

Swim Safe Programs*

A Reference Guide for Schools

Developed in Collaboration with Seine River School Division



*The guidelines in this document **do not apply to swimming lessons**; they do apply to all **other aquatic outings** including activities like **band trips and sporting trips** where swimming in a hotel pool may be an incidental activity.

Acknowledgements

Safety Guidelines for Physical Activity in Manitoba Schools

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Our group consisted of volunteers who provided their time to research issues. They relied upon numerous resources to develop the contents of this reference guide. The committee does not assume any responsibility as to how the material in this manual will be used.

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Introduction

We all know that swimming is fun and a wholesome activity that is enjoyed by many students. We also know that tragic water accidents happen quickly. The most common reason for water mishaps is lack of knowledge. Teachers, school personnel, and volunteers who take students on outings that involve the water must be particularly vigilant. Preparation is the key to success. Protecting students involves:

- Becoming familiar with this Swim Safe Programs reference guide.
- Planning carefully for the swimming excursion.
- Obtaining and forwarding all necessary documentation.
- Planning and reviewing Swim Day Controls
- Preparing and reviewing an Emergency Action Plan.
- Reviewing Swimmer's Rules and Expectations with students.
- Supervising all aspects of the aquatic outing.

This guidebook provides guidance on how to prepare for and supervise outings at the following aquatic venues:

- A pool supervised by one or more qualified life guards
- An pool not supervised by a life guard (e.g. hotel pool)
- A lake or river waterfront
- A water park (waterslide)

Swimming lesson requirements are not addressed in this guidebook.

How to Use this Guidebook

The guidelines in this document are for all school personnel involved in planning and implementing aquatic outings. They are designed to apply to all Manitoba School Boards participating in the Manitoba Schools Insurance Program. Representatives of teachers, swimming organizations, insurance personnel and school trustees have endorsed them.

A necessary component of each outing shall be instruction in all safety procedures appropriate to the aquatic venue (pool, water front, water slide). The safety of all participants must be the most important consideration. Proper planning, experience and common sense should result in a beneficial learning program. **Keep in mind that these water safety guidelines shall also apply to other activities such as band trips, ski trips, hockey trips, etc. where swimming in a hotel pool is possible.**

In this manual we describe basic steps for providing supervision that actively encourages all participants to swim safely while at the same time supporting and enhancing your education program. Those steps include:

- Meeting insurance requirements.
- Providing adequate supervision.
- Completing the ***Swim Trip Preparation Checklist***.
- Attending to ***Swim Day Controls***.

Insurance Requirements

Participants in all school outings must have adequate health care coverage in the event of injury. All Canadians are covered by Canada's health care system for necessary medical attention or hospitalization. Students attending Canadian schools on a visa must have health insurance to cover their medical needs. Students may also be covered under extended health programs provided by parents' employers. Further, voluntary student accident insurance plans may be purchased to provide additional benefits for accidental injury. These benefits include supplementary hospital, ambulance, paramedical practitioners and certain dental benefits.

If an activity is to occur outside of Canada, out-of-province medical and hospital care **must be** purchased. If a trip is to another province, supplemental **coverage may also be** required to cover services and charges that may not be fully covered by Manitoba Health.

Group out-of-province medical care coverage is available in conjunction with the Manitoba Schools Insurance Program from broker Hayhurst Elias Dudek Inc. (telephone 943-0331) or on line at (www.hedinc.com). At present, this coverage provides \$1,000,000 of additional protection in the event of required medical care or hospitalization (due to accident or illness) that is not covered under Manitoba Health.

Providing Adequate Supervision School personnel are responsible for providing supervision and maintaining control at all times. Minimum supervision requirements for aquatic outings are presented in the chart below. **If the requirements cannot be met, the event should be cancelled.**

Supervision Requirements for School Aquatic Outings					
Teacher	One for each group of 25 students.				
	At least one qualified life guard is required. Recommended: One for each group of 25 students in or near the water. When determining the number of life guards needed, include those working at the venue. Note: Life guarding credentials must be current. Minimum certification is Life Saving Society Bronze Cross. National Life Guard Service is recommended.				
Life Guard	Additional adult supervisors are required when students are in or near the water.				
	Grade	K	1 to 4	5 to 8	9 to 12
Plus	Adult to student ratio	1 to 4	1 to 6	1 to 8	1 to 12
	When students are in or near the water adult supervisors must position themselves so that the students are in clear sight and they can provide immediate assistance, if required. Normally they should be at or near the water line.				

Overseeing an aquatic outing is a complex task. Among the activities are the following:

- Supervising all activities through staff, volunteers or others.
- Supervising children closely, even when lifeguards are present.
- Knowing and enforcing the rules.
- Warning people about hazards.
- Actively motivating people to participate safely and responsibly.
- Communicating standards of responsible participation through rules of conduct, through positive example and disciplinary action.
- Ensuring that no flotation devices other than approved personal flotation devices (PFD's) are used.
- Reviewing swimmers rules and expectations with all swimmers and supervisors.
- Ensuring that reaching and throwing aids, such as poles and life preserves are readily available.
- Ensuring that all K-2 students wear approved personal flotation devices (PFD's) when in or near the water. It is strongly encouraged that all non-swimmers also wear PFD's in and around the water.

Swim Trip Preparation Checklist

Use the points below to guide your planning activities. Note that planning for your outing may well involve activities beyond those presented. Common sense and good judgment must prevail.

	<i>done</i>	<i>n/a</i>
• Identify an in-charge teacher.	_____	_____
• Arrange for teacher, lifeguard, and adult supervision (see requirements on page 5).	_____	_____
• Pre-visit the venue to determine suitability.	_____	_____
• Obtain a list of venue's rules.	_____	_____
• Receive conceptual approval for swim excursion from administration.	_____	_____
• If trip is out-of-province, organize supplemental medical coverage (as required).	_____	_____
• Book date and numbers with venue.	_____	_____
• Arrange transportation.	_____	_____
• Complete required School Board excursion forms and submit for processing as required by the School Board.	_____	_____
• Complete parental letter and information package which shall include student classification information.	_____	_____
• Send package home for parental permission and signature.	_____	_____
• Collect signed parental permission forms for each student.	_____	_____
• Establish swim classification groups.	_____	_____
• Arrange for identification bands or ribbons to be used by students while they are at the venue.	_____	_____
• Inform venue of group sizes and abilities and request number of lifeguards required.	_____	_____
• Inform venue that no flotation devices other than approved PFD's are permitted.	_____	_____
• Sign facility/venue agreement that describes the rules and responsibilities of both parties.	_____	_____
• Prepare an emergency action plan. See page 10 of this document.	_____	_____
• After all the above have been completed, meet with students to discuss and establish: teacher/volunteer/student supervision, behavioral expectations, groupings, swim regulations, seating plans, and organizational plans for the event.	_____	_____

Swim Day Controls

The in-charge teacher must make contact with the aquatic venue staff prior to the event in order to arrange swimmer identification and control procedures.

- Before departure, the in-charge teacher will review rules and responsibilities of all staff and volunteers.
- Before departure, review emergency action plan with volunteers and personnel.
- Before departure, insure that all K, 1, and 2 students and all non-swimmers have government approved personal flotation devices (PFD's) that match their size and weight, and remind them that the PFD's must be worn by them at all times when they are in or near the water.
- Before departure, assign each student to a swim group using the swim classification information provided on the permission form.
- Upon arrival at the site, review the emergency action plan with venue staff and/or activity supervisor.
- Upon arrival at the site, the certified life guard(s) will review with the students all safety requirements and features of the venue, along with the appropriate use of all venue equipment such as diving boards, swing ropes, pool slides, etc.
- At the venue, the in-charge teacher will, along with the venue staff, emphasize to the students that once they receive permission to use a specified area of the pool, they MUST NOT go in areas beyond their ability.
- At the venue, certified life guard(s) will conduct the endurance test. Venue staff, with the assistance of school personnel, will then distribute appropriate identification tags or ribbons to all students.
- Once students have been assigned ability levels, pair them off using the buddy system. When a whistle or similar communication device sounds, each pair will find one another and stay in one place until instructed otherwise. This system should be tested every fifteen minutes. Each student should keep an eye on his or her "buddy" throughout the activity.
- Where change rooms or locker rooms are used, ensure that adequate supervision is provided.

Sample Letter to Parents and Students

Note: This letter is required for all school outings where aquatic activities are possible. This includes band trips and sporting trips where swimming in a hotel pool may be an incidental activity.

(School Name) is arranging a trip where students may go swimming. This signed form is required for all students who wish to participate in this recreation program.

(Explain the nature of the aquatic activity) Your child will be supervised. See the table on the reverse side of this form for details.

INHERENT RISK

Swimming is a sport with physical demands and inherent risks which are beyond the control of (name of venue), and (name of School Board). Swimmers and their parents/guardians **must** assume these risks.

ACKNOWLEDGMENT

I/we have read and understand these warnings. For the purpose of this outing, my child's swim classification is: **(Circle only one.)**

Grade K, 1, or 2. While in or near the water, all K - 2 children, regardless of swimming ability, will be required to wear a Canadian approved PFD or life jacket that is in good working order and that fits properly. Parents must provide the PFD or life jacket.

Non-Swimmer. While in deep water, all non-swimmers will be required to wear a Canadian approved PFD or life jacket that is in good working order and that fits properly. Parents must provide the PFD or life jacket. PFD's are recommended for all non-swimmers in shallow water. Parental and supervisor discretion may apply with regard to older students.

Swimmer. A swimming endurance test will be administered at the swim venue. Only those who pass will be allowed in deep water. See the reverse side of this sheet for details about the endurance test.

For Grade 3 and older

I want my son/daughter to wear a PFD as supplied. Yes _____ No _____

Dated: _____

Signature of student: _____

Signature of parent/guardian: _____

PERMISSION

I give permission for my son or daughter _____ to participate in the swimming activity to be held at (name of venue) on (date).

Dated: _____ **Signature:** _____

Please note: The Manitoba Health Act requires that no person infected with a communicable disease or having open sores on his or her body shall enter the wa

Swimmer's Rules and Expectations Each swim venue will have its own set of rules that are to be followed by all participants.

There are elements of risk in swimming that common sense and personal awareness can help reduce. Remember the following:

- Swim only in designated areas.
- Swim with the buddy system.
- **Never dive in shallow water.**
- Know your limits.
- No horseplay, pushing or shoving on the deck or in the water.
- To prevent choking, never chew gum or eat food in the water.
- For outdoor pools and lake swimming, stay out of the water if storms are forecast.
- When lake swimming, watch for dangerous waves and currents.
- Restrict activities to designated swimming areas, usually marked by buoys.
- Never swim in the dark.
- Never push others under the water.
- Pay attention to the supervisors.

Failure to comply with the above rules and expectations will lead to loss of privilege to participate in the activity.

Swimming Endurance Test To enter the deep water, students should be able to demonstrate a continuous 50-metre swim such that there is a coordinated action of arms and legs and the ability to comfortably place the face in the water once in a while during the swim. This must be completed with a reasonable degree of strength. It will be evaluated by a qualified life guard at the venue. This endurance test approximates the requirements of the AquaQuest 6 swim badge.

In the case where this standard differs from that of the venue, the higher of the two shall apply.

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Life Guard	Note: Life guarding credentials must be current. Minimum certification is Life Saving Society Bronze Cross. National Life Guard Service is recommended.				
	Additional adult supervisors are required when students are in or near the water.				
Plus	Grade	K	1 to 4	5 to 8	9 to 12
	Adult to student ratio	1 to 4	1 to 6	1 to 8	1 to 12
When students are in or near the water adult supervisors must position themselves so that the students are in clear sight and they can provide immediate assistance, if required. Normally they should be at or near the water line.					

Emergency Action Plan

The **Manitoba Physical Education Safety Guidelines** provide helpful advice on preparing an emergency action plan and on how to safely conduct a wide range of aquatic outings. Appended are copies of relevant pages from the **Guidelines**.

Use the **Emergency Action Plan** (pp. 11 - 12 of this document) to prepare an emergency action plan for your aquatic outing. Where appropriate, refer to the documents listed below for additional information.

Activity	See Page
Synchronized Swimming/Aquatics	13
Lake Swimming.....	13a
Boardsailing.....	14
Diving	15
Canoeing.....	16
Canoe Tripping.....	17 & 18
Flat Water Kayaking.....	19
Sailing.....	20
Scuba Diving.....	21
Snorkeling.....	22
Waterpolo.....	23

We recommend that at least one staff person, other than the lifeguard, know how to perform Level C cardiopulmonary resuscitation (CPR). IMMEDIATE CPR COULD PREVENT DEATH OR MASSIVE BRAIN DAMAGE.

EMERGENCY ACTION PLAN:

Given that there is an element of risk in all physical activity -- an injury is highly possible. Recognizing this fact, it is necessary to establish a plan of action for dealing with an injury when it occurs. The key to the **Emergency Action Plan** is getting the professional care to the injured student as quickly as possible. For that to happen efficiently and effectively, you must be prepared with an **Emergency Action Plan**. [The EAP must include the “in-charge person” and the “call person” with provision for supervision of the class in progress while the injury is being attended to.]

SAMPLE EMERGENCY ACTION PLAN

You should know the following information:

- 1) location and access to the first-aid kit
- 2) location and access to a telephone
- 3) telephone number of emergency services [with info card taped next to the phone]
- 4) know directions and best access routes to hospital [with info card taped next to the phone]
- 5) a suitable means of transportation is available
- 6) what staff member is qualified to assist [CPR, etc.]

When an injury occurs:

- 1) Initially, when coming in contact with the injured student, take control and assess the situation.
- 2) Keep in mind Cardinal Rule of Injury Care: “Cause no further harm”

DO NOT MOVE THE INJURED STUDENT

IF A STUDENT CANNOT START A MOVEMENT BY HIMSELF/HERSELF, DO NOT MOVE THE BODY PART FOR HIM/HER.

- 3) Instruct any bystanders to leave the injured student alone.
- 4) Leave any of the student’s equipment in place.

- 5) Evaluate the injury. Once you have assessed the severity of the injury, decide whether or not further assistance is required.
- 6) If an ambulance is not needed, then decide what action is to be taken to remove the injured student from the playing surface.
- 7) If an ambulance is required:
 - a) Request assistance from another person (teacher/administrator/parent)
 - b) Have this person call an ambulance with the following information:
 - I. State that it is a medical emergency;
 - II. State what the emergency is;
 - III. Give exact location and closest cross streets [with info card taped next to the phone];
 - IV. Give the telephone number from where you are placing the call;
 - V. Report back to the in-charge person and confirm that you made the call and give estimated time of arrival;
 - VI. Go to the access entrance and wait for the ambulance.
- 8) Once the call has been placed, observe the injured student carefully for any change in condition and try to reassure the injured student until professional help arrives.
- 9) Do not be forced into moving the injured student unnecessarily.
- 10) Do not provide the injured student with food or drink.
- 11) Stay calm. Keep an even tone in your voice.
- 12) When ambulance attendants arrive, inform them about what happened, how it happened and what you have done. If aware, you can inform them about any medical-related problems or past injuries of the participant.
- 13) The in-charge person or a designated adult should accompany the injured student to hospital to help reassure the student and give the relevant medical history and injury circumstances to the physician.
- 14) THE PARENTS/GUARDIANS OF THE INJURED STUDENT MUST BE CONTACTED as soon as possible after the injury.
- 15) Complete an accident report and file with appropriate Board Official and school administrator.
- 16) Establish emergency communication procedures for off-site activities [e.g. cellular phone, in-charge person, call person, first aid kit].

Curricular -- All Grades

AQUATICS

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A first aid kit and phone must be accessible.</p> <p>Standard safety equipment [according to pool regulations] must be available -- [e.g., ring buoys, reaching poles, spinal boards, etc.].</p> <p>All electrical equipment [e.g., portable stereo], must be properly grounded [GFI].</p>	<p>Suitable swimwear should be worn.</p> <p>A device to keep hair from obstructing vision must be worn [e.g., elastic band, bathing cap, hair tied back or worn in a bun].</p> <p>Jewellery representing a safety concern must be removed. If not removable, it must be taped -- [e.g., medical alert identification, religious/cultural jewellery]. Eyewear may need to be removed or secured.</p>	<p>The program must use School or Community Pools.</p> <p><i>[For pond or lake swimming -- see "Outdoor Education"]</i></p>	<p>If the students are going to a pool that is off school board property, the parents must be informed.</p> <p>Emergency procedures must be outlined to the students prior to entering the water.</p> <p>The person in charge must be informed about any student with a medical problem that may affect the student's safety in the water.</p> <p>Students must follow the pool regulations, including:</p> <ol style="list-style-type: none"> No running or pushing on the deck. No gum chewing. No food in the pool area. Follow the diving-area rules. Do not dive into the shallow end. Shoes are not allowed on the deck. <p>Students should shower before entering the pool. [Students with infected cuts, sores, or communicable diseases must not be in the pool.]</p> <p>Skills must be taught in the proper progression.</p> <p>Screening and testing must initially be done in the shallow end.</p>	<p>At least one supervisor must have:</p> <ol style="list-style-type: none"> N.L.S. Lifeguard Certificate, OR Current First Aid Qualifications: <ol style="list-style-type: none"> St. John Emergency First Aid Certificate, OR Canadian Red Cross Emergency First Aid, OR R.L.S.S. Aquatic Emergency Care Certificate, OR Canadian Ski Patrol First Aid Certificate. <p>Each instructor must supervise on site; must supervise only one class or group; and must stay in the pool or on the pool deck area. [On site supervision by the teacher is also required.]</p> <p>The suggested instructor/student ratio --</p> <ul style="list-style-type: none"> 1:12 Senior Years 1:8 Middle Years 1:6 Early Years <p>Teacher/ student ratio -- 1:25</p> <p>Change rooms should be monitored frequently.</p> <p>Students should ask permission to leave the pool area.</p>

All Grades

OUTDOOR EDUCATION

LAKE SWIMMING

SEE GENERAL PROCEDURES

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>An emergency communication system must be accessible.</p> <p>Other equipment should include:</p> <ul style="list-style-type: none"> • a first aid kit • a whistle or other signaling device for the person in charge • a throw line • reaching assists • a spinal board • a blanket • salt • a rescue boat/craft 	<p>Suitable swimwear should be worn.</p> <p>Tie back long hair.</p> <p>Jewellery representing a safety concern must be removed. If not removable, it must be taped -- [e.g., medical alert identification, religious/cultural jewellery]. Eyewear may need to be removed or secured.</p> <p>Outdoor note: Students must bring suitable protection against sun, heat and insects.</p>	<p>The swimming area must be:</p> <ul style="list-style-type: none"> • clearly marked • free from hazards • of suitable water temperature • reasonably clean and clear <p>No swimming is allowed in fast moving rivers or streams.</p> <p>Prior to the trip, check with local authorities as to whether or not the water is safe for swimming.</p>	<p>Parents must give written permission for their child to be involved in any swimming activity. Non-swimmers must be identified and observed. Early Years -- Parents must indicate the child's level of swimming ability, [e.g., non-swimmer, capable swimmer, etc.]</p> <p>Students must be made aware of all rules and regulations associated with the swimming area; swimming is allowed only in the designated area; distance swimming is not allowed; and students must not rely on a flotation device, unless it is a PFD.</p> <p>A counting system must be used at regular intervals. [e.g., note the number of students and every 15 minutes blow the whistle and have them count off.] Early Years -- Students must practice an emergency water drill, [i.e.- three loud whistle blasts means assemble on shore immediately.]</p> <p>Use the buddy system; do not swim if there are any indications of threatening weather; and no swimming is allowed after dark.</p> <p>Lifeguard(s) must be clearly visible to all swimmers, and in an emergency situation, the lifeguard is in charge. [An emergency action plan must be in place.]</p> <p>Duration of the swim should depend on: type of swimmers; condition of the atmosphere; condition of the water; and time of day.</p> <p>Diving is allowed only in designated safe areas by students who demonstrate competent diving skills to the instructor. All diving must be forward dives from heights less than 1 metre. Early Years -- No diving is allowed.</p>	<p>One supervisor must have current certification, as follows:</p> <ul style="list-style-type: none"> • National Life Guard Services Lifeguard Certificate Waterfront option, OR • N.L.S. pool with two years waterfront experience <p>The recommended lifeguard to swimmer ratio is- 1:25</p> <p>In addition to the lifeguard(s), there must be at least one adult supervisor providing on site supervision.</p> <p>Constant visual supervision is required.</p> <p>Prepare an emergency action plan for this activity. [Check Appendix D.]</p> <p>There must be a designated supervisor [teacher, parent, or responsible adult] available with a vehicle to accompany any injured student to the hospital. This must not be the "in-charge" supervisor.</p>

Senior Years Only

[Not recommended in the Early & Middle Years]

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A first aid kit and phone must be accessible.</p> <p>The equipment supplied by the local sailing school must be inspected for defects.</p> <p>Students must check all personal safety equipment prior to use to ensure proper fit.</p> <p>Each student must wear a PFD [Personal Flotation Device] with a whistle attached.</p>	<p>Students must bring:</p> <ul style="list-style-type: none"> • Suitable footwear that can get wet. [Shoes with a non-slip sole or non-slip-soled sandals are preferable.] • Suitable swimwear; water bottle; sunscreen; and hat • Raincoat/windbreaker and/or a fleece [if the weather is rainy, windy, or cold] <p>Jewellery representing a safety concern must be removed. If not removable, it must be taped -- [e.g., medical alert identification, religious/cultural jewellery]. Eyewear may need to be removed or secured.</p> <p>Outdoor note: Students must bring suitable protection against sun, heat and insects.</p>	<p>Board sailing should be done in waters that are above 15 degrees Celsius and that do not have any areas with visual obstructions.</p> <p>Instructors must designate a sailing area to the students, which they must adhere to.</p> <p>Weather, boat traffic and hazards must be taken into account.</p>	<p>This activity is not recommended in the Early and Middle Years, and parental permission for the activity must be obtained.</p> <p>Prior to the activity, in a classroom session -- instructors must provide the students with the knowledge base necessary for safe sailboarding.</p> <p>Students must complete the following swim test prior to water activities:</p> <ul style="list-style-type: none"> • swim 100 m continuously using any stroke • tread water for 3 minutes • put on a lifejacket in the water • demonstrate the help/huddle position <p>Students must be familiar with emergency procedures and self-rescue skills related to the facility, and must respect their equipment.</p> <p>Skills must be taught in the proper progression -- [Balance, Propulsion, Direction].</p> <p>A PFD must be worn at all times, and students must be familiar with basic first aid and hypothermia.</p> <p>Instructors must be aware of weather and water conditions and will make the final decision on whether or not the students go out on the water.</p>	<p>Certified board sailing instructors must be present to instruct the course. [Certification: Minimum of Level I Canadian Yachting Association Coaching Certificate.]</p> <p>Instructor to Student Ratio-- 1:10 in partners with a maximum of 10 students using sailboards at any one time.</p> <p>A minimum of one motorized rescue craft for every 10 sailboards must be present to aid in the supervision of students off-shore.</p> <p>A lifeguard on site is preferable, but not mandatory, because all board sailing instructors have first aid and water rescue training.</p> <p>Constant visual supervision is required.</p> <p>Prepare an emergency action plan for this activity. [Check Appendix D.]</p> <p>There must be a designated supervisor [teacher, parent, or responsible adult] available with a vehicle to accompany any injured student to the hospital. This must not be the "in-charge" supervisor.</p>

Manitoba Physical Education Safety Guidelines

All Grades

DANCE/ RHYTHMIC SPORTIVE GYMNASTICS

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A first aid kit and phone must be accessible.</p> <p>Sound and music equipment must be in good working order.</p> <p>Early Years -- Rhythmic Clubs must not be used.</p>	<p>Appropriate footwear such as gymnastics slippers or running shoes can be worn. Bare feet are also permitted, but footwear must be close by in case of fire.</p> <p>Jewellery representing a safety concern must be removed.</p>	<p>Use a gym or very large room which is free from obstacles.</p>	<p>Skills must be taught in the proper progression.</p> <p>Instruct students in the safe use of the equipment and provide sufficient practice space.</p> <p>Early Years -- Modify the activity to the age and ability of the students. [e.g., throwing of ropes, ribbons, hoops, etc should be kept to a low height.]</p>	<p>In the area supervision is required for dance.</p> <p>On site supervision is required for Rhythmic Sportive Gymnastics.</p>

DIVING

Springboard or Tower Diving

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A first aid kit and phone must be accessible.</p> <p>Use standard safety equipment as stated in the pool regulations.</p>	<p>Suitable swimwear should be worn.</p> <p>A device to keep hair from obstructing vision must be used where appropriate [e.g., elastic]. Jewellery representing a safety concern must be removed. If not removable, it must be taped -- [e.g., medical alert identification, religious/cultural jewellery]. Eyewear may need to be removed or secured.</p>	<p>Ensure that the diving board and fulcrum are in good working order.</p> <p>Water depths must conform to Canadian Amateur Diving Association [C.A.D.A.] regulations.</p> <p>BACKYARD POOLS MUST NOT BE USED.</p>	<p>Students must adhere to the following regulations:</p> <ol style="list-style-type: none"> a) only one person using the board at one time b) move towards the edge of the pool after a dive c) no running or pushing on the pool deck d) make sure the diving area is clear before diving e) no diving into the shallow end g) no wearing of goggles or ear plugs, and no gum chewing i) shoes are not allowed on the pool deck <p>Emergency procedures must be outlined to the students, and skills must be taught in the proper progression.</p>	<p>On site supervision is required by the teacher and constant visual supervision is required by a qualified lifeguard/instructor.</p> <p>Instructors must have C.A.D.A. Certification Level I if they are teaching any diving skills beyond a front dive.</p> <p>Maximum ratio: 25 pupils per qualified National Lifeguard Service [N.L.S.] lifeguard/instructor.</p>

OUTDOOR EDUCATION

CANOEING

Middle & Senior Years Only

(i) POOLS, (ii) BASE CAMP CANOEING
SEE GENERAL PROCEDURES

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A properly-fitted and Transport Canada-approved life jacket/P.F.D., with whistle attached, must be properly worn and done up at all times while on the water.</p> <p>An emergency communication system must be accessible.</p> <p>Paddles and canoes must be checked for cracks, splinters and leaks.</p> <p>No aluminum canoes are to be used in pools.</p>	<p>The students must wear clothing which is appropriate for canoeing.</p> <p>Jewellery representing a safety concern must be removed. If not removable, it must be taped -- [e.g., medical alert identification, religious/cultural jewellery]. Eyewear may need to be removed or secured.</p> <p>Outdoor note: Students must bring suitable protection against sun, heat and insects.</p>	<p>Water conditions must be appropriate for the skill level of the group.</p>	<p>Written parent permission is required for participation in this activity.</p> <p>A pre-requisite for openwater canoeing must occur in a pool, shallow water, or sheltered bay setting and the student must demonstrate basic competence in:</p> <ul style="list-style-type: none"> • power; “J”; sweep; draw; and backwater strokes • proper dock & water entry/exit from canoe • self rescues in & out of a dry or submerged canoe • “canoe over canoe” rescue procedures • synchronized strokes, positioning of paddlers, and packing the canoe • how to change positions <p>Prior to canoeing, the students must have Bronze Medallion Swimming Level, or must complete the following swim test:</p> <ul style="list-style-type: none"> • swim 100 m continuously with any stroke • tread water for 3 minutes • put on a life jacket/P.F.D. in the water • demonstrate the Help/Huddle position <p>Supervisors must be aware of the weather forecast [especially wind conditions]. Canoeing must be cancelled in adverse conditions.</p>	<p>The instructor must possess the Manitoba Recreational Canoeing Association [MRCA] Level One Lakewater Canoeing Certification, or the equivalent. At least one supervisor must be an instructor.</p> <p>On site supervision is required by the instructor when the students are canoeing. The recommended ratio of supervisor to students is 1:15. [Middle Years recommendation is 1:10]</p> <p>Constant visual supervision is required. Prepare an emergency action plan for this activity. [Check Appendix D.] There must be a designated supervisor [teacher, parent, or responsible adult] available with a vehicle to accompany any injured student to the hospital. This must not be the “in-charge” supervisor.</p> <p>At least one supervisor must have: N.L.S. Lifeguard Certificate; OR Current First Aid Qualifications, e.g.,</p> <ol style="list-style-type: none"> a) St. John Emergency First Aid Certificate, OR b) Canadian Red Cross Emergency First Aid, OR c) R.L.S.S. Aquatic Emergency Care Certificate, OR d) Canadian Ski Patrol First Aid Certificate.

Canoe tripping is defined as traveling in groups by canoe through wilderness or semi-wilderness areas for a period of time which includes at least one overnight camp.

[NOT RECOMMENDED FOR THE EARLY & MIDDLE YEARS.]

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A properly-fitted and Transport Canada-approved life jacket/P.F.D., with whistle attached, must be properly worn and done up at all times while on the water.</p> <p>An emergency communication system must be accessible.</p> <p>Other equipment needed:</p> <ul style="list-style-type: none"> • a first aid kit • 3 paddles per canoe • water proof matches • an 8m length of rope • a repair kit for the canoe • appropriate canoe tripping packs • a bailing device • sun protection and insect repellent • a flashlight • a water purification method <p>Paddles and canoes must be checked for cracks, splinters and leaks.</p>	<p>Carry rain gear.</p> <p>Dress in appropriate clothing layers.</p> <p>Carry one dry change of clothing.</p> <p>Jewellery representing a safety concern must be removed. If not removable, it must be taped -- [e.g., medical alert identification, religious/cultural jewellery]. Eyewear may need to be removed or secured.</p> <p>Outdoor note: Students must bring suitable protection against sun, heat and insects.</p>	<p>The route must be appropriate to the age/ability of the students.</p> <p>Supervisors must not plan the trip through white water.</p>	<p>All candidates for participation in a school canoe trip must have written parent permission and must meet the minimum guidelines in each of the areas outlined below:</p> <p>1. WATER SAFETY Prior to canoeing, the students must have Bronze Medallion Swimming Level or must complete the following swim test:</p> <ul style="list-style-type: none"> • swim 100 m continuously using any stroke • tread water for 3 minutes • put on a life jacket in the water • demonstrate the Help/Huddle position <p>2. CANOEING SKILLS The candidate must demonstrate basic competence in performing the following skills: power stroke; J stroke; sweep strokes; draw stroke; backwater strokes; proper entry/exit from the canoe; self rescues into dry and/or swamped canoes; canoe-over-canoe rescue procedures; synchronized strokes; packing a canoe; and portaging techniques.</p> <p>The person in the stern must have mastered the "J" stroke, and the students must be instructed on how to handle unexpected wind and wave conditions.</p> <p>[Continued on next page]</p>	<p>At least one supervisor must have the Manitoba Recreational Canoeing Association [MRCA] Level II Canoe Tripping Certification, or the equivalent. [If the group is divided into two trips, then two supervisors must be certified.]</p> <p>Suggested Student/Staff (Supervisor) ratio is- 1:8.</p> <p>Supervisors must demonstrate for the students competency in water safety, canoeing skills and related areas, as required.</p> <p>At least one supervisor must have:</p> <ol style="list-style-type: none"> 1. N.L.S. Lifeguard Certificate, OR 2. Current First Aid Qualifications; <ol style="list-style-type: none"> a) St. John Emergency First Aid Certificate, OR b) Canadian Red Cross Emergency First Aid, OR c) R.L.S.S. Aquatic Emergency Care Certificate, OR d) Canadian Ski Patrol First Aid Certificate. <p>[Continued on next page]</p>

Senior Years Only

OUTDOOR EDUCATION
CANOE TRIPPING [continued]

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
			<p>3. RELATED AREAS Candidates must be familiar with:</p> <ul style="list-style-type: none"> • basic first aid and hypothermia • personal camping: suitable clothing; canoeing equipment; and repairs • camping skills and safety • environmental concerns • use of a compass • map reading <p>Postpone the trip if there is any indication of inclement weather or cold water conditions severe enough to put the student's safety at risk.</p> <p>A trip itinerary must be completed and filed with an appropriate school official.</p> <p>An emergency action plan must be developed and communicated to all those involved with the trip.</p>	<p>At least one supervisor must have experience with:</p> <ul style="list-style-type: none"> • precautions related to insects • cold water rapids, [e.g., be able to recognize inherent danger and know the ways to avoid it] • cooking over an open fire without a grate • campcraft waterproofing methods during wet weather <p>At least one supervisor must have general knowledge of the area. For all overnight trips, two [2] staff/adult supervisors are required as a basic minimum. [Where there are male and female participants on a trip, both male and female supervisors are required.]</p> <p>A systematic pattern for group travel and communication must be established.</p>

WHITE WATER CANOEING and WHITE WATER KAYAKING are not appropriate in-class activities for Early, Middle, or Senior Years.

Curricular -- All Grades

OUTDOOR EDUCATION

FLAT WATER KAYAKING

(i) POOL (ii) BASE CAMP KAYAKING

SEE GENERAL PROCEDURES

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A correctly fitting and Transport Canada approved P.E.D./life jacket must be worn for open water kayaking.</p> <p>An emergency communication system must be accessible.</p> <p>A first aid kit must be accessible.</p> <p>A kayak paddle and Kayak are required. The kayak must have adequate flotation in the nose and stern to prevent the kayak from sinking when it's full of water.</p> <p>Paddle and kayak must be checked for cracks, splinters or leaks.</p>	<p>Students must wear clothing which is appropriate for open water kayaking.</p> <p>Jewellery representing a safety concern must be removed. If not removable, it must be taped -- [e.g., medical alert identification, religious/cultural jewellery]. Eyewear may need to be removed or secured.</p> <p>Outdoor note: Students must bring suitable protection against sun, heat and insects.</p>	<p>Water conditions must be appropriate for the type of kayak being used and the skill level of the group. [Flat water involves paddling on lake water or on a river where no rapids exist and eddies are very slight].</p>	<p>Students must have written parent permission for participation in this activity.</p> <p>As a pre-requisite for open water kayaking, the student must demonstrate basic competence in: launching a kayak; getting in and out; emptying the kayak [beach and dock]; T-Rescue; wet exit; forward stroke; back stroke; front sweep; back sweep; stopping; draw stroke; and bracing. [This demonstration can be done in a pool, in shallow water, or in a sheltered bay.]</p> <p>Prior to kayaking, the students must have the Bronze Medallion Swimming Level, or must complete the following swim test:</p> <ul style="list-style-type: none"> • swim 100 m continuously using any stroke • tread water for 3 minutes • put on a life jacket in the water • demonstrate the Help/Huddle position <p>Supervisors must be aware of the weather forecast, especially wind conditions, and kayaking must be cancelled in adverse conditions.</p>	<p>On site supervision by the instructor is required. At least one supervisor must be an instructor.</p> <p>The ratio of supervisor to students is- 1:10. Middle Years -- the recommended ratio is - 1:8</p> <p>The instructor must possess basic kayaking instructor's certification from any of the following:</p> <ul style="list-style-type: none"> • Manitoba Recreational Canoeing Association [MRCA] Instructors Certification - Level I, or NCCP Canoeing Level I • The Canadian Canoeing Association • The American Canoeing Association • The British Union of Sea Kayaking <p>At least one supervisor must have: N.L.S. Lifeguard Certificate, OR Current First Aid Qualifications, e.g., St. John Emergency First Aid Certificate, OR Canadian Red Cross Emergency First Aid, OR R.L.S.S. Aquatic Emergency Care Certificate, OR Canadian Ski Patrol First Aid Certificate.</p> <p>A rescue craft must be accessible while the students are kayaking on open water.</p>

Senior Years Only

OUTDOOR EDUCATION SAILING

SEE GENERAL PROCEDURES

[Not recommended for the Early & Middle Years]

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A properly-fitted and Transport Canada-approved life jacket/P.F.D., with whistle attached, must be properly worn and done up at all times while on the water.</p> <p>An emergency communication system and a first aid kit must be accessible.</p> <p>All equipment supplied by a local sailing school must be inspected for defects.</p> <p>Students must check all personal safety equipment for defects prior to use.</p>	<p>Students must bring:</p> <ul style="list-style-type: none"> • suitable footwear that can get wet. [Shoes with a nonslip sole, or non-slip-soled sandals are preferable.] • appropriate clothing that can get wet. [No loose fitting clothing can be worn.] • raincoat/windbreaker and/or a fleece [if the weather is cold, windy or rainy]. <p>Jewellery representing a safety concern must be removed. If not removable, it must be taped -- [e.g., medical alert identification, religious/cultural jewellery]. Eyewear may need to be removed or secured.</p> <p>Outdoor note: Students must bring suitable protection against sun, heat and insects.</p>	<p>All facilities must have designated sailing areas, which must be adhered to by the students.</p> <p>Weather, boat traffic and hazards must be taken into account.</p>	<p>Prior to the water activities, students must complete the following swim test:</p> <ul style="list-style-type: none"> • swim 100 m continuously using any stroke • tread water for 3 minutes • put on a lifejacket in the water • demonstrate the help/huddle position <p>Instructors must take weather and water conditions into consideration.</p> <p>Written parent permission for participation is required.</p> <p>Lifejackets/PFD must be worn at all times on the water.</p> <p>Students must know and obey acceptable guidelines of behaviour while in the boats.</p> <p>Skills must be taught in the proper progression [balance, propulsion, direction].</p> <p>Safety procedures and an emergency action plan must be clearly outlined to the students.</p> <p>Prior to the activity, classroom sessions must provide students with the knowledge-base necessary to sail safely.</p>	<p>Certified instructors must be present to instruct the course -- [Certification: Minimum of Level I Canadian Yachting Association Coaching Certificate].</p> <p>Instructor to Student ratio: 1:7</p> <p>The teacher must be present and must accompany the students to and from the facility.</p> <p>One motorized safety boat for every 11 sailboats must be present.</p> <p>On site supervision is required. [A lifeguard on site is preferable, but not mandatory, because all sailing instructors have first aid and water rescue training.]</p> <p>Prepare an emergency action plan for this activity. [Check Appendix D.]</p>

Senior Years Only

SCUBA DIVING

[Not recommended for the Early & Middle Years]

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A first aid kit and phone must be accessible.</p> <p>Certified equipment must be used and must be checked before every class by a certified instructor.</p>	<p>Suitable swim wear must be worn, [e.g., swimsuit, wet suit or T-shirt].</p> <p>Jewellery representing a safety concern must be removed. If not removable, it must be taped -- [e.g., medical alert identification, religious/cultural jewellery]. Eyewear may need to be removed or secured.</p> <p>Outdoor note: Students must bring suitable protection against sun, heat and insects.</p>	<p>School or community pools must be used.</p> <p><i>BACKYARD POOLS MUST NOT BE USED.</i></p>	<p>Written parent permission for participation is required.</p> <p>Instructor must have in writing any student history of: Diabetes, Asthma, Heart Condition, Convulsions, Epilepsy, frequent ear infections, or any other medical problems that may affect the student's safety in the water. [Student medical information sheets must be on site.]</p> <p>All students must remain in the shallow end with their buddy unless accompanied by an instructor.</p> <p>A classroom session must be taught so that students are familiar with the equipment and safety procedures.</p> <p>Skills must be taught in the proper progression.</p> <p>In-class theory sessions and an open-water dive are required for certification.</p>	<p>The teacher must accompany the students to the pool and must remain in the area during instruction.</p> <p>Certified scuba instructors must be present in the ratio of 1:8 students.</p> <p>A qualified lifeguard must be on the pool deck [see Aquatics].</p> <p>Constant visual supervision is required.</p> <p>The instructor must be certified by one of the following:</p> <ol style="list-style-type: none"> 1. A.C.U.C. [The Association of Canadian Underwater Councils] 2. N.A.U.I. [The National Association of Underwater Instructors] 3. P.A.D.I. [The Professional Association of Diving Instructors]

Manitoba Physical Education Safety Guidelines

Senior Years Only

SNORKELING

[Not recommended for the Early & Middle Years]

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A first aid kit and phone must be accessible.</p> <p>All equipment must be certified and checked so that the mask fits properly and is water tight; and the snorkel tube fits the mouth and is unobstructed.</p> <p>Fins, if worn, must fit properly.</p>	<p>Suitable swimwear should be worn.</p> <p>Jewellery representing a safety concern must be removed. If not removable, it must be taped -- [e.g., medical alert identification, religious/cultural jewellery]. Eyewear may need to be removed or secured.</p> <p>Outdoor note: Students must bring suitable protection against sun, heat and insects.</p>	<p>Use a school or community swimming pool.</p> <p><i>BACKYARD POOLS MUST NOT BE USED.</i></p>	<p>Students must be familiar with emergency procedures relating to the pool facility.</p> <p>Skills must be taught in the proper progression.</p> <p>Prior to water activities, the students must complete the following swim test:</p> <ul style="list-style-type: none"> • swim 100 m continuously using any stroke • tread water for 3 minutes 	<p>The maximum ratio of qualified teachers/instructors to students is- 1:10</p> <p>A non-teacher instructor must be certified by one of the following:</p> <ol style="list-style-type: none"> 1. A.C.U.C. [The Association of Canadian Underwater Councils] 2. A.C.U.C. [Snorkeling Instructor's Program] 3. N.A.U.I. [The National Association of Underwater Instructors] 4. P.A.D.I. [The Professional Association of Diving Instructors] <p>The teacher must accompany the students to the pool and must remain in the area during instruction.</p> <p>At least one supervisor must have:</p> <ol style="list-style-type: none"> 1. N.L.S. Lifeguard Certificate, OR 2. Current First Aid Qualifications: <ol style="list-style-type: none"> a) St. John Emergency First Aid Certificate, OR b) Canadian Red Cross Emergency First Aid, OR c) R.L.S.S. Aquatic Emergency Care Certificate, OR d) Canadian Ski Patrol First Aid Certificate.

Manitoba Physical Education Safety Guidelines

Senior Years Only

WATERPOLO

[Not recommended for the Early & Middle Years]

EQUIPMENT	CLOTHING/ FOOTWEAR	FACILITIES	SPECIAL RULES/ INSTRUCTION	SUPERVISION
<p>A first aid kit and phone must be accessible.</p> <p>Standard safety equipment is required, as stated in the pool regulations [e.g., ring buoys, reaching poles, spinal boards, etc.].</p>	<p>Suitable swimwear should be worn.</p> <p>A device for keeping hair from obstructing vision [e.g., elastic] is required.</p> <p>Jewellery representing a safety concern must be removed. If not removable, it must be taped -- [e.g., medical alert identification, religious/cultural jewellery]. Eyewear may need to be removed or secured.</p> <p>Outdoor note: Students must bring suitable protection against sun, heat and insects.</p>	<p>Use only a school or community swimming pool.</p> <p><i>BACKYARD POOLS MUST NOT BE USED.</i></p>	<p>Inform the swim instructor of any students having medical problems that may affect student safety in the water.</p> <p>Students must meet a minimum swimming guideline [e.g., swimming 100 m using any stroke and treading water for 3 minutes].</p> <p>Fingernails must be closely trimmed.</p> <p>Modify the rules to accommodate the age and ability of the participants.</p> <p>Skills must be taught in the proper progression. Games must be based on the skills taught.</p> <p>Students must adhere to the following regulations:</p> <ol style="list-style-type: none"> a) no running or pushing on the deck b) no gum chewing c) no food in the pool area d) stay clear of the diving area e) do not dive into the shallow end f) no shoes allowed on the deck <p>Showers must be taken before entering the pool.</p> <p>Where students go off school board property to a pool, parents must be informed.</p> <p>Emergency procedures must be outlined to the students prior to entering the water.</p> <p>Students with infected cuts or sores must not be in the pool.</p>	<p>Ratio: a maximum of 25 pupils per qualified National Lifeguard Service (N.L.S.) lifeguard/instructor.</p> <p>On site supervision is required by the teacher.</p> <p>Each instructor can supervise only one class or group.</p> <p>Students must ask permission to leave the pool area.</p> <p>A person with current first aid certification must be accessible.</p>