

# Calgary Changemakers in Education Society

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## Calgary Changemaker School

### Safety for outdoor education and field trips:

One of the core principles of the Calgary Changemaker School is for students to explore and learn in an outdoor environment every day whether this is on the school property or in a designated off-site natural space. Every effort will be made to ensure that students have access to safe outdoor spaces.

- All parents will attend an orientation meeting prior to classes beginning to ensure they have been informed of the associated risk of our outdoor programs and will be given an opportunity to ask questions;
- Prior to classes beginning, all parents will sign an Informed Consent and Acknowledgement of Risk form;
- Site staff will ensure emergency documentation for each child is available both at the indoor facility and carried with site staff which includes key contact information and health and medical issues and medications for each child;
- Site staff will make volunteers aware of health and medical issues for students when appropriate to do so, while maintaining a student's right to privacy;
- Walkie-talkies and cellphones are carried by each site staff for ongoing and emergency communication;
- All site staff will be trained in Standard First Aid, CPR (C) and will have a first aid kit;
- Risk/benefit assessments are completed and reviewed with site staff for the site and for each activity including tool use;
- The site area is walked by a staff member prior to children entering the area to assess for changes to site and if any additional risk measures need to be put in place for the day;
- Head counts are taken frequently throughout the day along with a class list that is carried with staff;
- Minimum of 2 adults (with at least one certified in first-aid) will be present for every off-site trip or activity and minimum ratios of 1:10 will be adjusted to reflect an increase in adult supervisors depending on student age, ability and maturity in the group, what the planned activities for the day will be and the location of the activities;
- Safety is discussed regularly with students and staff and prior to any outdoor activity, including but not limited to basic safety practices including encounters with dogs, wildlife and strangers, staying with the group and food gathering/sharing;

- For all excursions requiring transportation, Willco Transportation Ltd. will be employed and for outdoor off-site activities the bus and driver will remain on site in addition to an emergency vehicle;
  - Parental/guardian consent forms must be on file prior to any student going on excursions;
  - All students are required to use protective equipment to prevent reasonably foreseeable injury associated with the activity. Protective equipment should be CSA approved (where applicable), appropriate for the activity and suitably sized;
  - If students are permitted to bring their own equipment (e.g., skis, inline skates) parents and students should ensure that the equipment is in proper working order and suitable for personal use;
  - When using any equipment not described in this document, care must be taken to ensure it is safe for use and does not show signs of deterioration, e.g., no sharp edges, cracks or splinters;
  - In an emergency situation (for example, lightning, severe weather, medical emergency) the supervisor in charge of the excursion must follow the **Calgary Changemaker Emergency Protocol**. If the excursion takes place at an outdoor education facility and the emergency protocol is more stringent than the school protocol, then the outdoor education facility protocol must be followed;
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- Teachers/supervisors must monitor weather conditions and postpone or modify the excursion to enhance safety of all individuals.
  - Teachers/supervisors on excursions must have a list of parent/guardian contact/emergency numbers. Prior to the excursion, teachers/supervisors must plan how they will access emergency medical care.
  - Students and parents will be provided with a list of recommended clothing and personal items suitable for the weather and specific activity. School uniform handbook also includes weather-specific clothing guidelines.
    - Students and parents must also be provided with expectations for behaviours that show respect for outdoor learning and off-site activities including but not limited to the safety and wellbeing of both themselves and others; students must comply with the rules of the school; account to teachers for conduct and respect the rights of others.
  - **All outdoor education excursions must be approved by the Head of School or Principal.**
    - o Approval must include consideration of itinerary, suitability of excursion activities to the curriculum, travel time, safety factors, supervision arrangements and age appropriateness.