

- Procedure Number: 565
  - Procedure Name: Safety and Supervision of Student Activities
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**Safety and Supervision of Student Activities*****Procedures:*****I. General Safety Standards:**

Each Principal shall ensure that:

- (a) The activity is suitable to the age and physical condition of each student.
- (a) Each student has been properly trained progressively to develop his/her skills.
- (a) The equipment, used properly, is in good working order and well maintained.
- (a) The activity is properly supervised by a district employee (see below.)
- (a) Coaches and instructors are qualified and understand rules, procedures and Codes of Conduct.
  - (i) Each group that participates in extra curricular activities will have a teacher coach or teacher sponsor.
  - (ii) Members of the community at large may apply to coach a team.
- (a) Parents or guardians are informed as to any level of risk that an educational trip or extra-curricular activity may have and their consent has been received and documented.
- (a) Injury or trauma occurring to students or personnel will be given appropriate treatment in a timely manner as dictated by the nature of the injury or trauma. (See Policy and Procedure #550, *Emergency Preparedness* for details of medical emergency plans.)
- (a) Copies of insurance papers on all vehicles, including trailers used in transportation of watercraft will be on file at the school.
- (a) A record of the up-to-date certification for each guide and his/her Wilderness First Aid Certificate, in case of canoe or kayak trips, will be on file at the school.

**II. Supervision:**

*Notwithstanding the above:*

- (a) Field Trips: Supervisors shall ensure that a head count is taken on a regular basis with particular emphasis when private automobiles are used. It is recommended that students walking off small ferries should walk off after the cars have unloaded.
  - (b) Skiing: (Students K-5 are excluded from skiing trips.)
    - (i) Supervision (including one teacher) shall be:
      - 1. a minimum of 1 supervisor to 12 intermediate students.
      - 1. a minimum of 1 supervisor to 15 secondary students.
      - 1. in addition, the supervisor shall ensure that a satisfactory level of professional supervision is provided by the management of the ski hill.
    - (ii) Safety: skiing trips will not take place in known avalanche areas.
  - (c) Swimming: guidelines for desirable student to instructor ratio for swimming activities are:
    - (i) Kindergarten students – 5 students to 1 instructor (Allowed to swim in pools only)
    - (ii) Primary students – 8 students to 1 instructor
    - (iii) Intermediate students – 10 students to 1 instructor
    - (iv) Older students – up to 15 students to 1 instructor depending on age and swimming ability.
    - (v) Public pools – according to standard recommended by pool authority.
    - (vi) A certified lifeguard must be in attendance at any swimming activity. He/she may not be one of the instructors.
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(d) *Canoeing/kayaking/other water crafts (e.g. sailboats)*

(students K – grade three are excluded from these activities)

**(i) Supervision:**

1. Student-to-adult ratio for students grades 4 – 12:
  - (a) *Lakes* – 5 students to 1 adult, one of whom must be a certified guide in the case of kayaks or canoes or a certified instructor, in the case of sailing.
  - (b) *Ocean* – 5 students to 1 adult, all of whom must be a certified guide in the case of kayaks and canoes (by BCU, SKGABC, BCRCA or similar reputable accredited/recognized certification body").
  - (c) Certified guides will paddle alone in kayaks.
  - (d) Each group of kayaks shall be no more than 12, including guides and other adults.
2. Students K-3 are excluded from canoe/kayaking trips with the following exceptions: children K-3 accompanied by a parent or parent-designee may partake in a paddling experience in calm water conditions close to shore.  
*(Class 1: SKCABC – “Gentle tours in non-challenging, protected waters with limited wind effects, little or no current, easy landings and ready access to land-base assistance”).* That accompanying adult must not be the certified guide designated for potential rescue tasks (guides must be in a single kayak).
3. Instructor minimum qualification shall be:
  - (a) Flatwater II\* in order to take any students out in canoes and Day Guide Certification to take students out on kayaks on lakes.
  - (b) Ocean Canoeing III\* in order to take any students out in canoes and a minimum of a Day Guide Certification to take students out in kayaks in the ocean. (\*as defined by BCRCA or a parallel reputable organization).
  - (c) Sailing: CYA sailing instructor’s certificate for the appropriate level of instruction (e.g. White Sail 1), Sports Coaching Certification, First Aid Certification and current Boat Rescue Endorsement.
  - (d) In the case of a group going with a kayaking company, the supervisor (see Section II) shall insure that a satisfactory level of professional supervision is provided by that company.
4. The most difficult part of any proposed canoe or kayak trip shall not exceed Class 2 Trip Classification by SKCABC as follows: *“Lightly populated areas with short crossings, moderate potential wind effects, gentle to moderate landings and light surf beaches”*.
5. Shall be groups of experienced high school paddlers with a powered safety vessel available for assistance. Instructors taking students across open water for longer trips shall have a VHF waterproof radio, a cell phone and a first aid kit, 3 flares and a spare battery pack on board.
6. Trips on the ocean shall be taken only in areas where there is effective marine radio communications.

**(ii) Safety (in addition to General Safety Standards above)**

1. Each student and adult wears a properly fitted, government approved PFD that has a whistle and reflective tape attached.
  2. Each craft shall have a spare paddle attached to the craft.
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3. Each craft has a bailing device attached to the craft.
4. Canoes/kayaks should have retro-reflective tape affixed to the bow, stern and bottom of the hull.
5. A standard procedure be developed to ensure that crafts are checked in and out during water activities.
6. The instructor will ensure that all vessels are inspected prior to the start of every season and periodically throughout to ensure that they are seaworthy.
7. Consideration and care will be given to suitability of weather conditions (e.g. cold water and wind) and the weather radio should be consulted prior to departure.
8. Trips must be designed to be completed in ample time so as to return to shore before dusk.
9. A detailed trip plan shall be left at the base school before each trip.
10. The instructor shall check suitability and insurance on any vehicles and trailers used to transport vessels and is responsible for transport and security of all vessels.
11. All participants be trained in rescue procedures prior to embarking upon longer trips.

**(iii) Safety Vessels:**

1. A powered safety vessel (e.g. 14' to 16' inflatable with 10 – 15hp engine) should be available for assistance when sailing activities are taking place in small crafts. The operator must have a current Boat Rescue Endorsement.
  - (a) The ratio of one safety vessel to every 10 student operated sailboats will be maintained.
  - (b) The safety vessel will have a minimum capacity of four persons plus the operator.
  - (c) The safety vessel will have a VHF waterproof radio on board.
2. In the case of ocean canoeing or kayaking, it is advisable to have access to someone on shore who has a rescue vessel and can be reached via marine radio and/or cell phone.
3. Special events or races, when there are ample rescue vessels on hand (e.g. rowing regattas) are exempt from the above.

**APPENDIX ONE**

**1. Extracurricular Sports Activities: Teacher Sponsor/Coach**

Each group that participates in extra curricular activities will have a teacher coach or teacher sponsor. That teacher or administrative officer is in the best position to correlate and monitor the extra curricular activity and each students whole program. and:

- must ensure that the school, district and sanctioning association (i.e. C.V.I.A.A., N.V.I.S.S.A.A., V.I.J.S.S.A.A., B.C.S.S.) regulations, policies and Codes of Conduct and Ethics are adhered to and practised, and that supervision requirements are met.
- should be in attendance at all practices when possible and must be in attendance through all games, unless exempted as per Article 5. (BC School Sports)
- are encouraged to have or be in the process to obtain a Class IV drivers licence.
- must know the transportation regulations with regard to the transportation of students, carry a minimum of \$1M third party liability insurance, and submit an abstract of their driving record.
- must regulate the spending of the team and maintain costs within the allocations of the administrative officer.
- must, if working with a community coach, make periodic reports to the athletic coordinator or school administrator.
- must sign the Coaches Code of Conduct.

**2. Extra Curricular Sports Activities: Community Coach**

To ensure quality programs in district schools and to maximize student participation in a safe and healthy learning environment, members of the community at large may make application to coach a school team.

**Successful applications:**

- must hold an N.C.C.P. Level I certificate or be in the process of certification. Second year community coaches must have completed Level I.
- must give written approval to the school for the review of a Criminal Record Check (to look for convictions under the Criminal Code of Canada, the Narcotics Control Act, or the Food and Drug Act). *Note:* The Criminal Record check is not a substitute for a reference or recommendation. The cost of the check is the responsibility of the applicant.
- must have a teacher sponsor or administrative officer on the teams coaching staff.
- must know the transportation regulations with regard to the transportation of students and submit an abstract of this/her driving record and be encouraged to obtain a Class IV drivers licence.
- must meet with the school administrator or delegate prior to the commencement of the teams season.
- may be exempted from sponsor presence if the principal or one other administrative officer with the district, and the P.E. Department Head or specialist teacher agree, and if the community coach is certified N.C.C.P. Level II who has signed the Coaches Code of Conduct, and if regulations of the sanctioning association allow.

**The school administrator or delegate:**

- must determine the qualifications of and the suitability of the applicant to supervise and coach students of school age.
- must meet with the prospective coach to discuss school athletic policies and school sports program philosophy and Codes of Conduct and Ethics, and ensure that the coach understands the expectations for the supervision of students and the decision making process in the local school, district and athletic association.
- must contact the administrative officer or community director from a previous school or community if the community coach has previously coached in another school, school district, or community.
- must obtain periodic reports from the teacher sponsor or administrative officer who is a member of the teams coaching staff.