



Field Trip Water Safety Plan Form
ITHACA CITY SCHOOL DISTRICT
400 Lake Street • P.O. Box 549 • Ithaca, New York • 14851-0549

INSTRUCTIONS : Please read and sign this form if you have indicated on the field trip form that your field trip involves open water.

PART I: WATER SAFETY PLAN INFORMATION (please print)

Requester _____ Grade(s)/Class _____ Date _____

ICSD School _____ Trip Name _____

Trip Date(s) _____

If a lifeguard is present and swimming is allowed:

- Students will be in small groups (10-15) with at least 2 adults with each group.
- Students will be directed to choose a “buddy” within their group. We will do a “buddy check” at least every 20 minutes while near the water.
- We will find out who the non-swimmers are and ensure their groups are near an adult so they can keep a close eye on them. These students will also be instructed to not go in deeper than their ankles. We will provide activities away from the water for these students.

If no lifeguard is present and swimming is not allowed:

- Students will be in small groups (10-15) with at least 2 adults with each group.
- Students will be directed to choose a “buddy” within their group. We will do a “buddy check” before we get near the water and again after we are done.
- We will find out who the non-swimmers are and ensure their groups are near an adult who knows this so they can maintain closer supervision on them.
- We will minimize the time near the water (no more than 20 minutes between buddy checks) and students will be directed to only go into the water if they can see the bottom.
- All students will be instructed not to go in deeper than their ankles.

As trip leader, I affirm that we will follow this plan and that I have effectively communicated the details to all adults and students involved.

Trip Leader's Signature

Date

PART II: BUILDING APPROVAL To be completed by School Principal

Received _____ Approved ____ Denied ____

Date

Comments: _____

Principal Signature

Date

PART III: DISTRICT APPROVAL To be completed by Central Office Administrator

Received _____ Approved ____ Denied ____ _____

Date

Administrator's Signature

Date