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Approved by: Academic Advisory Council – May 7, 2010		
Approved by: Senior Executive Committee		
Title Field Trip Guidelines	Effective Date September, 2010	Replaces December 7, 2005

Position Statement

Field trips are an important component of the educational process and are supported and encouraged by the College. And while field trips can provide real life contact with instructional subjects, increasing the value of the learning experience overall, these activities may also present unique risks and hazards to participants. Field trip leaders should conduct appropriate risk management assessments and put in place measures to ensure the safety and accessibility for all field trip participants. Pre-trip briefing sessions are important so that everyone is aware of what is being planned and what the objectives and expected outcomes are for the participants. These sessions also give students a chance to share their thoughts and ideas about the field trip, to make suggestions or request specific activities, and to identify any concerns they may have. It will also allow students to identify any special needs they may have so appropriate measures can be taken to address these needs.

If a course involves College sanctioned field trips the following information, if available, should be clearly stated in the course outline: location(s), timing, duration, and cost (if any). The appropriate Dean/Director must approve plans for these field trips in writing.

Cambrian College insurance is only available to participants if the College sanctions the field trip. The Dean/Director's signature on the field trip plan is evidence of College sanction for the field trip. Students participating in voluntary or non-sanctioned activities/field trips are not covered by College insurance and must sign the appropriate liability waiver. (Copies attached)

The college learning environment, including mandatory field trips, will be made fully accessible for students with disabilities on a case-by-case basis. The Disability Advisor at The Glenn Crombie Centre will work with the program staff and the student to ensure the venue is accessible specific to the student needs. When a particular venue cannot be made accessible for an individual student for reasons allowed under the Ontario Human Rights Code, specifically undue hardship or health and safety, an alternate field trip will be arranged to meet the requirements of a student with a disability while meeting the objectives of the field trip experience. Where voluntary experiences are suggested, program staff should ensure that there are accessible venues suggested.

Definition of Field Trips

Field trips are defined as any work/research/study/activity approved by the College as a sanctioned component of a program and undertaken by staff and students at an off campus location. A field trip does not include meetings off campus, attendance at workshops or conferences, or trips to supervise students on work placements as part of their formal program of study. Clinical, co-op, or other types of placement that are an integral part of the course curriculum, and identified as such in the course outline, are not considered field trips.

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Classes that are held off-campus as a regularly occurring, integral, formal, and scheduled components of a field-based course (i.e. some mining and geology courses), and identified as such in the course outline, are not considered to be field trips.

Pre-trip Preparation

1. Briefing sessions should be held well in advance of the field trip. This will allow for the distribution of information that should include objectives of the trip, special clothing or equipment needs, proposed working groups if appropriate, and any other organizational matters. Information about legal situations (i.e. trespassing), safety concerns and potentially hazardous situations can also be shared. If the nature of the field trip requires such things as child abuse clearance, criminal history requirements, verification of valid immunization, visa requirements, etc. these should be discussed and clarified in the briefing session. This will also allow participants the opportunity to provide suggestions that can be considered and, if appropriate, acted upon before the trip. When possible, descriptions of the field trip should be discussed with students prior to registration to ensure disability related accommodations are considered in a timely manner.
2. The instructor or field trip leader will generally plan field trips of one-day duration or less if they are routine components of the course. On over night or longer field trips students should be given an opportunity to provide input particularly in reference to the logistics of the trip rather than the content.
3. On an overnight or longer field trip, provisions must be made to accommodate individuals in case of an emergency. A list of field trip destinations and, if appropriate, addresses and phone numbers of any hotels or accommodation being used should be provided to the department office and to all participants.
4. Participants should also provide the name, address, and phone number(s) of a person to be contacted in case of an emergency. These names and addresses should be kept by the field trip leader and by the department office. For emergency purposes a cell phone, or in remote locations, a satellite phone, is essential.
5. On a field trip students are expected to conduct themselves in a responsible manner and in accordance with both the Cambrian College “**Code of Conduct**” and the “**Students Rights and Responsibilities**” document. All participants must also be made aware that Cambrian College will not tolerate harassment or any form of discrimination covered under the Ontario Human Rights Code. Disciplinary action will be taken and/or charges laid against individuals found guilty of an offence. It is important to remember that all

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participants, by their participation in the field trip, are representing Cambrian College.

6. If travel arrangements are rented/provided by or on behalf of the College all participants must utilize them. Participants not willing to use College arranged or provided transportation must sign an “Alternative Transportation Waiver”. (Sample copy attached.) Field trips should begin and end on campus. There may be instances where transportation is not provided by the college. In these instances students are responsible for their own transportation to and from the field trip site as well as ensuring that they have adequate insurance coverage in the event of accident or mishap on route to and from the field trip site.
7. Field trip participants must inform the leader in advance of any physical, psychological, medical, or dietary considerations that could affect their ability to participate in the field trip activities and/or their ability to endure the potential physical demands of the field trip. The field trip leader should make reasonable accommodation efforts or provide alternative opportunities.
8. All participants are expected to be appropriately dressed for the field trip in question. A participant who is not appropriately attired, or does not have the necessary supplies or equipment, as identified at the pre-trip briefing session, will not be allowed to participate in the field trip.
9. If appropriate, all travel arrangements, whether a vehicle rental or airline reservations, should be made through the Travel Lab at 566-8101, ext. 7266.

Conduct in the Field

1. Whenever possible field trip participants should not work alone, but with another group member or members, for safety reasons.
2. All participants are normally expected to take part in all planned curricular activities of a field trip. An exception will be made where an individual believes the activity to be unsafe under the circumstances. Other exceptions will be considered, and accommodated according to the Ontario Human Rights Code.

If a field trip participant negatively impacts on the participation of others (i.e. harassment, threatening, etc) the field trip leader has the right to have the participant cease all field trip activity and if feasible, to send the individual home or back to the College at the student’s own expense. The student’s emergency contact person should also be notified.

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Procedures

Cambrian College of Applied Arts and Technology

Voluntary Field Trip Liability Waiver

I understand that I am voluntarily participating in a field trip, which has not been sanctioned by Cambrian College, to

(Location)

from _____ to _____
(Date) (Date)

with fellow students and faculty members of Cambrian College. I acknowledge that I choose to participate in this field trip, whether I travel with the group or by independent means and that I have been advised that I am not covered by Cambrian College insurance for the period of the trip.

I hereby voluntarily release and forever discharge Cambrian College, its governors, agents, officers, and employees harmless from any claim for bodily injury, property damage, or other damage or loss, or for official action against me, which may arise out of or are in any way connected with my participation in this field trip

Dated this _____ day of _____, _____.
(Date) (Month) (Year)

Student Name: _____

Student Signature: _____

Witness Name: _____

Witness Signature: _____

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Cambrian College of Applied Arts and Technology

Alternative Transportation Waiver

It is the understanding of Cambrian College that you have elected to make alternative transportation arrangements and will not participate in travel arrangements made by Cambrian College as part of the field trip for the course

“ _____ ”

(Course Name)

from _____ to _____

(Date)

(Date)

It is, therefore, understood that you accept full responsibility for travel arrangements and the associated costs. Further, Cambrian College is not responsible for any bodily injury or property damage that may arise out of these alternative arrangements.

Please affirm your understanding by reading and signing the statement below.

“I understand that transportation arrangements in reference to the above-identified field trip are available to me and I have declined these arrangements. I accept full responsibility for making my own travel arrangements. I hold Cambrian College of Applied Arts and Technology, its governors, agents, officers and employees harmless from any claim for bodily injury, property damage, or other damage which may arise out of my alternative travel arrangements.”

Name (please print): _____

Signature: _____

Date: _____

Witness Name (please print): _____

Witness Signature: _____

(NB This form is to be used when an academic department has made travel arrangements for the field trip as a College sanctioned part of the course curriculum, but students choose to make their own travel arrangements.)

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**Cambrian College of Applied Arts and Technology
Out-of-Country Field Trip Liability Waiver**

I understand that I am voluntarily participating in a field trip, which has not been sanctioned by Cambrian College, to

_____,
(Country)

from _____ to _____
(Date) (Date)

with fellow students and faculty members of Cambrian College.

I acknowledge that I choose to participate in this field trip, whether I travel with the group or by independent means and that I have been advised that I am not covered by Cambrian College insurance for the period of the trip. I have also been advised to purchase emergency health care coverage from a reputable carrier that will be in place for the period of the trip.

I agree that if I am detained, turned back, or deported to a third country by Canadian officials or officials of the country being traveled to, that I will be solely responsible for any costs resulting from these measures, including but not limited to transportation and legal costs.

I hereby voluntarily release and forever discharge Cambrian College, its governors, agents, officers, and employees harmless from any claim for bodily injury, property damage, or other damage or loss, or for official action against me, which may arise out of or are in any way connected with my participation in this field trip

Dated this _____ day of _____, _____.
(Date) (Month) (Year)

Student name: _____

Student signature: _____

Witness Name: _____

Witness Signature: _____