

**Halton Waldorf School**  
**Field Trip Policy**  
**September 2025**

**Purpose**

Field trips at Halton Waldorf School are an extension of our curriculum and an integral part of school life. They provide meaningful opportunities for experiential learning, foster connections with the natural world and the greater community and support the social and emotional development of students. This policy establishes guidelines for approving, planning, supervising, and conducting all school-related trips that extend beyond school grounds, ensuring safe learning experiences outside the classroom.

**Guiding Principles**

- Field trips will align with the Waldorf curriculum, the developmental stages of the students, and the school's Vision, Mission, and Values.
- The safety and well-being of students and staff will be prioritized at all times.
- Trips will support the building of community, responsibility, independence, and reverence for the natural and cultural world.

**Types of Trips**

Field trips at Halton Waldorf School may include, but are not limited to:

- Day trips (e.g., museums, art galleries, nature walks, sporting events)
- Overnight class trips (e.g., Grade 3 farm trip, Grade 8 Temagami trip, Grade 11 Marine Biology trip)

**Planning and Approval**

- All overnight field trips must be approved by both the Pedagogical Director (PD) and the Administrative Director (AD) before anything is booked and before communication with students/families.
- Overnight or high-risk activities (e.g., wilderness excursions) require additional planning time and documentation and must be approved a minimum of 8 weeks in advance.
- Teachers must submit a written proposal to the PD and AD, including:
  - Educational and/or developmental purpose
  - Destination, itinerary, and activities
  - Transportation method
  - Cost and funding plan
  - Supervision plan (including gender-appropriate chaperones, if needed)

**Parent/Guardian Communication and Consent**

- Parents will receive detailed information in advance, including the itinerary, packing list, emergency contact details, and cost.

- A Parent/Guardian Permission Form must be completed for each trip, unless a blanket consent has been issued for regular local excursions.
- Students without a signed permission form on file will not be permitted to attend the trip.

### **Supervision**

Adequate adult supervision is essential for the safety of all students during off-site excursions. Whenever possible, each trip should include at least two chaperoning adults. The minimum recommended supervision ratios are as follows:

- 1:5 for Kindergarten
- 1:8 for Grades 1 to 3
- 1:10 for Grades 4 to 8
- 1:12 for Grades 9 to 12

### **Parent Chaperone Expectations**

The school must approve all parent chaperones. Additionally, a current Police Check with Vulnerable Sector Screening must be submitted prior to the trip to participate.

- Must be familiar with the trip details and follow the approved schedule.
- Chaperones should attend an in-person briefing with the lead teacher before the trip.
- Are expected to report any inappropriate student behaviour directly to the lead teacher.
- Are expected to report any inappropriate behaviour by fellow chaperones to the lead teacher.
- Must model respectful, appropriate behaviour and uphold the school's policies, including the Off-Site Emergency Response Plan and Code of Conduct.

### **Transportation**

- The school may use buses, vans, public transit, private vehicles, trains and/or planes.
- All drivers must have a current Police Check with VSC on file with the school and submit a signed Driver Authorization Form, including proof of a valid license and insurance.
- Additional passengers/participants will not be permitted to join field trips under any circumstances.

### **Student Conduct**

- All students must follow the HWS Code of Conduct during trips, which will be reviewed with them before departure.
- Teachers and staff may enforce appropriate consequences for misconduct.
- Students may be excluded from future trips due to behavioural concerns or safety risks, in consultation with parents and administration.

### **Cell Phone Use**

Cell phone use is generally discouraged on field trips to support presence, engagement, and social connection.

- The lead teacher, chaperoning staff, and parent chaperones must always carry a cell phone or two-way radio during the trip for emergency communication.
- Parent chaperones are expected to model appropriate and limited cell phone use.
- Students in Grades 9 and below are not permitted to bring cell phones or smart watches on school trips unless specifically approved by the lead teacher for emergency purposes only.
- Students in Grades 10–12 may or may not be permitted to bring cell phones, depending on the trip. They must follow the lead teacher’s guidelines. This includes keeping phones turned off and put away during group activities, instructional time, meals, and overnight.
- Unauthorized or excessive use of student cell phones may result in the phone being held by a teacher for the remainder of the trip.

### **Emergency Procedures**

The lead teacher must carry:

- A first aid kit
- Emergency contact list
- Student medical information (including allergies or medications)
- The Off-Site Emergency Plan

### **Accessibility and Equity**

- Efforts will be made to ensure all students can participate, regardless of ability.
- Funding assistance may be available through the class fund or class trip fundraising.

### **Documentation and Record Keeping**

- Teachers should submit a completed Field Trip Report within two weeks of any multi-day trips; this may include a reflection on educational outcomes and recommendations for future planning.
- Attendance records and signed consent forms must be retained by the school for the current academic year.

### **Trip Cancellations**

The school reserves the right to postpone or cancel a trip due to inclement weather, safety concerns, or other unforeseen circumstances beyond its control. In such cases, we will make every effort to reschedule or provide an alternative activity whenever possible.

### **Review and Updates**

This policy will be reviewed as needed, in consultation with faculty, administration, and the Board of Directors.