



AP 3-600 – RISK MANAGEMENT FOR OUT-OF-CLASS PHYSICAL ACTIVITY GRADE 11 AND 12 PHYSICAL EDUCATION/HEALTH EDUCATION

BACKGROUND

The division recognizes the importance of risk management in promoting safe participation in physical activities. It also recognizes that the responsibility for the care and safety of students for the OUT-of-class delivery of Grade 11 and 12 Physical Education/Health Education (PE/HE) is shared by the home, school, and community.

As part of the Grade 11 and 12 PE/HE courses, students may participate in OUT-of-class physical activities to fulfill the practical requirements for these courses. Students may choose among a variety of OUT-of-class physical activities organized by Western School Division schools, which may include interscholastic, intramural, and club activities, or they may choose to participate in non-school-based activities (community- or independently based activities that are not directly organized by the school or school division, such as community sports, classes and clubs, and exercising at home). Although there is an inherent risk to all physical activities, the division believes this risk can be significantly reduced when participants receive appropriate instruction and/or supervision and participate in an environment where rules and routines governing safety are taught and enforced. It is primarily the school division and its employees that manage the risk and safety of school-based activities selected for OUT-of-class programming. Alternately, for non-school-based activities, safety and risk are managed independently from the school by students, parents, community members, and/or community organizations.

Risk Management for OUT-of-Class Physical Activity Grade 11 and 12 Physical Education/Health Education Procedures and Guidelines are listed in Administrative Procedures.

Costs incurred for participating in non-school-based activities (i.e. including but not restricted to such things as registration fees, equipment rentals and/or purchase, and annual dues), are the responsibility of the students/parents.

It is recommended that students/parents ensure that adequate accident insurance has been acquired prior to participation in these non-school-based activities.

PROCEDURES AND GUIDELINES

- 1.1. Schools will provide students and parents/guardians with the safety information associated with each student's chosen physical activities for the OUT-of-class component of Grade 11 and 12 PE/HE as contained in Manitoba Education, Citizenship and Youth's OUT-of-Class Safety Handbook.
- 1.2. Physical activities chosen for the OUT-of-class component of PE/HE courses must be selected from the list supplied in the OUT-of-Class Safety Handbook. Any activities not included and dissimilar from any in this activity list will need to be approved by the Western School Division Approval Committee.
- 1.3. All higher-risk additional activities will require approval of the Western School Division Approval Committee. The Western School Division Committee shall consist of representatives from the school administration, physical education department, the student body and a senior administrator. Completion of the Application for New Activities must be completed with proper documentation, and recommended safety guidelines for these new activities will need to be developed prior to approval.



- 1.4. The PE/HE teacher will guide the student in developing a Personal Physical Activity Plan for the OUT-of-class component, and will sign the plan as an indication to the student and parent/guardian that it has been accepted.
- 1.5. The parent/guardian and student (or only the student if 18 years and older) will sign off on the plan via the Parent Declaration and Consent & Student Declaration Form (or Student Declaration Form for students 18 years and older), giving the parent/guardian's consent to the student's choice of activities indicated in her or his Personal Physical Activity Plan, acknowledging receipt of the recommended safety guidelines for these activities, and accepting responsibility for monitoring the student's safety in OUT-of-class activities.
- 1.6. The student will submit the signed consent/declaration form to the PE/HE teacher.
- 1.7. If the student wants to choose other physical activities that are not part of the original Personal Physical Activity Plan for the OUT-of-class component of this course, the student must have these new physical activities accepted by the Western School Division Approval Committee, obtain the recommended safety guidelines for these new physical activities, and receive the parent's consent (students under 18 years) via the Parent Declaration and Consent & Student Declaration Form for new activities (students 18 years or older must complete the Student Declaration Form for new activities).
- 1.8. The PE/HE teacher will be assigned time to meet with the student on a regular basis for managing and evaluating progress for the OUT-of-class component of the course.
- 1.9. When students participate in these activities, school division personnel will not inspect the facilities or equipment to be used by students for non-school-based physical activities, nor will school personnel be present or in any way involved in supervising students, nor will they be available to ensure students receive appropriate instruction.
- 1.10. The parent/guardian (or student 18 years and older) will be responsible for ensuring that the facilities, equipment, and the level of instruction and/or supervision for the non-school-based physical activities, which the student has chosen for the OUT-of-class component of the PE/HE course, meet the appropriate safety standards recommended in the OUT-of-Class Safety Handbook. If the parent (or student 18 years and older) does not consent to this responsibility, the student will be responsible for completing the requirements for the OUT-of-class component through participation in school-based activities.
- 1.11. For all school-based physical activities, the school division will ensure that facilities, equipment, and the level of instruction and/or supervision meet the safety standards recommended in the documents Safety Guidelines for Physical Activity in Manitoba Schools, Youth Safe Manitoba: School Field Trip Resource, and OUT-of-Class Safety Handbook, as per divisional policy.
- 1.12. At the beginning of the school year, Morden Collegiate will inform students/parents of the option to purchase student accident insurance that will cover students for the non-school-based activities. The costs of this student accident insurance are the responsibility of the student/parent.



RISK FACTOR RATING SCALE

RFR	Level of safety concerns; recommended instruction and supervision	Examples
1	There are few safety concerns for this physical activity; little or no qualified instruction or adult supervision required.	Walking Stretching
2	There are some safety concerns for this physical activity; qualified instruction is recommended; little or no adult supervision is required.	Racquetball Ice skating
3	There are several safety concerns for this physical activity; qualified instruction is required; adult supervision is recommended.	Snowboarding Field Hockey
4	There is a high level of safety concerns for this physical activity; qualified instruction and adult supervision is required.	Swimming Karate

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