



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.
- 2.7 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.
- 2.8 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.
- 2.9 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.		Emergency Procedures outlined to students	
13.		OPHEA guidelines are met for all water activities	
14.		Plan in place for early return of a student and supervisor	
15.		Post-trip activities planned	
16.		Detailed Program Itinerary Provided to Principal	
17.		Provision for emergency first aid	
18.		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