

SEMINARY OF CHRIST THE KING

FIELD TRIPS & EXCURSIONS POLICY

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Field Trips & Excursions Policy

March 20, 2015

Field trips or excursions may be conducted by any member of the faculty of the Seminary of Christ the King, with the assistance of other monks or adults as chaperones. Chaperones will only be chosen from parents or acquaintances of the seminary whose trustworthy character has been known and tested by experience.

Approval

Any trip will be approved by both the abbot of Westminster Abbey and the rector of the high school division of the Seminary of Christ the King. A month in advance, the trip leader will provide in writing to the abbot and rector a schedule of the trip which details: the purpose of the trip, the name of participating students, the itinerary, travel arrangements, provisions for meals and accommodations, safety plans, pertinent medical information, and means for emergency communication with the seminary and with the students' parents. No student will be allowed on a trip without a permission form having been signed by his parent or guardian.

Safety and Conduct

Trips will include only activities that are appropriate to the level of the participating students. A trip leader will be assisted by a suitable number of chaperones. The trip leader and chaperones will ensure that students are behaving responsibly and courteously, as they would be expected to do at the seminary. In activities involving protective equipment, such as skiing or snowboarding, students will be required to wear all necessary equipment. There will be at least one person trained in 1st aid as well as a 1st aid kit on all trips.

Communication

The detailed schedule of the proposed field trip will be communicated in advance to parents and their consent requested. The trip leader will also brief the chaperones and students before the trip concerning its details. On the trip, he will have means of contacting the seminary and parents in case of emergency. He will report to the rector, the abbot, and the parents as soon as possible any serious accidents. When the trip is completed, the leader will follow up with a report to the rector and abbot on the trip's outcome and any disciplinary or safety concerns that came up. He will also draw up a summary in writing, noting any outstanding incidents or concerns. The rector will file a copy of this with the seminary records, along with the itinerary of the trip.