



TCSA POLICY	
TITLE	Student Excursions
POLICY NUMBER	21-16-V1
PROGRAM NAME	JK-Grade 12
DOMAIN NAME	Education
EFFECTIVE DATE	20-March-2024
NEXT REVIEW DATE	20-March-2027
APPROVAL DATE	20-March-2024
ISSUING AUTHORITY	Tłıchǫ Community Services Agency (TCSA)
ACCREDITATION STANDARD	N/A

POLICY AND GUIDING PRINCIPLE

The TCSA recognizes that school-sponsored student excursions provide students with authentic experiences that are an important component of an education program. Student safety is a priority when planning student excursions including applicable documentation.

PURPOSE/RATIONALE

The purpose of this policy is to provide clear guidelines to principals and staff to ensure the safety of students during school-sanctioned events. Safety, including adequate supervision, risk mitigation, and documentation, is paramount.

DEFINITIONS

Chaperone is an approved adult (18+ years of age) appointed by the principal to supervise a school-sanctioned event, and who has completed a vulnerable sector check annually. One chaperone may be designated as the lead chaperone when the staff member in charge is not able to attend. See the role outlined in the procedures.

Community-led Events are events led by a community or other government organization where TCSA students or staff may participate but are not organized or managed by the TCSA. For example, Tlıcho Government and Aurora College lead the Trades Awareness Program and TCSA students may attend but are not school-sanctioned. Students would be marked absent and excused. Staff asked to attend the event are volunteers. No GNWT risk management documentation is required as they are not school-sponsored.



Risk Management & Insurance is a section of the GNWT Department of Finance that works to minimize exposure to human, physical, and financial loss. This division creates and manages forms associated with risk management (ex: travel authorizations and expense claims (green forms), driver abstract consent forms, student excursions, student accident reports, vehicle accident and incident reports, etc)

School Sanctioned Event is any school-sponsored activity or excursion that involves students leaving the school property or outside the regular school day. A staff member employed with the TCSA or an approved designate should, whenever possible, accompany students during such events (referred to as the staff member in charge). Examples include out-of-province student conferences, sports events, graduation or dances, overnight camps, territorial competitions, and out-of-country travel trips.

Staff Member in Charge is a school staff member and the organizer of the event. Wherever possible, a staff member in charge will accompany students to school-sanctioned events, otherwise, they are the designated contact person and lead. See the role outlined in the procedures.

SCOPE/APPLICABILITY

This policy will apply to all students and staff in all TCSA schools, including alternative programming.

PROCEDURE

The principal shall ensure that all student-sanctioned events follow these requirements:

1. School-sanctioned events must have a staff member in charge, and appropriate chaperones according to the TCSA Chaperone Policy (21-13-V1);
2. When planning a school-sanctioned event every reasonable effort shall be made to accommodate the special needs of every learner in a manner that allows all students to safely and effectively participate in the event;
3. Appropriate transportation and/or accommodations must be arranged before a school-sanctioned event in addition to making sufficient arrangements to cover all costs of the event (ex: student fee, fundraising, or school-funded);
4. All school-sanctioned events must follow the GNWT Risk Management and TCSA processes including submission of appropriate documentation for record keeping. Record keeping includes but is not limited to planning documents, and excursion, permission, and informed consent forms;



- a. A copy of the GNWT Risk Management and TCSA forms will be kept by the school secretary for 3 years, then will be destroyed;
 - b. The school Principal shall provide copies of the forms at the request of the CEO or Director of Education; and
 - c. The principal shall maintain copies of the risk management forms indefinitely for all school-sanctioned events involving a critical incident.
5. Authorization Level:
- a. Excursions outside the community limits or with high-risk activities (such as water-related activities, or high risk for student injury) require pre-approval from the Director of Education at least two weeks in advance;
 - b. Excursions outside the territory (including out-of-country travel) require pre-approval from the Director of Education at least one month in advance;
 - c. Excursions within the community limits for low-risk activities (such as visits to the Elder's home, berry picking within community limits, and sports at the local recreation center) require pre-approval from the school Principal one week in advance; and
 - d. Excursions on the school grounds with low risk (such as gathering material for art projects, outdoor physical activity, and hand games in a school culture cabin on site) may be organized and supervised by the classroom teacher with notification to the principal.
6. Where school staff are required to attend a school-sanctioned event they will be paid duty travel expenses that apply as per their collective agreement and the GNWT Financial Administration Manual (FAM). However, in the majority of school-sanctioned events outside the school day staff are volunteering to attend and will not receive duty travel expenses. For example: a bus driver required to drive students to an event is eligible for duty travel expenses, but a chaperone who volunteers to coach or supervise a school trip is not.
7. Parent /guardian informed consent is required for each student participating in a school-sanctioned event. Principals may provide parent(s)/guardian(s) with a local field trip consent form that covers all local field trips within the community for a period of one school year for school-sanctioned events that do not require the transportation of students (other than school buses, or TCSA passenger vehicles) and still require notification to the parents in advance of any such event.
8. School-sponsored events shall only transport participants with school-owned vehicles and privately owned vehicles identified on GNWT Risk Management Forms. Privately owned vehicles used for student transportation shall have a minimum of one million dollars in liability insurance a copy of which is provided to the principal



in advance of submission of the risk management forms. The principal, and/or the staff member in charge may determine in an emergency that a privately owned vehicle is required to transport a student. This option should only be considered in an emergency where no other option is available and the student's safety is in jeopardy.

9. A principal may revoke approval for a school-sanctioned event at any time. A principal must revoke approval for a school-sanctioned event if the safety of the participants is at risk.
10. A principal may exclude a student from a school-sanctioned event at their discretion.
11. For further guidance for on-the-land school-sanctioned events (such as culture camps) please refer to the 'On-the-Land Excursion' policy.

PERFORMANCE MEASURES

NA

CROSS-REFERENCES

21-13-V1 Chaperone Policy
NEW Transportation of Students Policy
3.415 On the Land Excursion Policy

ATTACHMENTS

- Sponsored_Aproved Student Excursions - Out of Country (GNWT Risk Management)
- Sponsored_Aproved Student Excursions - In Country (GNWT Risk Management)
- On the Land Safety Plan (TCSA Document)
- Informed Consent Permission Form (TCSA Document)
- Student Accident Report (GNWT Risk Management)
- Vehicle Accident Report (GNWT Risk Management)
- Property Loss or Damage Report (GNWT Risk Management)
- Liability Incident Report and Procedures (GNWT Risk Management)
- Driver's Abstract Consent Forms (GNWT Risk Management)

REFERENCES

- NWT Education Act



Tłchq Community Services Agency
Do, Nàke Lani Nàts'etso – Strong Like Two People

APPROVAL

Reviewed and Approved By:

Kevin Armstrong
Chief Executive Officer
20-March-2024

Reviewed and Approved By:

Ted Blondin
TCSA Chairperson
20-March-2024