



TCSA POLICY	
<b>TITLE</b>	On the Land Excursions
<b>POLICY NUMBER</b>	21-17-V1
<b>PROGRAM NAME</b>	JK-Grade 12
<b>DOMAIN NAME</b>	Education
<b>EFFECTIVE DATE</b>	5-May-2024
<b>NEXT REVIEW DATE</b>	<b>5-May-2027</b>
<b>APPROVAL DATE</b>	5-May-2024
<b>ISSUING AUTHORITY</b>	Tłicho Community Services Agency
<b>ACCREDITATION STANDARD</b>	

### **POLICY AND GUIDING PRINCIPLE**

The Tłicho Community Services Agency recognizes the educational and therapeutic benefits of on-the-land experience. Student and client safety is a priority when planning excursions including applicable documentation.

### **PURPOSE/RATIONALE**

The purpose of this policy is to provide clear guidelines to principals, managers, and staff to ensure the safety of students/clients during on-the-land excursions. Safety, including adequate supervision, risk mitigation, and documentation, is paramount. This policy extends the procedures outlined in the 21-16-V1 *Student Excursion Policy* with specific directions for on-the-land excursions.

### **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 this 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, Tłicho 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 Staff 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/clients and staff in all TCSA on-the-land excursions, including alternative programming.

### PROCEDURE

The principal/manager shall ensure that all on-the-land excursions follow the requirements outlined in the 21-16-V1 *Student Excursion Policy* and the 21-13-V1 *Chaperone Policy*. In addition, the following is required for all on-the-land excursions (ex: culture camps):

1. Supervision and Safety
  - a. At least two (2) chaperones (ex: staff, culture workers, approved parent chaperones, Elders, etc.) will have current first aid/CPR training, for overnight. One of these must hold Wilderness First Aid Certification.
  - b. The ratio of chaperones to attendees will be determined by the principal based on age, medical conditions, risk level, location, camp activities, and level of experience of attendees and chaperones. All excursions should include



sufficient number of chaperones to allow for removal of attendees (ex: medical, or disciplinary removal).

- c. If boating is anticipated to be part of the excursion, all boat operators must have their Pleasure Craft Operators Certification.
  - d. Swimming, boating, and fishing activities must be under the direct supervision of a chaperone.
  - e. Knives, bow and arrow, or any other weapons are to be secured safely. Only a chaperone with experience will supervise these activities and usage.
  - f. Firearms and/or bear bangers are considered safety equipment for camps that are overnight, outside of community limits, or are recommended by camp organizers. If a firearm is brought to camp, then the following must be strictly adhered to by the firearm holder:
    - i. They must hold a current Possession and Acquisition Licence (PAL) to operate a firearm.
    - ii. They must have taken and successfully passed the Canadian Firearms Safety Course.
    - iii. All legislation and regulations under the Canadian *Firearms Act*.
    - iv. All firearms must be kept in a locked case and all ammunition kept in a separate locked container. All firearms and ammunition must be placed in a secure area of the camp. All firearms will be stored unloaded.
  - g. Workplace inspections are required for any permanent on-the-land camp site (ex: CJBS Stagg River camp, EMES Russell Lake Camp Site). Any site that is used in excess of three (3) days duration must have an OHS Workplace Inspection.
2. Communication
- a. A communication plan is required in case of emergency that includes:
    - i. A schedule for calling on satellite phone if not in cellular range.
    - ii. A phone tree to report incidents.
    - iii. A planned response if communication is not received when expected.
3. Food, Water, and Sanitation
- a. Food should be provided for excursions that is non-perishable unless safe refrigeration can be provided.
  - b. A safe supply of potable water must be available.
  - c. Additional information on guidelines for food can be found in 21-02-V1 Traditional Food Policy and Healthy Food in School Policy.



- d. A washroom will be set up at day long camp sites (either a bush washroom, or portable toilet). Any washroom facility requires hand sanitizer and/or hand washing.
4. Health and Medication
- a. Participants with health concerns, should be evaluated on a case-by-case basis however the goal will be to accommodate staff and students with medical conditions to be included in excursions and may be the point of excursions (ex: therapeutic camps or workshops).
  - b. Considerations for medical conditions (including withdrawal from alcohol or drugs) should be included in the planning.
  - c. Provision must be made for safe storage and dispersal of medications.

## **PERFORMANCE MEASURES**

OHS Workplace Inspection

## **CROSS-REFERENCES**

21-13-V1 Chaperone Policy  
21-15-V1 Transportation of Students Policy  
3.415 On the Land Excursion Policy  
Administration of Medication Policy  
07-06-V1 Cultural Assets Policy  
21-16-V1 Student Excursion Policy  
21-02-V1 Traditional Food Policy  
Healthy Food in School Policy  
On the Land Safety Plan - Template  
Canada Firearms Act [Firearms Act \(justice.gc.ca\)](http://www.justice.gc.ca)

## **ATTACHMENTS**

N/A

## **REFERENCES**

- NWT Education Act
- Firearms Act



**Tłı̨chǫ Community Services Agency**  
**Do, Nāke Lani Nāts'etso – Strong Like Two People**

**APPROVAL**

Reviewed and Approved By:

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Kevin Armstrong  
Chief Executive Officer  
5-May-2024

Reviewed and Approved By:

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Linsey Hope  
Director of Education  
5-May-2024