

**OFFSITE ACTIVITY CONSENT of VOLUNTEER and
ACKNOWLEDGEMENT of RISK – HIGHER CARE OUTING**

School _____

Date form completed _____

PROGRAM/ACTIVITY INFORMATION Read attached program/activity information prior to reading and completing this form.

Volunteer Name _____ Phone No. _____ E-mail _____
 Destination/Program/Activity _____ Date(s) _____ OR
 Series of off-site activities (specify program and exact dates) _____
 Organizing teacher _____ Phone No. _____ E-mail _____

BOARD EXPECTATIONS for VOLUNTEERS

Volunteers are an important part of the leadership team for an off-site activity, and are expected to:

- | | |
|--|---|
| a) review and comply with relevant board policies | e) support and follow the school code of conduct |
| b) have qualifications appropriate for the offsite activity; | f) report any inappropriate conduct to the organizing teacher |
| c) know the details of the offsite activity and the volunteers' specific duties, responsibilities and authority prior to departure | g) adhere to the schedule or itinerary |
| d) exhibit positive behaviour and be an acceptable role model | h) dress appropriately for the offsite activity. |

POTENTIAL RISKS

Known potential risk include the following: _____

CONSENT and ACKNOWLEDGEMENT of RISK

Destination, activity or program _____ Date _____

- I accept the mode of transportation for this activity.
- I acknowledge my right to obtain as much information as I require about this program or activity and associated risks and hazards, including information beyond that provided to me by the school or board.
- I freely and voluntarily assume the risks/hazards inherent in this program or activity and understand and acknowledge that I may suffer personal and potentially serious injury arising from my volunteer involvement.
- I understand that, as a volunteer, I am covered by liability insurance but not covered under Workers' Compensation Board (WCB) insurance.
- I agree to abide by the rules and regulations including directions and instructions from the school's/service provider's administrators and staff while volunteering in the program or activities.
- I acknowledge that it is my duty to advise the board of any medical/health concerns that may affect my participation.
- I understand that I am obliged to keep confidential any student personal information (health information, in particular) that is disclosed to me by the school, except as required for the purposes of discharging my obligations during the offsite activity.
- I acknowledge that the board may choose to cancel the trip if travel conditions are dangerous for whatever reason, deemed unsafe (e.g. weather, health issues). I accept that the board will not be liable for any costs associated with such a cancellation.
- I acknowledge that the trip supervisors may secure such emergency medical services (e.g. ambulance) as they deem necessary for my immediate health and safety, and that I shall be financially responsible for such services.
- I understand, acknowledge and consent to the above as described herein.

Volunteer's name (please PRINT)

Volunteer's signature

Date

Parent/guardian consent (if volunteer is under 18 years of age) _____

OFFSITE EXPERIENCE/ACTIVITY EMERGENCY MEDICAL INFORMATION Print below or attach a separate page if more space is needed.

Volunteer name _____ Date of birth (optional) _____
 BC Medical Services Plan Personal Health No. _____
 Allergies (e.g. specific drugs, foods, insect bites/stings, hay fever – specify) _____
 Reactions to above? _____ Carries Epi-pen? ___ Yes ___ No Carries Ana-kit? ___ Yes ___ No
 Medical/physical conditions that may affect participation in the stated program/activity (e.g. recent illness or injury, recent hospitalization or surgery, chronic conditions, phobias, etc.) – specifically _____
 Specify the condition(s) and requirements for program modification (or specific activities you should not do) _____
 Medications taken at this time (name, reason, dosage, storage, potential side effects and treatment for same) _____
 Other health, medical or dietary concerns _____
 Emergency contacts:
 1. _____ Phone: (H) _____ (W) _____ (C) _____
 2. _____ Phone: (H) _____ (W) _____ (C) _____

Personal information contained in this form is collected and protected under the authority of the *Freedom of Information and Protection of Privacy Act* for the purpose of participating in school trips. If you have any questions about this form, please contact your school administrator.



OFFSITE ACTIVITY CONSENT of VOLUNTEER

Supervisor Roles and Responsibilities

Form 6031-07

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PART A: GENERAL RESPONSIBILITIES

- 1) To be delegated responsibility for certain tasks by the organizing teacher to aid in the caretaking of the students involved.
- 2) To help ensure that students and equipment are properly loaded into the vehicles for transportation.
- 3) To aid in the monitoring of student behaviour on the bus, classroom rules shall generally be applied, as follows:
e.g. a) it should be agreed upon as to the use of electronic devices
b) if the bus driver allows food on the bus, make periodic checks to ensure that garbage is properly disposed
c) students are not permitted to fondle, hug, kiss
d) count the number of students each time the bus is loaded to ensure nobody is left behind
e) students are not permitted to change seats or stand; students are expected to sit squarely on the seat
f) to monitor for good conduct at all times
g) to set a positive example for the students
- 4) To support the school staff requiring students to adhere to the school and district codes of conduct, including rules regarding compliance, harassment or bullying, and the use of cigarettes, alcohol or drugs.

PART B: GROUP RESPONSIBILITIES

- 1) Volunteer supervisors are expected to stay with the group in adequate numbers to provide manageable supervision. As a courtesy, volunteer supervisors are asked to check with the organizing teacher before leaving the group.
- 2) Volunteer supervisors should not discipline students for rule infractions. Volunteer supervisors may remind students of guidelines and general department expectations, and any concerns should be referred to a supervising employee.
- 3) In the evening volunteer supervisors are expected to conduct regular tours until students are completely settled and quiet.
- 4) Volunteer supervisors are not to leave students alone in dorms or motels. Volunteer supervisors of sufficient numbers to supervise must always be in the building.
- 5) A curfew is to be established on overnight trips. When supervising mixed groups, students are to return to their segregated rooms at curfew. Prior to that, visiting is allowed only in groups and under regular supervision. When visiting in motels, the doors are to be left open.

PART C: PERSONAL EXPECTATIONS of SUPERVISORS

- 1) All individuals who are involved in trip supervision have a responsibility to respect confidentiality. This is to protect students and staff. Students have different learning styles and personal behaviours and teachers and employees have varying teaching and/or supervision methodologies. In the event of a concern, the volunteer supervisor should speak directly with a board employee.
- 2) Volunteer supervisors will not consume alcohol while accompanying students on trips or activities; it is not permitted in any circumstance.

PART D: EMERGENCY SITUATIONS

- 1) The organizing teacher is responsible for the assignment of volunteer supervisors responsibilities.
- 2) The organizing teacher should designate one of the volunteer supervisors to be in charge should the teacher become incapacitated.
- 3) In case of emergency, the person responsible for the trip is to contact the principal at school or at home. If s/he is not available, contact the vice-principal. If neither of these is available, contact the superintendent of schools or his/her designate.
- 4) All students must be provided with an emergency contact number in the even they become separated from the group.

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For a complete copy of Policy 6031 (Student Travel) and all associated documents, refer to the district website
<<http://sd71.bc.ca/sd71/sbo/policy.php>>.

