



SO15 Out of Classroom Field Trips and Excursions

Water Package Manual

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Water Package Category II

Please refer to the inherent risk chart for approved student activities. In-province, departing and returning on the same day, involving activities of increased inherent risk.

Wave Pools, white water canoeing, kayaking and water slides (facilities that are primarily water slides) are not an approved board activity. For all approved water activities please follow all Category II requirements.

| Category II | Approval | Timeline |
|--|--|-------------------------|
| Swimming Activities including but limited to: Hotel Pools, Public Pools, Lazy River, Camp/Campsites, Open Water | Principal, and Superintendent of Schools | One month Prior to Trip |
| Canoeing and Kayaking | Principal, and Superintendent of Schools | One month Prior to Trip |

1. Supervision Ratio

- 1.1 Educational activities such as swimming and water sports involve increased elements of risk. On-site supervision is required for all water activities. Please refer to the OPHEA Safety Guidelines.

2. Responsibilities

- 2.1 Residential pools must not be used for any form of aquatic program.
- 2.2 For swimming at hotel pools, proper supervision by a qualified lifeguard and the OPHEA Safety Guidelines must be adhered to.
- 2.3 Emergency procedures must be outlined to students prior to entering the water.
- 2.4 For natural sites please refer to OPHEA Safety Guidelines for Outdoor Education-Swimming. For canoeing and/kayaking please refer to OPHEA Safety Guidelines for Outdoor Education-Canoeing/Kayaking.
- 2.5 It is the responsibility of the teacher to ensure that the supervision ratio and qualifications for lifeguards is followed as outlined in the OPHEA Safety Guidelines.
- 2.6 Swim Tests must be performed for initial screening/testing of swimming ability and be completed in the shallow end. Please refer to the OPHEA Safety Guidelines. It is preferred that the swim tests are conducted in advance of all school trips. However, some overnight camp programs offer swim tests that are conducted on site. Programs where the swim test is performed on site must provide a supervised alternative program in the event that there are students that do not successfully complete the test.
- 2.7 Swim Test results must be provided to the Principal. Students who do not pass the swimming test will not participate in the trip.
- 2.8 The Head Instructor/Guard must be informed of any student having: life-threatening allergies, a history of diabetes, asthma, heart conditions, convulsions, epilepsy, frequent ear infections or a medical condition that may affect the student's safety in the water.
- 2.9 Standard safety equipment must be accessible at pool or water sited, e.g., signaling devices, reaching poles, spinal boards, throwing line(s), first aid kit.
- 2.10 For Extra-Curricular activities please refer to AM-08. (Swim teams)

3. Insurance

- 3.1 For all water activities, please follow Category II Insurance requirements.

| Water Package Category II Checklist | | | |
|---|------------|--|---|
| Trip Destination: _____ Date of Trip: _____ | | | |
| | | | ✓ |
| 1. | Appendix A | Trip Approval Form | |
| 2. | Appendix B | Student Informed Consent and Indemnification Form Completed | |
| 1. | Appendix C | Release and Indemnification Form (18+ years of age) Completed | |
| 3. | Appendix D | Volunteer Supervisor Release and Indemnification Forms Sent Home | |
| 4. | Appendix D | Volunteer Supervisor Release and Indemnification Form Returned | |
| 5. | Appendix E | If private vehicles will be used for transportation | |
| 6. | | Transportation arranged and outlined in Appendix A | |
| 7. | | Print off Insurance Declaration via PowerSchool and ensure all parents/guardians have completed the declaration. | |
| 8. | | Principal Approval & Signature Obtained | |
| 9. | | Money Collected | |
| 10. | | Coverage arranged for teacher's and supervision duties | |
| 11. | | Swimming Test is completed prior to water activity | |
| 12. | | Swimming Test Results are handed in to the Principal | |
| 13. | | Students who do not pass the test cannot take part in the trip; parents will be informed by the Teacher | |
| 14. | | Emergency Procedures outlined to students | |
| 15. | | OPHEA guidelines are met for all water activities | |
| 16. | | Plan in place for early return of a student and supervisor | |
| 17. | | Post-trip activities planned | |
| 18. | | Detailed Program Itinerary Provided to Principal | |
| 19. | | Provision for emergency first aid | |
| 20. | | Components of SO30 Management of Potential Life Threatening Conditions in Schools are planned for | |

Teacher's Signature _____ Date _____

Submit to Principal prior to departure

*Please use Category II Forms