
TCSA Policies & Procedures

Section 4: Programs & Services / Education

Reference: 4.311

Policy Title: Student Excursions: GNWT Risk Management

Policy Statement:

The TCSA requires the proper documentation of all student excursions that involve students leaving school grounds using some form of transportation services. In the event that a critical incident occurs during a school excursion, documentation is required to identify the destination, the purpose of the excursion, the dates of the excursion, the mode of transportation as well as identifying the student participants and the names of the supervisors.

Purpose:

The purpose of this policy is to provide guidelines for a school principal to properly document student excursions.

Procedures:

1. The principal shall ensure a GNWT Risk Management Student Excursion form is completed and submitted to the CEO/ superintendent prior to a student excursion;
 2. The principal shall keep a school copy of the student excursion form on file;
 3. The principal shall ensure that an excursion form is completed for all student excursions that require the use of transportation services;
 4. The principal shall require that the lead teacher-supervisor edit the student list on the school's copy of the Risk Management Excursion Form immediately prior to an excursion;
 5. The principal shall maintain on file a field trip permission form signed by a parent/guardian for each student that participates in a school excursion;
 6. The principal shall maintain copies of all excursion forms and permission forms for a period of three years after the event;
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7. The principal shall provide copies of all excursion forms and permission forms to the district office at the request of the CEO/superintendent;
 8. The principal shall maintain copies of excursion forms indefinitely for all school excursions involving a critical incident.
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Authorities:

TCSA Act 13; Education Act 117

Approval Dates: June 17th, 2009.
