



## Diocese of Steubenville Safe Environment Program

### *FIELD TRIP STATEMENT OF POLICY*

The Diocese of Steubenville recognizes the importance and value of trips for educational or formational field study and approves of these visits to places of cultural, educational or religious significance.

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#### **Implementation**

- A) This policy permits Principals, Pastors and Catechetical Leaders to approve of field trips during normal school hours on a single school day or at other times as may be scheduled.
- B) Normally, overnight or *out-of-state* field trips, or any field trips to foreign countries must have the ultimate approval of the Diocesan Director of Christian Formation and Schools or Youth Ministry Consultant. However, field trips or activities that take place *out-of-state* and are estimated to take place within the confines of a school's normal operating hours, or within seven (7) hours (for Parish activities), including total travel time, do not require the ultimate approval of the Diocesan Director of Christian Formation and Schools or the Youth Ministry Consultant.
- C) The following shall be provided for when any field trips are being planned:
  - 1. Adequate supervision by qualified adults, including one or more employees of the Diocese, school or parish.
  - 2. Waivers by all adults and all parents/guardians of field trip participants taking any field trip for all claims against the Diocese, school or parish for injury, accident, illness or death occurring during, or by reason of the field trip.
  - 3. Proper insurance for students, personnel, and equipment.
  - 4. Inclusion of a proper first aid kit. It is recommended that a fire extinguisher also be included.
  - 5. Permission in a written form from each field trip participant's parent or legal guardian.
  - 6. When required, the parish or school shall complete and submit the *Overnight or Out-of-State Field Trip Approval Request* form (See "Forms" on the diocesan Child Protection web-site).
- D) To insure the desired outcome of such field trips, classroom teachers shall prepare the students for the place that is to be visited and the things that are to be seen. Additionally, it is recommended that an advance visit should be made to the site of the field trip by the person responsible for the field trip so that any and all unforeseen circumstances, situations, and/or events may be properly planned for to minimize any difficulties.