



District School Board Ontario North East

Schumacher Board Office

Street Address

153 Croatia Avenue, Schumacher, ON P0N 1G0

Mailing Address

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705-360-1151

New Liskeard Board Office

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New Liskeard, ON P0J 1P0
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Third Party Provider Information Letter

The following District School Board Ontario North East (DSB1) school is interested in planning a field trip to your venue.

School Name: _____

DSB1 recognizes the educational advantage of experiential learning through field trips and excursions. We endeavour to ensure that these experiences always keep the safety and security of our students a top priority.

It is therefore the policy of DSB1 that when our schools wish to plan a field trip or excursion to a third party venue, they show how that venue plans to keep our students safe. **We ask for this information in the form of a package from the third party that includes the following information:**

1. Name of Third Party Provider & Name of Venue (if different)
2. Copy of the Venue's Liability Insurance
3. A copy of the Service Contract (if applicable)
4. A Risk Management Information Package containing the following details, as/if applicable to the Venue:
 - Policies & Procedures for: Emergency Response, Health & Safety
 - Practices regarding testing and training of students in the planned activity
 - Supervision practices/ratios
 - List of emergency equipment on-site and safety protocols in place
 - Training/Certification of employees

We kindly request that you provide this information to the school at your earliest convenience so that our students might have the opportunity to take part in this educational experience.

If you would like more information regarding our policy you can find it on our website (www.dsb1.ca). You will find our Policy Manual under the Board Info menu list. The Student Travel/Field Trips Policy and Procedures is number 2.1.1, under School Related Operations. Alternatively, you may request a copy of the policy from the school at any time.

Thank you for your assistance in enhancing our students' learning.