



## AC.2.13.1 Field Trips

### Schedule A: Guidelines for Administering the Field Trip Participation Form

SAIT is committed to providing a safe learning environment and therefore instructors must assess the potential hazards of each field trip location in advance of the field trip. Field trips are only selected when a low level of potential risk is assessed in regard to hazards that could affect students' health and safety. All students (or their parents/legal guardians if the students are minors) must sign a Field Trip Participation Form in order to participate in the field trip. The form includes assumption of risk, release of liability, waiver of claims and indemnity. A waiver involves the participant in the activity agreeing to give up the right to sue if he or she is injured or suffers a loss, even if the injury or loss resulted from acts or omissions of those persons organizing or conducting the activities. Students should be aware that Student Workers' Compensation Board insurance and Student Accident Policy coverage are not impacted by the waiver and form.

#### Guidelines to follow when executing the waiver:

- Where possible, advanced notice of the requirement to sign a waiver should be given to all participants. This ensures that the participants or, if the participant is a minor, his or her parents/legal guardians, have sufficient time to consider the legal implications of signing the waiver.
- All signatures will be accepted by fax.
- The waiver and schedule of field trips must be copied to one page, front and back.
- Waivers must be signed before field trip participation is authorized.
- Each waiver must be signed before a witness who is mature and responsible, preferably an independent witness (not another participant or SAIT employee).
- If the participant requests an explanation of the meaning of the document, the following explanation should be given:

"SAIT is committed to providing a safe learning environment and assesses the potential hazards of each field trip location. Field trips are only selected when there is a low level of risk associated with the hazards that could affect the students' health and safety. It is common practice in education to require students to sign a Field Trip Participation Form. The document you are asked to sign is a waiver of liability and indemnity form. It is a legal document and by signing the waiver, you are giving up certain legal rights, including the right to sue, should you be injured while participating in this activity. You are not giving up your right to make a claim through Workers' Compensation Board insurance or the Student Accident Policy. Any further questions or concerns should be directed to the SAIT insurance coordinator."



### **Responsibilities of the witness:**

1. There should be only one witness for each signatory on the form.
2. Witness must verify that the participant (or, if the signatory is a parent/legal guardian, then the parent/legal guardian) has read the waiver and is signing it voluntarily.
3. The witness should then ask each signatory: "Have you read and do you understand the waiver?"
4. The signatory must respond affirmatively.
5. The signatory signs and dates the waiver.

### **Storage of waivers:**

1. A Field Trip Roster that lists all participants needs to be prepared and attached to the completed waivers. The list must either be typed or clearly printed. The participants must be listed in alphabetical order by surname. A template Field Trip Roster is enclosed for convenience.
2. The program leader is responsible for storing the students' original signed agreements (Schedule B), the list of student participants (Schedule C) and the Field Trip Hazard Assessment form (Schedule D) in accordance with the requirements of procedure [AD.3.2.1 Records Management](#).

### **Further information:**

Questions related to Field Trip Participation Form should be directed to the insurance coordinator, Finance department.