

Policy HICA Attachment B: *Risk Level and Destination Classification (Planning Guide)*



	Low Risk/Green • Day trip & In Province	Low Risk/Green • Day trip out of province	Low Risk/Green • 1 overnight or • 2 overnight (school competition) & • In province	Low Risk/Green • 1 overnight or • 2 overnight (school competition) & • Out-of-province	Low Risk/Green • More than 1 overnight or • More than 2 overnight (school competition) & • In province	Low Risk/Green • More than 1 overnight or • More than 2 overnight (school competition) & • Out of province	Moderate Risk/Amber • Day trip & • In or out of province	Moderate Risk/Amber • 1 overnight or • 2 overnight (school competition) & • In or out-of- province	Moderate Risk/Amber • More than 1 overnight or • More than 2 overnight (school competition) & • In or out of province	High Risk (Red)	International Trips
Age Levels:											
ECS/Elem	✓	X	✓	X	✓	X	✓	X	X	X	X
Jr/Middle	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	X
High	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓
Approval required: (note: principal/superintendent approval is required in principle prior to communicating with students or parents)											
Principal	✓		✓								
Superintendent		✓		✓	✓	✓	✓	✓	✓		✓
Supervision required:											
ECS	one adult to 5 students										
Elem	• grades 1 to 3, one adult / 8 students; • grades 4 to 6, one adult / 10 students		• grades 1 to 3, one adult / 8 students; • grades 4 to 6, one adult / 10 students		• grades 1 to 3, one adult / 8 students; • grades 4 to 6, one adult / 10 students		• grades 1 to 3, one adult / 5 students; • grades 4 to 6, one adult per 8 students				
Jr/Middle	one adult / 10 students						one adult / 8 students				
High	one adult / 15 students						one adult / 10 students				one adult / 10 students
Required Forms											
Detailed Itinerary		✓	✓	✓	✓	✓	✓	✓	✓		✓
Parent Correspondence	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Field Trip Approval Form (attachment C or D)	Optional, verbal approval acceptable	✓	✓	✓	✓	✓	✓	✓	✓		✓
Field Trip Approval Checklist (part of attachment D – required))		✓		✓	✓	✓	✓	✓	✓		✓
Teacher/Leader Qualifications Assessment Form (attachment E: Required for moderate risk/Amber activities)							✓	✓	✓		✓
Parent/Guardian Consent (attachment F part A)	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Parent/Guardian Consent/Risk Acknowledgement Form (attachment F part B)							✓	✓	✓		
Volunteer Registration Form (Policy GFA)	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Volunteer Police Info Check and Child Welfare Check			✓	✓	✓	✓	✓	✓	✓		✓
Volunteer Consent/Risk Acknowledgement Form (attachment G)							✓	✓	✓		✓ (if amber activities)
Volunteer Medical Information Form (attachment H)		✓	✓	✓	✓	✓	✓	✓	✓		✓
Volunteer Automobile and/or Driver Authorization Form (attachment B policy EEACAA)	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Parent/Guardian Responsibility of Student Transportation (attachment A policy EEACAA)	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
International Field Planning Guide (attachment I and I2)											✓
Application Lead Time	One week			One month				Two months			Three months