

## **Safety Issues When Planning & Conducting Field Trips & Field Experiences**

- ✓ Make sure parents or guardians are fully informed about the nature of the field experience, appropriate student dress, and other essential information.
- ✓ Be aware of any pertinent medical and physical issues your students have, such as allergies.
- ✓ Have parents or guardians and students sign a safety contract outlining rules and expectations of student behavior.
- ✓ Process and file signed parent or guardian permission forms prior to the activity. These should include contact information in case of emergency and a copy of each student's insurance card. Make sure the permission forms are pre-approved by the appropriate authority in your school or district. Forms should be carried on the field trip in order to be given to a doctor/hospital in case emergency treatment is required.
- ✓ Arrange for the use of school-sanctioned vehicles and drivers if transportation is required. School medical and liability insurance is recommended for extended field trips involving students. Discuss rules of behavior beforehand and while in route.
- ✓ Plan for additional adult supervision. This includes, as a minimum, one (school-approved) adult per every 4 students. Consider assigning specific students to an adult in the group. Adult chaperones should be knowledgeable of all hazards, rules, and emergency procedures in advance.
- ✓ Carry a mobile phone in case of emergencies and a basic, approved first-aid kit for minor abrasions or scratches.
- ✓ Make sure that students fully understand the activities they will be conducting and any possible hazards to avoid.
- ✓ Ensure that, for water-related field experiences, at least one adult is trained in water safety techniques including CPR and lifesaving. If the student activity is planned in or on water, U.S. Coast Guard-approved life jackets must be worn.

### **On the Field Trip or Field Experience Day...**

- ✓ Obtain the most current weather forecast prior to the activity. Be especially aware of the chance for storms or other dangerous weather.
- ✓ Make sure all students are dressed appropriately for the field experience.
- ✓ Review expectations of student behavior and onsite precautions with students and chaperones.
- ✓ Reinforce the learning objectives and goals for the field experience and keep students focused on their purpose(s) or task(s).
- ✓ Group students in pair (buddies) or small teams consisting of no more than five to enhance mutual responsibility. Chaperones should assist in keeping students together and focused on the trip's purpose.
- ✓ Keep on the move at all times, monitoring student activities.
- ✓ Use only approved containers when engaged in permitted collecting as part of the activity – avoiding glass – and use non-allergenic gloves.
- ✓ Get professional medical help as soon as possible in the event of an accident.

(Retrieved from "Science and Safety: It's Elementary!")

[http://webcache.googleusercontent.com/search?q=cache:dZQcsX\\_Y5sIJ:www.sde.ct.gov/sde/lib/sde/pdf/curriculum/science/safety/scisaf\\_cal.pdf+&cd=1&hl=en&ct=clnk&gl=us](http://webcache.googleusercontent.com/search?q=cache:dZQcsX_Y5sIJ:www.sde.ct.gov/sde/lib/sde/pdf/curriculum/science/safety/scisaf_cal.pdf+&cd=1&hl=en&ct=clnk&gl=us)

**Field Trip or Field Experience**

**Parent Permission Form**

Students are not permitted to participate in school field trips or field experiences unless they have returned a signed permission slip, and payment for the trip (if applicable), one week before the date of the trip. We are unable to accept telephone or fax permission slips for any trip or experience. Students failing to do this will be placed in another class during the day of the trip or the period of the field experience.

A field trip or field experience is a learning opportunity held outside of the classroom. These trips and experiences are planned and organized much like a classroom lesson. All trips are developed to be an enhancement to your child’s learning, and attendance is expected. It is anticipated that all students will attend scheduled field trips or field experiences. Absences must be for excusable reasons only.

**Specific Field Trip or Field Experience Information**

Field Trip or Field Experience Date: \_\_\_\_\_

Field Trip or Field Experience Location: \_\_\_\_\_

Departure from School or Classroom: \_\_\_\_\_

Arrival Back to School or Classroom: \_\_\_\_\_

Cost of Trip: \_\_\_\_\_

**RETURN THE FOLLOWING PORTION, ALONG WITH ANY REQUIRED COSTS, TO YOUR CHILD’S TEACHER.**

-----CUT HERE-----

My Child, \_\_\_\_\_,

- has my permission to go on the field trip or participate in the field experience
- does not have my permission to go on the field trip or participate in the field experience

Scheduled on \_\_\_\_\_ and for \_\_\_\_\_.

Excusable reason for nonattendance is:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_