25.1 FIELD TRIP POLICY

POLICY

This policy outlines the procedures and guidelines for organizing and conducting field trips for students enrolled in programs offered by SNF Development Center.

SCOPE

This policy applies to all staff members, students, and volunteers participating in field trips organized by the Center.

PROCEDURE

Planning and Approval:

- **Approval Process:** All field trips must be approved in advance by the administration. A detailed plan, including destination, activities, transportation arrangements, and safety measures, must be submitted for approval.
- **Risk Assessment:** A thorough risk assessment will be conducted for each field trip to identify potential hazards and develop appropriate safety measures.

Student Selection:

- **Inclusion:** All students will be given the opportunity to participate in field trips, with necessary accommodations and support provided to ensure their full inclusion.
- **Parent/Guardian Consent:** Written consent from parents/guardians is mandatory for a student to participate in a field trip. Special medical considerations and allergies must be disclosed.

Supervision and Staffing:

- **Staff-to-Student Ratio:** Adequate staff members, including trained aides and medical professionals, if necessary, will accompany students to maintain an appropriate staff-to-student ratio.

Transportation:

- **Safe Transportation:** Vehicles used for transportation will comply with local safety regulations, and seat belts/restraints will be used at all times.
- **Emergency Preparedness:** Drivers will be briefed on emergency procedures, including the location of emergency exits and first aid kits in the vehicle.

Behavioural Expectations:

- **Code of Conduct:** Students will be expected to adhere to the Center's code of conduct during field trips, ensuring respectful and safe behaviour at all times.
- **Consequences:** Inappropriate behaviour may result in the student being removed from the activity and the implementation of appropriate disciplinary measures.

CONFIDENTIALITY
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