

DEVELOPING A LOCAL POLICY

As per the policy document for implementing Grades 11 and 12 PE/HE, schools/divisions are required to develop a risk management policy for OUT-of-class PE/HE. A risk management policy for PE/HE OUT-of-class physical activities describes a school/division's philosophy in promoting safe participation by students during these activities and in assigning responsibility for ensuring this safety. It provides the regulations that must be followed in implementing risk management measures for the OUT-of-class component of Grades 9 to 12 PE/HE. This section includes suggested step-by-step information on how to create a school/division OUT-of-class physical activity risk management policy.

Step 1

Form a school/divisional committee with representatives from all groups that will be affected by this policy, such as the school board, school administrators, local teachers' organization, physical education teachers, parents, students, and community physical activity leaders.

Step 2

Determine the delivery model(s) that schools in the division will be implementing for PE/HE in Grades 9 to 12.

- In Grades 9 and 10, schools can choose to meet the mandated times within the timetable, or use an OUT-of-classroom model for up to 20 hours of the mandated 110 hours.
- In Grades 11 and 12, schools may choose to include the PE/HE credits in the timetable or use an OUT-of-class model up to 75% of the mandated 110 hours for each credit. OUT-of-class activities may be school-based or non-school-based.

Step 3

Discuss the purpose and goals of your policy. Create your own philosophy statement.

Step 4

Develop your policy statements. Consider areas, such as

- process for educating teachers, students, and parents about safety
- process for communication and parental sign-off
- process for managing and evaluating students
- physical activity safety information
- ineligible activities (e.g., high-risk activities)
- process for adding activities to the eligible activities list

Step 5

Be sure someone is responsible for monitoring and evaluating the effectiveness of the policy. Gather data through discussion and surveys to ensure safety is being promoted for OUT-of-class activities.

Refer to Appendix A for sample local policy and regulations.