravel & paved road surfaces, frequency of traffic, complex intersections and railway crossings. • Prior to initial use of route, teacher should do a safety ride-through to address safety and suitability. 	<p>Upon request the RCMP will come into the classroom and discuss cycle safety. Phone 667-5551.</p>	

Appendix 16 Daily Trip Log

Trip Dates:

Trip Location:

Today's Date:

Planned Distance:

Actual Distance:

Maps:

Objectives:

Group Profile

Age range:

Skill level:

Pre-Training:

Environmental Considerations and Points of Interests:

Watershed:

Water Quality:

Water Level:

Geomorph. of river: water survey

Recent history of river:

Land

Topography and Feature of the land:

Waypoints/cabins:

Backcountry folks:

Equipment Needs:

TRANSPORTATION LOGISTICS:

Access:

Travel time:

Road conditions:

Gas/service:

Put-in:

Take-out:

DAILY ENTRY

Date:

WEATHER:

Barometric Pressure: Clouds:

Type/coverage:

Wind: Direction/Speed

8:00 am _____

8:00 am _____

12:00 pm _____

12:00 pm _____

7:00 pm _____

7:00 pm _____

THE DAY:

Wake time:

Start time:

Rate of travel:

Cook site:

Campsite:

Alternate:

Noted Hazards:(terrain, bobbars and weavers, braiding, clean water, shore-line etc.)

First-aid:

OBSERVATIONS AND REFLECTIONS ALONG THE ROUTE: ie: flora, fauna, geomorphology, natural features, points of interests, individual or group concerns.

Appendix 17 Risk Analysis

Educators are expected to be aware of the element of risk, and to respect the standard of care owed to students and their parent/legal guardians by identifying the risks associated with off site learning opportunities and identifying measures to mitigate against those risks.

In the planning of all categories of all overnight trips or excursions, the trip planning documentation must include a full assessment of all known risks that are associated with the trip or excursion.

For every risk identified in the planning phase, the trip planning documentation must include an assessment of measures that will address and mitigate against these risks, in accordance with Appendix 17.

Trip: _____

Grade/School: _____

Dates of planned trip: _____

Main Activity:

Ancillary Activity:

Logbook to be kept **yes** **no** **Signature:** _____

Hazard Identification	L/C¹	Venue	Mitigation

¹ Likelihood/Consequence, on a scale of 1 – 5, 5 is high. i.e. 2/5 would mean relatively low likelihood and high consequences.

Appendix 18 Firearms Safety Standards

Roles and Responsibilities for firearm use

1. The Administrator must approve that circumstances warrant taking a non-restricted firearm on any Field Trip or school based outing, and the specific purpose for which the firearm is being brought. (i.e. bear safety, planned hunts, etc), and must ensure that Parent Consent Forms must clearly advise that a firearm will be present during the trip.
2. No hunting firearm may be brought on a field trip unless hunting is an intended function of the trip, and one of the planned elements of the trip.
3. In the event that hunting is a planned element of the trip the Administrator shall ensure that there is a designated shooter who is fully qualified for this responsibility, and that the firearm and ammunitions are the sole responsibility of the designated shooter.
4. Any person designated as being in charge of a firearm must hold a valid Possession and Acquisition License (PAL) and a copy of the PAL must be included in the Trip Documentation files.
5. The Trip Planning Documentation, including Appendix 17, Risk Assessment, must provide full details as to the conditions upon which is a firearm is intended to be used, how the firearm and ammunitions will be stored and other measures that will mitigate against risks.
6. In the event that a firearm is discharged on a trip, the Staff Member in Charge is required to complete an Incident/Accident Report (Appendix 4) outlining the circumstances supporting the use of the firearm.
7. Any firearm being taken on the trip must be registered and a copy of the registration for that firearm must be included in the Trip Documentation files.

8. The Risk Assessment Matrix (Appendix 17) must note the presence of a firearm as a possible hazard, and the details of how the firearm will be transported, stored, and secured for safety during all elements of the trip must be fully stated along with risk management strategies.
9. Any person or persons with a PAL and registered firearm in their possession on a trip must present an overview to students, teachers and parent volunteers, of firearm safety, and will clarify the rules concerning safety, security and access to the firearm and ammunitions during the trip.
10. Only licensed, non-restricted firearms are permitted to be taken on school trips.

Appendix 19 Final Checklist

Outdoor Education - Planning Checklist

To be used with Outdoor Education: Policy and Standards/Guidelines

Teacher in charge: _____ Grade: ___ Dates: _____ to _____
 Activity _____

Authorization

Teachers should not discuss plans with students/parents until they have approval to do so from their principal. It is a good idea to discuss the general concept with administration before preparing documentation for authorization.

- Principal Date _____ Signature _____
- School Council Date _____ Signature _____

Superintendent Date _____ Signature _____

Documentation

The following documentation must be prepared for review during the approval process.
It is the responsibility of the Principal to maintain complete documentation on file at the school.

- Outline: Purpose, Budget, Transportation and Itinerary
- Equipment lists - group and individual (include first aid and communication equipment)
- Route Plan and Contingency Plan (include map of area and check-in points)
- Risk Assessment (Appendix 17) mitigation strategies identified
- Participant list and plans for non-participants
- Copy of information letter (to be) sent to Parent/Guardian
- Teacher/leader (resource person/volunteer) list with qualifications
- Photocopy of Leader First Aid Certification
- Copy of permission/health information form (to be) signed for each participant

Activity Preparation

Proceed when Principal gives approval to do so.

- Parents/students informed, letter sent and/or meeting held
- Transportation arranged (Copy of driver's license and insurance on file for private vehicles)
- Prerequisite participant skills and knowledge checked

- Group equipment checked
- Participants' equipment checked
- Weather forecast and road conditions checked

Final Approval by Principal

Day before, or day of, departure.

Destination weather at time of Departure: Temperature _____ Windspeed _____

Principal Date _____ Signature _____