

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Physical Activities Safety			
Procedure Type:	Programs and Curriculum	Implementation Date:	JUL. 23, 2014
Procedure Number:	6.14	Last Approval Date:	OCT. 11, 2023
AP Owner:	Superintendent of Learning	Last Reviewed:	OCT. 11, 2023
Legal Reference(s):	<i>The Education Act – Sections 85, 188</i>		

Background

Physical activity contributes to the physical, academic and social well-being of each student, and is an integral part of the educational program. Living Sky School Division (LSKYSD) is committed to ensuring a safe environment for all students and staff. All physical activity programs must be founded on teaching and supervision practices that are safe and sound - ensuring that the goals for physical, mental and social development are appropriate at every grade level. The Division believes that students' lives and learning are enhanced when they participate in a variety of physical activities.

Scope

The implementation and monitoring of safety practices are the responsibility of all adults. Students are responsible for following the safety guidelines prescribed by their teachers, staff, and coaches in accordance with this procedure.

Definitions

Constant Visual Supervision - means that the teacher/supervisor is physically present, watching the activity in question.

On-Site Supervision - means that the teacher/supervisor is present but not necessarily constantly viewing one specific activity.

In The Area Supervision - means that the teacher/supervisor could be in the gymnasium or other area while another activity is taking place in an adjacent area.

Roles & Responsibilities

Principal shall

- provide leadership in implementing the physical activity safety policy in the school;
- provide leadership in creating a physical activity safety mindset in the school and the larger community;
- submit timely information to the appropriate personnel relative to high-risk activities and facility safety.

Teachers shall

- provide leadership in implementing the physical activity safety policy in their classes;
- provide leadership in creating a physical activity safety mindset in their classes and in the school as a whole;
- assume responsibility for educating themselves about safe physical activity practices; and



- during special events such as play day or sports day, observe the general physical education safety guidelines.

Non-Faculty Coaches shall

- assume responsibility for educating themselves about safe physical activity practices; and
- implement safe activity practices in their prescribed coaching area.

Parents/Guardians/Community shall

- support their children and the school staff in implementing safe physical activity practices.

Procedures

1. Standard of Care
 - a. While no physical activity can be made entirely risk free, the Division's standard of care is that exercised by a careful parent.
 - b. Students assume a responsibility for their personal safety that is appropriate for their age.
2. Specific Sport and Activity Guidelines
 - a. The Ministry document, Saskatchewan Physical Education Safety Guidelines for Policy Development, shall be the standard of care provided to students participating in physical activities.
 - b. Physical activities and sports not found in the safety guidelines document, shall be submitted to a superintendent for approval on the [Application to Teach High Risk Activities](#) form by the end of September each year.
 - i. The application shall be re-submitted during the year if changes are necessary.
 - ii. High-risk activities that require qualified instructors and/or supervisors shall identify the specialized personnel and qualification on the Application submission.
 - iii. No high-risk activity shall take place before the approval of a superintendent.
 - c. Schools are encouraged to consider instructional alternatives to reduce risk in all physical activities. The potential benefits to students of a particular activity should outweigh the potential risks.
 - d. Guidelines shall not replace common sense and the expected care within the school division.
3. Facilities
 - a. The principal shall have the general responsibility for ensuring satisfactory conditions of the playground, gymnasium, and other school division owned or operated facilities in which sports and activities take place. The use of checklists found in the Saskatchewan Physical Education Safety Guidelines for Policy Development shall be used as a reference.
 - b. The facilities manager shall respond directly and expeditiously to requests made by, or on behalf of, the principal to address safety concerns.
 - c. An appropriately stocked First Aid kit shall be readily available to personnel in physical activity areas.
4. Equipment Safety
 - a. Staff and approved coaches shall require students to wear safety and protective equipment as recommended for use in their instructional programs and other school-approved activities.
 - b. Specific guidelines for sporting and physical activities equipment are to be adhered to as outlined in the Saskatchewan Physical Education Safety Guidelines for Policy Development.
 - c. Although it is recommended that students have their own protective helmets and eyewear, schools shall provide such as needed.



- d. Teachers shall establish routines that facilitate students' capacity to report any equipment problems to the appropriate individual.
5. Instruction
 - a. Teachers shall provide appropriate instruction regarding safety procedures and precautions related to specific physical activities, developmental games and sports.
 - b. Teachers shall provide instructional activities which are appropriate to the skill and developmental level of the students and shall be guided by the Saskatchewan Physical Education Safety Guidelines for Policy Development.
 - c. Teachers shall sanction students for unsafe play or unacceptable behavior whenever it occurs and shall encourage safe play at all times.
 6. Supervision
 - a. Supervision shall be provided that is appropriate to the risk level of the activity, the participants' skill level, and the participants' age and maturity as per the Saskatchewan Physical Education Safety Guidelines for Policy Development.
 - b. The three levels of supervision: Constant Visual Supervision, On-Site Supervision, and In the Area Supervision shall be adhered to for each activity identified in the Saskatchewan Physical Education Safety Guidelines for Policy Development.
 - c. The ratio of adult supervision to student numbers for designated activities shall be adhered to as outlined in the Saskatchewan Physical Education Safety Guidelines for Policy Development.
 - d. All third-party instructors/supervisors shall be appropriately qualified and a teacher must be present and in charge at all times unless the individual has been formally approved by the Board.
 - e. Students shall never be allowed to be the sole supervisors of any activity.
 - f. Parents/guardians shall be notified when students will be off school property for physical activities.
 - g. A parent/guardian consent form shall be obtained when activities involve an overnight stay away from home. For ongoing extra-curricular activities one consent form listing the dates and locales of overnight trips for the season shall suffice.
 - h. The principal shall see that current medical information forms are kept on file for all students. These forms should be kept in a location that is easily available to personnel.
 - i. The principal shall see that the school has an emergency response plan to ensure that appropriate action takes place in response to an accident. A copy of all accident reports shall be kept in the student's cumulative file.
 - j. The principal shall see that staff are aware of those staff members who have first aid and CPR training.
 7. Safe and Caring Environment
 - a. The practice of hazing or team initiation rituals is strictly forbidden. All persons involved with extra-curricular activities are responsible for reporting to the principal any information that suggests a hazing or initiation situation has occurred or has the potential to occur. Upon receiving such a report, the principal shall develop an action plan in consultation with the coach and superintendent as soon as possible.
 8. Clothing and Footwear
 - a. Appropriate clothing and footwear shall be required of each student for each activity, for the weather conditions, and for the age and skill level of the student. Jewelry must be removed or taped prior to participation in all physical activities.



- b. If any students wear a medical alert bracelet, the teacher shall be aware of that fact and instruct those students to make the teacher aware if it is taken off for any reason.

Appendices

- [Physical Education Safety Guidelines for Saskatchewan Schools](#)
- 6.14A Application to Teach High Risk Activities
- 6.14B Application to Teach High Risk Activities Unlisted
- Sport Safety and Risk Summary

Related

AP 4.23 – First Aid

AP 4.30 – Hospital Emergency Treatment

AP 4.33 - Student Excursions

AP 5.36 – First Aid

AP 6.14A - Application to Teach High Risk Activities (& list of high-risk activities)

AP 9.03 – Maintenance and Inspection