

POLICY HGCG – Off-Site Activities
Exhibit 1- Off-Site Activities Requirements Chart
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Requirements	Local	Local with Risk	Provincial or Overnight	National	International
Maximum activity level allowed by grade:	K - 3	4 - 6	4 - 6	7 - 8	9 - 12
Policy Guidelines & Procedures	G&P 1-12	G&P 1-12, 14	G&P 1-12, 15	G&P 1-12, 16	G&P 1-12, 17
Supervision minimum level required: (# of supervisors/# of students)					
Kindergarten	2 / class				
1 - 3	1 / class				
4 - 6	1 / class	1 / 15	1 / 8		
7 - 9	1 / class	1 / 15	1 / 12	1 / 12	1 / 12
10 - 12	1 / class	1 / 15	1 / 12	1 / 12	1 / 12
Detailed documentation in writing required:	Yes	Yes	Yes	Yes	Yes
Approval level required:	Administrator	Administrator	Administrator	Superintendent	Superintendent & Board
Approval required in writing	Yes	Yes	Yes	Yes	Yes
Informed parental consent required:	Yes*	Yes	Yes**	Yes	Yes
Supervisor agreements required in writing			Yes	Yes	Yes
Male and female supervisors required			Yes	Yes	Yes
Supervisor first aid certification required:			Yes	Yes	Yes
Criminal record check for volunteers required			Yes	Yes	Yes
Review risk 7 - 14 before departure				Yes	Yes
Travel <i>cancellation</i> insurance required:				Yes	Yes
Recommended vaccinations and medical insurance required:					Yes
* one-time blanket for walking in school neighbourhood is ok.					
** one-time blanket for scheduled event is okay.					
This information is provided as a tool to assist the Teacher-in-Charge. Refer to Policy HGCG for detailed requirements.					